



# Huntington Beach Union High School District Board Policies and Administrative Regulations

AR 3515.4  
Page 1 of 2

## Business and Non-Instructional Operations

### Recovery For Property Loss or Damage

#### Reports

District employees shall report all damage or loss of school property to the principal or designee immediately after such damage or loss is discovered. In those instances in which insurance reimbursement may be involved, the principal or designee shall contact the Risk Manager.

#### Investigation

The Superintendent or designee shall ensure that a complete investigation is conducted at the site where the loss or vandalism occurred.

The principal or designee shall conduct a complete investigation of any instance of damage or loss of school property. The investigation shall be carried out in cooperation with law enforcement officials when appropriate.

#### Recovery of Damages

When the person causing the damage or loss has been identified and the costs of repair, replacement or cleanup determined, the Superintendent or designee shall take all practical and reasonable steps to recover these costs, including consulting district's legal counsel if necessary. Reasonable steps may include the filing of a civil complaint in the court of competent jurisdiction to recover damages from the responsible person or, if an arrest and conviction for the crime has occurred, making a request for restitution to the Court.

If the responsible person is a minor, recovery may be sought from the minor's custodial parent/guardian in accordance with Education Code 48904.

Damages may include the cost of repair or replacement of the property, the payment of any reward, interest, court costs and all other damages as provided by law.

Recovery For Property Loss or Damage (Continued)

Payment of Reward

When authorized according to Governing Board policy, a reward may be paid to a party who provides information sufficient to identify and apprehend the person or persons subsequently found responsible for the damage or loss. If more than one informant provides information, the reward shall be divided among the informants.

When the district elects to participate in a reward program offered by the district's insurance carrier or any other public agency the district shall abide by the terms and conditions of those programs regarding payment or apportionment of reward funds.