



Living Sky School Division No. 202

Procedure Type: Buildings and Grounds

Procedure Number: 9.05

Procedure Title: Break-in, Theft, Vandalism

Legal Reference:

Approval Date: January 28, 2009

Revision Date: July 6, 2015

Background

The Board of Education requires that provisions be made for the security of its facilities in order to restrict unauthorized access and vandalism of school property and that of employees and students.

Procedures

1. Responsibility of Principals

- a. In the case of a break-in, theft, or vandalism, the principal is to report the incident immediately to the police and to the Facilities Manager.
- b. Measures are to be taken to secure the building.
- c. The principal is to provide the Facilities Manager with a written report indicating:
 - i. The date and time of the event
 - ii. A brief description of the vandalism
 - iii. The serial numbers for all articles which were vandalized or may have been stolen

2. Replacement and Repair

- a. The superintendent of business is to provide direction to the principal in terms of replacement and repair of equipment or required construction or maintenance.
- b. The principal may attempt to recover the cost of property replaced or repaired where it is established that there is a basis of claim that can be made against a student or parents concerned. Failing that, the principal may refer the matter to the superintendent of business for appropriate action.