

Somerset County Board of Education
Administrative Procedures
Policy # 400-31

VANDALISM

The restitution program, administered by the building administrator, will seek restitution for loss and damage sustained by the district because of malicious mischief, vandalism, burglary, and other wrongful acts, whether adults or juveniles.

Adults who are apprehended will be held responsible for payment for any loss or damage. Parents or guardians of juveniles under the age of 18 are responsible for vandalism loss and damage caused by a minor in their custody. Legal procedures may be instituted by the building administrator.

The building administrator will investigate the incident with appropriate assistance from central office personnel. The cost involved in repairing the damage shall be obtained from the Director Facilities and Transportation. Cost estimates for replacing stolen equipment are obtained from the appropriate school office. This will apply to any item including office equipment to classroom materials.

When a juvenile is involved, the building administrator will contact the parents or guardian at the conclusion of the investigation and apprise them of the findings. The building administrator will then notify the parents or guardian in writing of the amount of loss or damage sustained by the district. A copy of written notice will be sent to the Director of Facilities and Transportation. Procedures will be followed for any necessary follow-up to secure restitution from the responsible party or insurance.

Restitution payments will be made by juveniles or their parents to the school system and their accounts will be credited accordingly. Students of legal age will be held responsible for their own payments. If necessary, provisions may be made by the principal for payment in several installments.

Accounts not paid in full within the specified time will be processed through the finance office to the school system's attorney for legal action.

Moneys received at a school from a student or a parent in restitution for loss or damage will be forwarded to the finance office to ensure proper credit.