
DAMAGE, DESTRUCTION OR THEFT OF DIVISION OWNED PROPERTY

Background

The Division assumes that staff members will be diligent in maintaining, repairing, and keeping in order all its real and personal property. In the event that property of the Division is destroyed, damaged, or stolen the Division expects its staff members to attempt to identify the person(s) responsible and when the offenders are identified to take any necessary actions to secure restitution.

Procedures

1. Staff members will be diligent in seeking the identity of the person(s) responsible for intentional or negligent damage, destruction or theft of Division property and in using responsible and lawful procedures in any investigations.
 - 1.1 Principals and responsible officers will use legally appropriate means to identify individuals responsible for intentional or negligent damage, destruction or theft of Division owned property.
 - 1.2 When the intentional or negligent damage, destruction or theft of Division owned property is considered by the Principal or responsible officer to be of a serious nature and requiring the assistance of the police, they will report the matter to the police for investigation.
 - 1.3 When a principal has identified a student as being responsible for the intentional or negligent damage, destruction or theft of Division owned property the principal will:
 - 1.3.1 If the student is not an independent student notify the parents of the student;
 - 1.3.2 Obtain an estimate of the cost of repair or replacement of the item;
 - 1.3.3 Notify the parents of the student, or the student if the student is an independent student, of the cost of repairing or replacing the item and request payment or replacement within fifteen (15) days;
 - 1.3.4 Forward copies of all correspondence related to the incident of damage, destruction or theft of Division property to the Secretary-Treasurer;
 - 1.3.5 Notify the Secretary-Treasurer if payment is not made by the parents, or by the student if the student is an independent student; and,
 - 1.3.6 Ensure that the legal rights of the student are protected.
 - 1.4 When payment is made by the parents, or by the student when the student is an independent student, to the school the funds collected will be forwarded to the Secretary-Treasurer.

- 1.5 Where the principal recommends that charges be laid against the student involved in the intentional or negligent damage, destruction or theft of Division owned property the principal will advise the Office of the Superintendent.
2. Staff members will be diligent in securing payment or replacement for any Division property that is damaged, destroyed or stolen.
 - 2.1 Where the parent of a student, or a student if the student is an independent student, refuses to pay for the intentional or negligent damage, destruction or theft of Division property, the Secretary-Treasurer or officer delegated by the Superintendent will take whatever measures are necessary to recover the costs.

Reference: Sections 54, 251, 257 Education Act

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