

**MOOSE FACTORY ISLAND
DISTRICT SCHOOL AREA BOARD**

ADMINISTRATIVE PROCEDURE NO. 534	
Effective	
Revision Date	

DAMAGE TO SCHOOL PROPERTY

1. PURPOSE

The Moose Factory Island District School Area Board expects that Ministik School property and equipment will be well-maintained, and that the students and other users of school property will have an appreciation and respect of school property and equipment.

The Board will endeavour to safeguard its property against vandalism, theft, damage and loss, and to establish measures for remediation where vandalism, theft, damage or loss to board property occurs.

PROCEDURES

1. Reasons for Damage and Liability

- 1.1. Where damage to school property by a student or other user of the premises is a direct consequence of malice or disregard to school regulations, the liability for payment of damage will be that of the individual or group causing the damage.
- 1.2. Where damage to school property by a school student or staff member results from an incident that is not a consequence of disobedience or malice (an innocent accident), the individual causing the damage will not be liable for payment.

2. Staff Response to Damage

- 2.1. The discretionary power exercised to discern the innocence or malice of the act will rest with the principal and the vice-principal of the school.
- 2.2. The principal will notify the police, the Maintenance Supervisor, and the Business Administrator immediately of any entry, theft and/or malicious damages caused in or at Ministik School.
- 2.3. The Maintenance Supervisor will provide a written report to be sent immediately to the Business Administrator. If there is damage to the building, (doors, windows, etc.), a copy of the report must be sent to the Superintendent of Education.

3. In Cases of Theft

- 3.1. In the cases of theft:

- a) There will be a ten (10) day waiting period to permit an investigation by police.
 - b) During this ten (10) day waiting period, the principal of the school will carry out a thorough and complete review of the inventory, in order to determine what items were damaged or stolen.
 - c) NOTE: No further loss claims will be recognized for replacement after the ten (10) day waiting period.
- 3.2. During the waiting period, the principal may requisition a temporary replacement unit through normal procedures, if such is required, until the stolen equipment is either recovered or permanently replaced.
 - 3.3. The permanent replacement of stolen equipment not recovered within thirty (30) days following the occurrence, will be requisitioned through normal procedures.
 - 3.4. If the principal of Ministik School wishes to have the damaged goods repaired immediately, he/she should submit a requisition through normal procedures at the same time as he/she presents the theft report.
 - 3.5. The Maintenance Supervisor will arrange for repairs to the building.
 - 3.6. Should stolen goods be recovered, the principal will immediately advise the Business Administrator and submit a list, in writing, of the goods recovered.

Legal References:

Education Act, section 170 Duties and Powers of Boards: Property & Insurance
Education Act, section 265 Duties of Principal: Care of Property
Education Act, section 286 Duties of Supervisory Officers: Supervise Buildings and Property
Ontario Regulation 474/00 Access to School Premises

Board References:

Board Policy GOV-09 Safe Schools: Board Code of Conduct
Board Policy GOV-20 Access to School Premises
Administrative Procedure 376 Progressive Discipline
Administrative Procedure 537 Key Control and Security
Administrative Procedure 540 Use of School Facilities by Outside Groups