

# NIPISSING-PARRY SOUND CATHOLIC DISTRICT SCHOOL BOARD

## DAMAGE TO SCHOOL PROPERTY

AB&F 12.0  
NPS 228-01

### **POLICY:**

IT SHALL BE THE POLICY OF THE NIPISSING-PARRY SOUND CATHOLIC DISTRICT SCHOOL BOARD to keep school property and equipment well maintained, and further to instill in pupils and other users of school property an appreciation and respect of school property and equipment.

### **ADMINISTRATIVE REGULATIONS:**

1. Where damage to school property by a pupil or other user of the premises is a direct consequence of malice or disregard of school regulations, the liability for payment of damage will be that of the individual or group causing the damage.
2. Where damage to school property by a school pupil or staff results from an accident that is not a consequence of disobedience or malice (an innocent accident), the individual causing the damage will not be liable for payment.
3. The discretionary power exercised to discern the innocence or malice of the act will rest with the principal of the school.
4. The Principal will notify the police and the Superintendent of Business immediately of any entry, theft, and/or malicious damages caused in or at his/her school.

A written report ("Report of Damage or Loss of School Property") will be sent immediately to the Superintendent of Business. If there is damage to the building, (doors, windows, etc.) a copy of the report must also be sent to the Manager of Plant and Property. In the Principal's absence, the custodian will immediately telephone the Superintendent of Business.

#### **5. In cases of theft:**

- a) There will be a 30 day waiting period to permit an investigation by the police.

During this 30 day waiting period, the principal of the school will carry out a thorough and complete review of the inventory, in order to determine what items were damaged or stolen.

**NOTE:** No further loss claims will be recognized for replacement after this 30 day waiting period.

- b) During the waiting period, the principal may requisition a temporary replacement unit through normal procedures, if such is required, until the stolen equipment is either recovered or permanently replaced.
- c) The permanent replacement of stolen equipment not recovered within 30 days following the occurrence, will be requisitioned through normal procedures.

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- d) If the principal of the school wishes to have the damaged goods repaired immediately, he/she should submit a requisition through normal procedures at the same time as he/she presents his/her theft report.
- 6. The Manager of Plant and Property will arrange for repairs to the building.
- 7. Should stolen goods be recovered the principal will immediately advise the Superintendent of Business and submit a list, in writing, of the goods recovered.



## **REPORT OF DAMAGE OR LOSS OF SCHOOL PROPERTY**

1. Name of School: \_\_\_\_\_
2. Date of occurrence: \_\_\_\_\_
3. Details of damages to building and/or equipment: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
4. Details of loss of supplies, equipment or school keys (give serial # where applicable):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
5. Damage or loss resulted from: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
6. Reported to police by: \_\_\_\_\_
7. Date and time: \_\_\_\_\_ at \_\_\_\_\_ o'clock
8. Signature: \_\_\_\_\_ Position: \_\_\_\_\_

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_