

## PROPERTY DAMAGE

### Background

The Board of Education is entrusted with the responsibility and accountability for all the operations of the district. This includes the responsibility of holding accountable all persons who are involved in the willful destruction of district property, otherwise known as vandalism.

The district is insured by the School Protection Program, an agency of the provincial government, and therefore must act consistently with the requirements of the insuring agency.

Any student who willfully or irresponsibly damages or destroys school property is to be financially responsible for such damage.

### Procedures

1. When school property is damaged or destroyed (e.g. glass breakage, graffiti or general destruction), the principal shall investigate the matter and attempt to determine responsibility. Where applicable a School Protection Program Incident Report will be completed and forwarded to the secretary-treasurer's office.
2. If, in the opinion of the principal, school property was damaged or destroyed wilfully or irresponsibly, the principal shall, in written form, request restitution. The restitution will include materials and labour costs.
3. The district will recover the cost of damage to district property from the responsible party, or, in the case of minors, from their parents or guardians. The secretary-treasurer shall pursue collection if restitution is not received by the principal.
4. Principals shall report all break-ins to the police, superintendent of schools, and the manager of operations.
5. The secretary-treasurer, or designate, will track acts of property damage, undertake measures to reduce actions of property damage, and report annually to the Board of Education.
6. **Graffiti**
  - 6.1 All incidents of graffiti damage should be reported. Immediately report all cases of graffiti that is vulgar, racist, sexual or targeting an individual.
  - 6.2 During work hours, the reporting phone call should be made to the RCMP and the school district operations department. Outside of work hours, the reporting phone call should be made to the RCMP and the manager of operations or the operations supervisor.
  - 6.3 Document the graffiti by taking a picture of the entire tag or word from directly in front of the surface and include any small initials or markings around the edges of the tag. Make a note of the date and time. After reporting the graffiti, a follow-up email should be sent with digital photo(s) to the operations supervisor. The operations supervisor will ensure appropriate documentation is distributed to maintenance staff and the RCMP, if deemed appropriate.

- 6.4 Occasionally evidence is left behind that may pertain to the graffiti (e.g. spray cans, felt markers, foot prints, hand prints, etc). The RCMP may require the evidence as part of the investigation. In all cases, evidence should be preserved as much as possible. Consult with the operations staff or RCMP before handling evidence.

Reference: Sections 6, 10, 20, 22, 23, 65, 85 *School Act*  
Section 430 Criminal Code of Canada  
Public Nuisance Bylaw 3543, 2014 City of Campbell River