



## THEFT AND VANDALISM TO SCHOOL PROPERTY

### POLICY STATEMENT 453

Category: Finance and Administration

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AUTHORITY:	Education Act, Section 25	EFFECTIVE:	Nov. 12, 1998
RESPONSIBILITY:	Director of Finance and Administration Facilities Manager Principal	REVISED:	September 1, 2018

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#### **Policy Statement**

The Superintendency requires students to show respect for school property. Principals are expected to report all incidents of theft and vandalism, by students or any persons at the school.

- 453.1 The Principal shall report immediately all theft or vandalism to school property to the Director of Finance and Administration by submitting a Theft and Vandalism Report (Appendix A). In the case of a serious or emergency situation, notification shall be made directly to the Director of Finance and Administration and to the Facilities Department for security/repair of the building, if required.
- 453.2 In situations involving student(s), the Director and/or the Principal shall work to receive restitution from the student(s) and/or parents/guardians. All funds received must be forwarded to the Director of Finance and Administration.
- 453.3 If the Principal deems the matter serious enough, the Principal may report such an incident to the RCMP for legal action. The RCMP file number is to be indicated on the Theft and Vandalism Report. All break-ins, theft and serious vandalism are to be reported to the RCMP.
- 453.4 The above sections do not preclude the Principal taking action under the School's Code of Conduct.

**ANGLOPHONE EAST  
SCHOOL DISTRICT  
THEFT AND VANDALISM REPORTING FORM**

**SCHOOL:** \_\_\_\_\_

**DATE OF REPORT:** \_\_\_\_\_

**DATE OF INCIDENT:** \_\_\_\_\_

**LOCATION OF INCIDENT:** \_\_\_\_\_

**CIRCUMSTANCES SURROUNDING INCIDENT:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**LIST OF ITEMS TAKEN & VALUE:**

1. _____	6. _____
2. _____	7. _____
3. _____	8. _____
4. _____	9. _____
5. _____	10. _____

**ACTION TAKEN TO DATE:** (police contacted, if so file # and what action has been taken)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

REPLACEMENT OF SOME ITEMS

☐

REPLACEMENT ON ALL ITEMS

☐

RESITUITION BEING SOUGHT FROM STUDENT/PARENT

☐

REQUISITION ATTACHED

☐

**PRINCIPAL'S SIGNATURE:** \_\_\_\_\_

***TO BE RETURNED TO THE DIRECTOR OF FINANCE AND ADMINISTRATION.***



REQUEST FOR RESTITUTION OF DAMAGES AS PER POLICY 453.2

SCHOOL: \_\_\_\_\_

DATE OF REPORT: \_\_\_\_\_

DATE OF INCIDENT: \_\_\_\_\_

LOCATION OF INCIDENT: \_\_\_\_\_

CIRCUMSTANCES SURROUNDING INCIDENT:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

STUDENT'S NAME: \_\_\_\_\_

PARENT'S NAME: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

\_\_\_\_\_

PRINCIPAL'S SIGNATURE: \_\_\_\_\_

*TO BE RETURNED TO THE DIRECTOR OF FINANCE AND ADMINISTRATION*