

MORGAN COUNTY SCHOOLS

Report of Vandalism

Directions: Refer to guidelines on back of form and complete the following:

School/Location

Specific Area of Vandalism

Description of Damage: _____

Time of Occurrence: _____

Date of Occurrence: _____

Reported by Whom: _____

Maintenance Supervisor Notified: ____ YES ____ NO

Estimated cost of damage: _____

Law Enforcement notified: ____ YES ____ NO

Report filed: ____ YES ____ NO

Other actions taken or recommendations: _____

Date

Signature of Reporter

Date

Signature of Principal

Submit to Treasurer

Vandalism Report Guidelines

1. Any vandalism at a school/location shall be reported to the school principal/supervisor.
2. The principal/supervisor shall complete the vandalism report form and submit to the Morgan County Board of Education Treasurer.
3. In cases of carelessness, malicious mischief resulting in damages to school property or school-owned materials, the guilty parties or their parents shall make full restitution in the amount of damages suffered by the school district.
4. The Morgan County Board of Education reserves the right to seek full restitution through the legal process.

Ref: MCBOE Policy ECAB and JFCB