

ADMINISTRATIVE PROCEDURE NO. 318**VANDALISM, DAMAGE AND LOSS OF PROPERTY****Background**

The Division encourages preventative measures to avoid vandalism, but will also seek restitution in cases of damage or loss of property.

Students who willfully or ignorantly destroy or damage school property will be held financially responsible for their actions.

Procedures

1. Students will be held responsible for their actions in regard to destruction or damage to school property whether occurring through vandalism or lack of due care and attention.
2. The principal shall investigate all incidents of damage and loss of school property to determine where responsibility lies.
3. If a student is found responsible for damage or loss of school property, the cost of repairing or replacing the property will be charged to the student through his/her parents.
4. If more than one student is found responsible, the costs for repair or replacement shall be divided amongst the students.
5. Where a student is found responsible for damage to or theft of school property, the principal shall:
 - Immediately inform the parents or guardians of the student involved that the incident has occurred and that they will receive a claim for restitution when the costs of repair and/or replacement have been determined;
 - Request the head custodian to complete a Damage/Loss Report form and Work Order form for the necessary repair and replacement;
 - Provide the Secretary-Treasurer with the details of the incident, including names and addresses of the student involved and confirmation that parents have been informed;
 - Where the costs of repair and, or replacement have been determined, claim restitution from parents by letter and inform the Secretary-Treasurer; and
 - Notify the police if necessary.

6. In cases of minor misdemeanors, and when carelessness on the part of a student results in damage to, or destruction of, Division property, principals shall assess a percentage of the costs of repair and/or replacement to be borne by the student.
7. In the event that the principal is unable to determine who is to be held responsible for the damage, the principal will report the matter to the Secretary-Treasurer, who will instruct the appropriate Supervisor to assess the damage. If the matter is of a serious enough nature, the Secretary-Treasurer may ask the police to investigate in order to try to determine responsibility prior to starting repair work.
8. If necessary, in order to obtain restitution, the Secretary-Treasurer may undertake legal proceedings.

Reference: Section 16, 20, 60, 61, 113 School Act

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