

SECTION 1 NOTIFICATION OF VANDALISM

Any significant VANDALISM to school district buildings or grounds must be reported to the Business Office on a Break-in, Accident, or Loss Notice form. The Nederland Police Department must also be notified.

SECTION 2 RESTITUTION

Should the vandals be apprehended, the Business Office must be supplied with the following information:

- ◆ names and addresses of the individual(s)
- ◆ person filing charges on behalf of the district if the charges are not filed from the Business Office
- ◆ restitution agreement(s) tentatively set up (ALL RESTITUTION AGREEMENTS MUST BE SET UP BY THE SUPERINTENDENT'S OFFICE)
- ◆ an accurate and total assessment of damages as soon as possible (the assessment of damages must be sent to the Police Department or Sheriff's Office BY THE BUSINESS OFFICE)

SECTION 3 INSURANCE RECOVERY

Should the loss be recoverable by the insurance company, the following information must be supplied:

- ◆ a police report must be filed with the Nederland Police Department or Jefferson County Sheriff's Office
- ◆ a complete inventory of items missing must be sent to the Business Office (copies will be made for insurance and inventory removal)