

**AVON MAITLAND DISTRICT SCHOOL BOARD
ADMINISTRATIVE PROCEDURE
NO. 573**

SUBJECT: VANDALISM, PROPERTY DAMAGE AND THEFT OF SCHOOL EQUIPMENT/SUPPLIES

Legal References: *Education Act: Section 265 Duties of Principal: Care of Pupils and Property; Section 286 Duties of Supervisory Officers: Supervise Buildings and Property; Part XIII Behaviour, Discipline and Safety; Ontario Regulation 298 Operation of Schools Section 11 (3) (l) Duties of Principals: Parent Compensation for Damage to or Destruction of School Property by the Pupil and Misappropriation of School Property by Pupil; Guideline - Ontario Schools Code of Conduct; Youth Criminal Justice Act*

Related References: *Administrative Procedure 351 Code of Conduct; AP 352 Promoting Positive Student Behaviour; AP 358 Exclusion of Students; AP 514 Money Left in Schools; Police/School Board Protocol (Appendix B, AP 351)*

1. Vandalism, Property Damage and Theft of Property

This administrative procedure defines the steps to follow when vandalism and/or theft occurs to Avon Maitland District School Board property, vehicles, buildings, and/or equipment.

2. Administrative Procedures

2.1 Reporting Vandalism and Property Damage

- 2.1.1 It is the responsibility of the head custodian or contract custodian, to report to the principal all incidents of property damage.
- 2.1.2 The principal shall:
 - a) Notify the police according to the Police/School Board Protocol;
 - b) File a school report, Form 573A Vandalism: Damage Report with the Superintendent of Corporate Services;
 - c) Provide the arresting/investigating police officer with information for his/her police report, Form 573B Vandalism: Letter to Investigating Police Officer (sample);
 - d) Complete and file Form 573C Vandalism/Property Damage or Theft Costing Report as soon as possible following the incident; and
 - e) If the individual(s) involved is a student of that school, action will be taken in accordance with the *Ontario Schools Code of Conduct* and relevant district administrative procedures.
- 2.1.3 When repairs are carried out, custodial staff, school and/or system personnel must submit records indicating the number of hours involved. Additional custodial hours need to be submitted electronically through the ESS portal (timesheet) with vandalism identified.

2.2 Reporting Theft of Equipment and Supplies

- 2.2.1 Principals should facilitate the maintenance of a current inventory listing of equipment, and other valuable items with a value in excess of \$200, which will assist in the investigation, recovery, and replacement of stolen items. At a minimum, the list should include: type of item/description, manufacturer, serial number and date purchased. The information technology department maintains a list of computer equipment.
- 2.2.2 Ensure that all items are secured to the greatest extent possible to prevent unauthorized access or potential disappearance.
- 2.2.3 Notify the police as soon as the loss is discovered.
- 2.2.4 Prepare a written report of the theft which notes physical signs of entry or lack thereof, day and time of occurrence, description of article(s) stolen, code, serial number, year of purchase (where appropriate), location at time of theft and whether or not the articles were purchased by the board.
- 2.2.5 File this written report of the theft with the Superintendent of Corporate Services.
- 2.2.6 Record other action taken as a result of the theft.
- 2.2.7 Inform the Superintendent of Corporate Services of the recovery of article(s) taken where such does occur and/or other matters related to the disposition of the matter.
- 2.2.8 If a student has stolen property belonging to Avon Maitland District School Board the principal shall apply appropriate consequences under Administrative Procedure 358 Student Suspension; Administrative Procedure 359 Student Expulsion, the Police/School Board Protocol, and the Ontario Schools Code of Conduct.

2.3 Restitution

- 2.3.1 Upon ascertaining the name(s) of the individual(s) responsible for theft or causing willful damage to school buildings, equipment or vehicles, the principal shall:
 - a) Notify the individual, or parents/guardians if the individual is a minor, immediately and attempt to gain assurance of compensation;
 - b) Notify the Facilities Administrator and Superintendent of Corporate Services of the damage or the Superintendent of Corporate Services on the theft and mutually agree on the method of effecting suitable repairs to the damage;
 - c) Send to the individual, or parents/guardians if the individual is a minor, an individually prepared invoice on school letterhead requesting payment;
 - d) Issue receipts for any and all payments made and forward such funds along with supporting documentation to the Superintendent of Corporate Services.
- 2.3.2 The principal has authority under Section 2.2.1 (c) above to authorize a series of convenient payments. Applicable interest or carrying charges may be applied under such a plan, subject to the discretion of the Superintendent of Corporate Services or designate.
- 2.3.3 If no suitable arrangement for compensation has been reached two (2) weeks after the invoice is submitted for payment to the parent, the principal will submit the matter to the Superintendent of Corporate Services or designate.
- 2.3.4 Where a pupil is actively involved in an incident and refuses to cease when told to do so, the principal may call the police forthwith.
- 2.3.5 In all cases involving illegal entry, and in other cases where the damage or theft is considered by the principal, or in the principal's absence by the custodian or the Facilities Administrator, to warrant police involvement, the police will be contacted as soon as possible.

- 2.3.6 In this procedure the words “equipment”, “property” and “vehicles” are deemed to be interchangeable.

- 2.4 **Follow-up**
 - 2.4.1 In all cases the principal shall seek restitution in each instance where the person(s) responsible are identified. This action of the principal is described in Ontario Regulation 298 Operation of Schools, Duties of Principals Section 11 (3) (l) in connection with the principal’s duty to seek compensation from the parent for “loss or misappropriation of school property by the pupil”.
 - 2.4.2 Following a major incident of vandalism or theft, the principal is advised to conduct meetings or discussions for those persons affected by the result of such an event as may be required.

2.5 **Confidentiality**

All staff must adhere to the requirements of the “Declaration of Principle” in the *Youth Criminal Justice Act* regarding confidentiality and the right of young persons to privacy.