

# *Christ the Teacher Catholic Schools*

## **ADMINISTRATIVE PROCEDURES**

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<b>SECTION:</b>	300 - STUDENTS	<b>CODE:</b>	AP 359
<b>PROCEDURE:</b>	<b>DAMAGE TO SCHOOL PROPERTY</b>		

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### **BACKGROUND**

Persons who destroy, damage or lose Division property either intentionally or through neglect will be held responsible for the cost of the property.

### **PROCEDURES**

1. Efforts will initially be made by the Principal to collect the costs of school property from person(s) responsible if adequate proof of destruction, damage, loss or conversion of school property by those persons(s) is presented. If payment is not received within a reasonable time, the matter will be referred to the Chief Financial Officer.
2. Destruction, damage, loss or conversion of school property shall be reported immediately by the Principal to the Chief Financial Officer.
3. Where appropriate, the Principal shall, within three school days after the incident, complete the Vandalism/Theft/Break-in/Fire Report (AP 543.2) in accordance with the instructions on the report.

Reference: Sections 85, 87, 108, 109, 110, 150, 151, 175 Education Act

Date Issued: November 21, 2007

Date Revised: October 6, 2010  
August 27, 2019