

FERNDALE SCHOOL DISTRICT NO. 502
ADMINISTRATIVE PROCEDURES

No. 3220 P-1

PROCEDURES FOR REPORTING VANDALISM

I. INTRODUCTION

Vandalism is a conscious and a malicious effort to deface and/or destroy school property. ~~It is a very serious problem.~~ When apprehended, vandals will be punished. The provisions of Board Policy 3200 will be followed in this regard.

The following procedures for reporting vandalism are designed ~~primarily~~ for reporting ~~damages~~ **vandalism** occurring at the schools in the district. However, the director of buildings and grounds and the transportation supervisor will also follow as many of the procedural steps as possible for reporting vandalism occurring at their facilities.

II. VANDALISM OCCURRENCES

A. Vandalism Occurring During School Hours Or At School-Sponsored Events

1. The principal, or his designee, will immediately inform the business manager of vandalism by telephone.
2. The principal, or his designee, will contact the director of buildings and grounds for his assessment of damage and the approximate cost for repair or replacement.
3. The principal, or his designee, will complete a "Report of Vandalism" form and forward it to the business office as soon as possible after receiving the damage assessment from the director of buildings and grounds.
4. The principal, or his designee, will notify the police/sheriff by telephone and request that they inspect the vandalized area if the damage is assessed to be in excess of \$50 for both labor and materials.
5. In those cases where the vandalism is below \$50, but clearly threatens the safety and well-being of other individuals, the appropriate law enforcement agency shall be notified immediately and the names of the vandals, if known, made available to them.
6. The parents of the students are to be notified by telephone or by letter and requested to visit the school for a conference.

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7. For all damages the principal and business manager will seek restitution from the parents. In addition, for damages over \$1,000, the business manager will notify the district's insurance agency by phone and forward a copy of the completed "Report of Vandalism" form to him.
8. In all cases where the vandals are identified, disciplinary measures will be administered in accordance with the school district discipline policy.

B. Vandalism Occurring Outside School Hours Not Associated With School Events

1. When the principal, or his designee, is made aware of vandalism occurring outside school hours, he will notify the director of building and grounds if immediate repair is necessary.
2. If immediate repair of the damage is not required, the principal, or his designee, will notify both the director of building and grounds and the business manager by telephone at the start of the next school business day.
3. In either 1 or 2 above, the director of buildings and grounds will forward his estimate of damages to the building principal.
4. The principal, or his designee, will complete the "Report of Vandalism" form and forward it to the business manager as soon as possible.
5. The principal, or his designee, will notify the appropriate law enforcement agency by telephone and request that they inspect the vandalized area if the damage is assessed to be in excess of \$50 for both labor and materials.
6. For damages over \$1,000 the business manager will notify the district's insurance agent by phone and forward a copy of the completed "Report of Vandalism" for to him.
7. If the principal learns the identity of the vandals, he shall immediately contact the appropriate law enforcement agency and make those names available.
8. The apprehension and possible prosecution of the vandals is the responsibility of the appropriate law enforcing agency. School officials will cooperate insofar as possible but should not attempt to

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impose disciplinary action upon the vandals beyond that of the law enforcement agencies.

III. ANNUAL REPORTS

The business office will retain copies of each of the vandalism reports throughout year. In June of each school year, a summary report showing the type of vandalism and total dollar amount associated with each will be prepared, by school, and reviewed with the superintendent by the business manager.

IV. SUMMARY

Vandalism is a perpetual problem and through we will never stop it completely, we can certainly minimize it by treating each instance with the seriousness it deserves.

Each of us has the responsibility to insure that he is doing as much as possible to preclude the frequent occurrence of vandalism in our district.

10/01/82