

ANTI-VANDALISM

Background

The school district shall maintain multi-faceted programs to prevent and reduce acts of vandalism and illegal entry.

The school district shall develop and maintain programs to reduce opportunities for vandalism and illegal entry.

Definitions

"Illegal entry" is the act of breaking and entering without lawful justification or excuse.

"Intruder" is a person who enters without permission.

"Vandalism" is damage/loss due to willful behaviour.

Guidelines

1. Restitution shall be sought from those responsible for acts of vandalism and/or illegal entry. Legal action may be taken to recover damages.
2. If possible, charges shall be laid against those responsible for acts of vandalism and/or illegal entry.
3. Every effort shall be made to identify the persons suspected of vandalism and/or illegal entry.
4. If possible, individuals found illegally on school property shall be charged in accordance with School District No. 57 Bylaw No. 2.
5. Within cost and time constraints, every effort shall be made in the design and equipping of school facilities to deter and resist vandalism and illegal entry.
6. An information program shall be instituted to disseminate to school district personnel and to the public information concerning the nature and extent of damage/loss to buildings, property and equipment.
7. Programs of supervision, specifically designed to reduce chances of vandalism and illegal entry occurring, shall be instituted.

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Procedures

1. It is the responsibility of all district employees to ensure the safekeeping of all district property and equipment.
2. Vandalism Incidents
 - 2.1. Incidents of vandalism should be reported to the school principal or the Office of the Superintendent without any delay.
 - 2.2. The school principal/associate superintendent will investigate the incident and will follow this administrative procedure in attempting to get full restitution.
 - 2.3. The school principal shall send a letter to the student/parents/guardians with a copy to the accounting department and to security administration providing them with the following information:
 - 2.3.1. Full details of the incident.
 - 2.3.2. Notification that the student/parent/guardian will be billed for the damage, including charge out rate and material.
 - 2.4. The Facility Services Department will be notified by the school to have the damage repaired.
 - 2.5. The Accounting Department will send a bill to the student/parents/ guardians and receive the money.
 - 2.6. Billings of less than \$100.00 may be issued by the school with notification to the Accounting Department. Any reimbursed funds will be forwarded to the Accounting Department.
3. Intruders/Illegal Entry
 - 7.1. In the event that employees encounter a vandal or an intruder who is not known to them or appears to be potentially hostile, they are not to endanger themselves by attempting to apprehend or make physical contact with the individual.
 - 7.2. Employees should ensure that they have a good description of the individual and note any other important identifier, such as a vehicle licence plate number.
 - 7.3. Employees should immediately contact the RCMP and Facility Services. The Facility Services will ensure that the appropriate district employees are contacted to secure the property.
 - 7.4. The school principal shall forward a report of the incident to the Office of the Superintendent.

Reference: *School Act*, Sections 10, 74 and 85
Criminal Code, Sections 348 and 350