

Fort McMurray Catholic Schools Operating Policies and Procedures

OP 114 - Vandalism

Policy

The students and members of the public are to be encouraged to report any vandalism of District property.

Procedures:

1. Any incidents of vandalism are to be reported to the principal, the Associate-Superintendent (Business & Finance), the Director of Maintenance and the R.C.M.P.
2. The principal shall complete the standard report on school vandalism, damages or losses with a listing of the replacement items and repairs and send it to the Finance department with a copy to the Service Support Centre
3. If the cost of the vandalism exceeds \$5,000 the Finance Department will file a claim to the insurance company.
4. If the cost of the vandalism is less than \$5,000, it becomes a cost to the School or the District as follows:
 - a. "In-school" vandalism is the responsibility of the school and will be charged-back to the school budget;
 - b. The cost of repairing other vandalism done to the outside of the school after instructional hours will be budgeted by maintenance department.
5. If students are involved in the vandalism, the principal shall contact the parents by phone and then a follow-up in writing to advise that they will be billed for the cost of repairs or loss. A copy of the letter to the parents along with the vandalism report will be forwarded to the Finance Department for recovery action.

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