

PROPERTY REPLACEMENT/RESTITUTION

FILE: ECAD-R

The restitution program administered by the building administrator, will seek restitution for loss and damage sustained by the district as a result of malicious mischief, vandalism, burglary, and other wrongful acts, whether by 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 proceedings may be pursued by the building administrator.

In the event of an act of vandalism or theft, the building administrator will investigate the incident with appropriate assistance from central office personnel and/or police. The cost involved in repairing the damage will be obtained from the Department of Facilities. 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 notify parents or guardians in writing of the amount of loss or damage sustained by the school system. A copy of the written notice will be sent to the Finance Office. Procedures will be followed for any necessary follow-up to secure restitution from the responsible party or insurance.

Restitution 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 a specified time will be prosecuted through the Finance Office to the school system's attorney for legal action.

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