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**ADMINISTRATIVE PROCEDURE 146**  
**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 shall 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 shall 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 shall:
    - 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 15 days;
    - 1.3.4 Forward copies of all correspondence related to the incident of damage, destruction or theft of Division property to the Assistant Superintendent – Business Services;

- 1.3.5 Notify the Assistant Superintendent – Business Services 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 shall be forwarded to the Assistant Superintendent – Business Services.
  - 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 shall advise the Superintendent.
  - 1.6 When a Principal or responsible officer has identified an staff member as being responsible for the intentional or negligent damage, destruction or theft of Division owned property, the Superintendent shall be informed immediately and he/she shall decide on the course of action. In all cases the legal rights of the accused shall be protected.
  - 1.7 When the person suspected of causing intentional or negligent damage, destruction or being responsible for the theft of Division owned property is not a student or staff member the Principal or responsible officer shall report the matter to the police.
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 Assistant Superintendent – Business Services or officer delegated by the Superintendent shall take whatever measures are necessary to recover the costs.
  - 2.2 Where the person responsible for intentional or negligent damage, destruction or theft of Division owned property is not a student the officer delegated by the Superintendent shall take whatever means are necessary and appropriate to secure payment or replacement of the item or where court ordered restitution is awarded to secure the restitution.

Reference: Section 16, 18, 20, 60, 61, 113, School Act

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