



BREAK-IN, THEFT, VANDALISM

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. *General Measures*

Persons detecting break and enter, theft or vandalism at the school are to secure the site if it is safe to do so. The principal is to be notified as soon as possible.

2. *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 Manager of Facilities.
- b. Measures are to be taken to secure the building.
- c. The principal is to provide the Manager of Facilities 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

3. *Replacement and Repair*

- a. The Manager of Facilities 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 Administration for insurance purposes.

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