

BUILDING AND GROUNDS SECURITY
(Vandalism, Damages and Theft)

Reporting Vandalism, Damages and Theft

The building principal will prepare a full and complete report of any vandalism or damage to school buildings, facilities, furniture, equipment or other school property or theft of items on school property. Copies of the report will be forwarded to the superintendent and the appropriate law enforcement agency.

The superintendent and/or principal may sign a complaint against the person or persons involved in the act of vandalism or damage to school property when deemed necessary.

Restitution for Vandalism, Damages and Theft

The restitution program will seek compensation for loss and damage sustained through malicious mischief, vandalism, burglary and other wrongful acts by adults or juveniles. Persons causing such damage or loss will be held responsible for payment for any loss or damage.

After the superintendent has been notified of any loss or damage to district property, the building principal and maintenance personnel will investigate the incident. A cost estimate for repairing the damage will be obtained from maintenance employees. Cost estimates for replacing stolen equipment will be obtained from the employee responsible for the equipment. This will apply to any item, from office equipment to classroom materials.

When a juvenile is involved, the building principal will contact the parents/guardians at the conclusion of his or her investigation and apprise them of the estimated amount of damage. The superintendent will then notify the parents/guardians in writing of the amount of loss or damage and demand restitution.

Restitution payments will be made to the office of the superintendent, and their accounts will be credited accordingly. If necessary, provisions may be made for payment in several installments. Accounts not paid in full within a specified time will be processed for legal action.

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Note: The reader is encouraged to review policies and/or forms for related information in this administrative area.

Implemented: 08/11/2003

Cole County R-I School District, Russellville, Missouri