

## Administrative Procedure 359 - Vandalism

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### Background

When school property is destroyed, damaged or lost by the intentional or negligent act of a student, the student and their parents are jointly liable for the act of the student (except in the case of an independent student). It is the practice of the Division that an attempt be made to identify those persons responsible for such acts and that restitution be made.

In cases where the Principal of a school considers that school property has been destroyed, damaged or lost by the intentional or negligent act of a student (or students) and the perpetrator is identified, the course of action to be followed is outlined below:

### Procedures

1. The parents of the student are to be notified by the school principal and informed that the incident will be reported to the Division Office.
2. The school principal shall inform the Secretary-Treasurer and the Director of Facilities Services of the incident of damage to Division property.
2. The Director of Facilities Services and/or the Principal will obtain an estimate of costs to repair the damage or replace the destroyed or lost item.
3. The Secretary-Treasurer will review opportunities for submission of claims to the insurance provider and reporting to the RCMP if reasonable to the circumstances.
3. Parents of the student are to be advised by the Principal of the costs and that payment is to be made within 30 days from the billing date.
4. If payment is not received within the specified time and no alternate arrangements have been made, consideration may be given to possible court action. If civil and or criminal charges are to be laid against a person or persons, the Superintendent will file the charges.
5. When payment is submitted for damages or losses under this Administrative Procedure, payment shall be made to the Division.

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Reference: Section 31, 32, 33, 52, 53, 68, 197, 222, 257 Education Act

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