

VANDALISM

1. When property of Staunton City Schools has been damaged, destroyed, or removed from the premises without authorization, the appropriate principal or administrator shall be notified, depending on location. The appropriate administrator is responsible for:
 - Determining whether the loss is the result of an accident, theft, or is malicious in nature.
 - Requesting assistance from police where necessary and appropriate.
 - Making a full report of the property description of loss or damage, to the Superintendent and Director of Operations.
2. The appropriate administrator must make every effort to recover the property or restitution for the amount of the loss. This may involve conferences with the individual, student, and/or parents/guardians to determine the extent of liability and to arrange for restitution. Assistance will be given by the Director of Operations where necessary to work with the police department and/or courts.
3. In the event that property or restitution is recovered, the appropriate administrator shall notify the Director of Finance and Director of Operations for account identification and reporting.
4. Disciplinary action shall be carried out by the appropriate administrator consistent with disciplinary policy for students or employees, and appropriate charges filed with the police department for individuals outside the auspices of Staunton City Schools.

Adopted: FEBRUARY 1997

Revised: FEBRUARY 2009
