

## Administrative Procedure 110

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### DEALING WITH VANDALISM

#### Background

It is essential that incidents of vandalism be dealt with as quickly and thoroughly as possible in order to protect the property of the division.

#### Procedures

1. The Principal is responsible for pursuing all available remedies to minimize vandalism to division property.
2. Students and staff are to be advised that all incidents of vandalism are to be reported to the Principal as soon as possible.
3. The Principal shall advise the maintenance coordinator and local police authorities in cases of reported and observed vandalism.
4. The Principal shall complete the Vandalism Report Form, a copy of which is included in the Forms Manual, and submit it to the Secretary-Treasurer.
5. Where the estimated cost of the necessary repairs and replacement is in excess of \$5000.00, the Secretary-Treasurer shall advise the insurance provider and a claim made.
6. Where the estimated cost of repair and replacement is less than \$5,000.00, the cost shall be borne by the division.
7. If students have been involved in the incidents of vandalism and have been identified, the following shall be undertaken:
  - 7.1 The Principal shall contact the parents of the student by telephone and a follow-up in writing advising that they will be billed for the cost of repair or loss.
  - 7.2 The Principal shall provide a copy of the letter to the parents along with the Vandalism Report Form to the Secretary-Treasurer.
  - 7.3 The Secretary-Treasurer shall obtain a cost of the necessary repairs from the maintenance coordinator and submit an invoice to the parents.
  - 7.4 The Secretary-Treasurer shall attempt to ensure that all funds due from the parents are collected.