

COUNCIL ROCK SCHOOL DISTRICT

SECTION: PROPERTY

TITLE: VANDALISM

ADOPTED: February 5, 1998

REVISED:

<p>1. Purpose</p> <p>2. Guidelines</p>	<p style="text-align: center;">713. VANDALISM</p> <p>The district has established the following guidelines to deal with acts of vandalism.</p> <p>If a significant episode of vandalism has been discovered, it is the responsibility of the building principal and his/her staff to see that the following personnel are called:</p> <ol style="list-style-type: none"> 1. Building principal. 2. Local police authorities. 3. Director of Business Affairs who shall then call the Superintendent, custodial supervisor, maintenance supervisor, and transportation office. <p>After the appropriate staff have been notified a cursory estimation of the situation should be made in determining whether classes can be held. If at all possible, school should be held. This decision should be made after consultation with the Superintendent and the other appropriate staff.</p> <p>If school is to be closed, appropriate steps should be immediately taken. If necessary, buses could be routed to another school temporarily. After other pupils have been transported to their schools, the buses can then be used to take pupils of damaged schools back home.</p> <p>If the damage involves a significant amount of inflammable liquids or gases, the local fire department should be called to assist.</p> <p>If it is determined that school can be held, but certain areas might be unavailable, limited room changes might have to be made.</p> <p>No one should release any information regarding the incident to the press or the public. This information will be compiled and released by the Superintendent or his/her delegated representatives.</p>
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It will be the responsibility of the Superintendent and his/her staff to notify the President of the Board, the chairperson of the building committee, and other Board members depending upon the severity of the damage.

The Business Administrator and his/her staff shall notify the appropriate insurance carriers of the incident and request that their representative report to the damaged school as soon as possible.

All personnel should be immediately instructed not to attempt to repair any damage until the police authorities and insurance agents take photographs, dust for fingerprints, and make a detailed appraisal of the damage. If the area affected involves an unsafe situation, steps should be taken by posting a staff member to direct traffic away from this area.

If the police do not take photographs, the appropriate personnel should arrange to have this done.

When broken glass or other exposed hazards have been checked by police and the insurance company's representative, they should then be taken care of immediately so as to neutralize the impending danger.

Strangers, such as reporters, newspaper photographers, curious citizens, etc., should be politely directed to the principal's office for permission to remain in the building.

The principal should utilize the public address system to give out any instructions regarding the procedures for the day. If the public address systems inoperative, a written communication should be prepared and distributed as soon as possible.

Building principals should summon department chairperson to an emergency meeting for specific instructions.

Department chairpersons are responsible for ascertaining items of damage in areas under their jurisdiction. The physical education department should assume the responsibility of checking the outside of the school, athletic fields, bleachers, scoreboard, etc. The custodial staff shall ascertain damage in corridors, etc.

All teachers should be instructed to forward their assessments of damage with precise locations noted to the principal's office as soon as possible. The principal and his/her assistants will assemble a composite sheet for the entire school. The maintenance supervisor will use this list as a guide in estimating the extent of damage and cost of repair. A brief report of the extent of damages should be compiled by the Business Administrator and submitted to the Superintendent and Chairperson of the building committee.

The Business Administrator, together with the maintenance supervisor, shall be responsible for contacting suppliers, repairpersons, etc., to arrange for repair or replacement of damaged items.

Building principals should be aware that an episode of major vandalism might necessitate the temporary loaning of custodial personnel and/or equipment to meet the demands of the emergency. It is possible that the food preparation requirements for the damaged school might have to be met by cooperative action of a number of district buildings.