

**THE PROTESTANT SEPARATE SCHOOL BOARD  
OF THE TOWN OF PENETANGUISHENE**

**POLICY MANUAL**

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**POLICY TITLE:****SECTION/CODE:****Damage to Board/School Property****School Operations D - 22**

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**APPROVAL DATE:****SUPERSEDES:****NUMBER OF PAGES:****REVIEW DATE:****November 14, 2022****June 12, 2017****Page 1 of 3****October 2026**

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**POLICY STATEMENT**

The Protestant Separate School Board fosters an environment of respect for both individuals and physical items (i.e. buildings, equipment, etc.) and will take both proactive and reactive steps in preventing and dealing with acts that do damage to school/board property.

Any case of intentional damage to school property will result in the proper authorities being notified immediately.

In cases involving Burkevale students, the school will make every attempt to contact the parent(s) and/or guardian(s)

The Board considers it the responsibility of said parent(s) or guardian(s) to make restitution to the Board in the amount of the cost of repair and or replacement of the damaged property.

**POLICY PURPOSE**

To provide direction for individuals when vandalism and/or theft occurs at Protestant Separate School Board property, buildings and/or equipment.

**REPORTING VANDALISM AND PROPERTY DAMAGE**

1. It is the responsibility of all staff to report to the principal all incidents of property damage.

The principal shall:

- a. Notify the police according to the Police/School Board Protocol;
- b. File a school report, with the Manager of Finance;
- c. Report as soon as possible following the incident; and
- d. If the individual(s) involved is a student of that school, action will be taken in accordance with the Safe and Accepting Schools Policy

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2. Damage that could create safety issues at the school will be repaired as soon as possible before students arrive at school. If required, items will be removed and/or potential harmful areas will be restricted from access.

**REPORTING THEFT OF EQUIPMENT OR SUPPLIES**

1. The Principal should facilitate the maintenance of a current inventory listing of equipment, and other valuable items with a value in excess of \$200, which will assist in the investigation, recovery, and replacement of stolen items. At a minimum, the list should include: type of item/description, manufacturer, serial number and date purchased.
2. All items should be secured to the greatest extent possible to prevent unauthorized access or potential disappearance.
3. Police shall be notified as soon as a loss of significant value is discovered.
4. A written report of the theft is to be prepared which notes physical signs of entry or lack thereof, day and time of occurrence, description of article(s) stolen, code, serial number, year of purchase (where appropriate), location at time of theft and whether or not the articles were purchased by the board.
5. The written report of the theft is to be filed with the Manager of Finance.

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6. Record other action taken as a result of the theft.
7. Inform the Manager of Finance of the recovery of article(s) taken where such does occur and/or other matters related to the disposition of the matter.
8. If a student has stolen property belonging to The Protestant Separate School Board, the principal shall apply appropriate consequences under the Schools Code of Conduct.

**ACCIDENTAL DAMAGE**

1. When accidental damage to school property occurs due to failure on the part of a student to comply with school rules (i.e. playing ball in areas where it is not allowed, throwing snowballs, etc.) or failure to comply with continued requests to stop unacceptable behaviour, the Board considers it the responsibility of the parent(s) and/or guardian(s) of the students who are involved in the incident to make restitution to the Board in the amount of the cost of repair and or replacement of the damaged property.
  - 1.1 In the event the amount of restitution is such that it will cause hardship to the family, a repayment schedule may be arranged with the Board.
  - 1.2 Accidental damage to school property occurring as a result of the normal operation of the school shall be deemed the Board's responsibility.

**PROCEDURES**

1. Any instance of damage to school property should be reported to the Supervisory Officer Board Manager of Finance and Treasurer, as soon as possible.
2. The Supervisory Officer will contact the parent(s) and/or guardian(s) of the student(s) involved to inform them of the damage and the Board's policy.
3. A copy of the cost of repair and/or replacement will be sent to the parent(s) and/or guardian(s).