

RULE [3530.2] 3532

NON-INSTRUCTIONAL SERVICES: Obtaining Restitution for Vandalism

The following information states the procedures used by the Baltimore County Public Schools relative to obtaining restitution for vandalism.

1. The [Division of Business and Finance] DEPARTMENT OF FISCAL SERVICES and the Office of Safety and Security will assist the school personnel in determining the extent of damage and reach an estimate of cost involved. Where necessary, the [Division] DEPARTMENT of Physical Facilities will assist with developing the estimate. The information will be forwarded to the Assistant County Attorney and to the Office of [Accounting and Investments] THE CONTROLLER.
2. The principal will discuss the extent and cost of the damages with the parents and request restitution. Parents will be given the request, in writing, with a copy to the Assistant County Attorney and the Office of [Accounting and Investments] THE CONTROLLER. Parents are to be informed [at the time] that failure to make arrangements for voluntary restitution will result in the case being referred to the Assistant County Attorney who will sue for restitution.
3. Parents will be given 30 days by the school administration to [work out the details and] respond to the request.
4. If the parents agree to pay through the local school, they will be informed that all money is to be sent to the principal in the form of a check or money order made payable to the local school. The local school will notify the Office of [Accounting and Investments] THE CONTROLLER of the arrangements for repayment. The Office of [Accounting and Investments] THE CONTROLLER will issue an invoice and establish an account for receiving restitution payments. The local school will forward all payments to the Office of [Accounting and Investments] THE CONTROLLER. [using BEBCO Form 030, Remittance Report to the Board of Education of Baltimore County.] The local school will keep a record of all payments made.
5. If parents refuse to make arrangements for compensation or fail to follow through with arrangements made with the local school, the case [is] WILL BE referred to the [Assistant County Attorney who] OFFICE OF LAW THAT will follow-up (see #1). The school has no further responsibility. In the event that restitution is not made through arrangements with the local school and the case is referred to the [Assistant County Attorney who] OFFICE OF LAW THAT will follow [one of

- two] THE APPROPRIATE course[s] of action.
- a. The [Assistant County Attorney will] OFFICE OF LAW HAS THE AUTHORITY TO arrange a settlement with the parents and [will collect through his office] MAY ARRANGE FOR COLLECTION OF all the money involved in the restitution arrangements. The Office of [Accounting and Investments] THE CONTROLLER will be notified of the arrangements and all money collected will be forwarded to the Office of [Accounting and Investments] THE CONTROLLER.
 - b. If no arrangement for restitution is reached, the [Assistant County Attorney] OFFICE OF LAW is empowered to sue for the amount due in restitution. If negotiating with the parents, the [Assistant County Attorney] OFFICE OF LAW has the authority to arrive at a reasonable settlement.
6. In the event of an expulsion related to vandalism, the [Associate Superintendent, Division of Administration] SUPERINTENDENT OR THE SUPERINTENDENT'S DESIGNEE and/or the [Expulsion] Review AND REINSTATEMENT Committee, can make the payment of restitution a condition for readmission. In that event, the procedures outlined above will be used.

Rule
Approved: 6/16/88
REVISED:

Superintendent of Schools