

Christ the Teacher Catholic Schools

ADMINISTRATIVE PROCEDURES

SECTION:	100 – GENERAL ADMINISTRATION	CODE:	AP 549
PROCEDURE:	DAMAGE, DESTRUCTION, OR THEFT OF PRIVATE PROPERTY		

BACKGROUND

The Division does not assume responsibility for private property belonging to students, staff members, volunteers or members of the general public that is damaged, destroyed or stolen while the private property is on Division owned premises. The Division, however, does urge that an attempt be made by staff members to identify the person(s) responsible for such acts, and to assist the owner in securing payment or replacement for the item.

PROCEDURES

1. The Division expects that staff members will be diligent in seeking to identify the person(s) responsible for damage, destruction or theft of private property while the item is on Division-owned property and will be diligent in using responsible and lawful procedures in any investigations.
 - 1.1 Principals and responsible officers shall use legally appropriate means to identify individuals responsible for damage, destruction or theft of private property.
 - 1.2 When the damage, destruction or theft of private property is considered, by the Principal or responsible officer, to be of a serious nature and requiring the assistance of the police, they shall report the matter to the police for investigation.
 - 1.3 When the Principal has identified a student(s) as being responsible for the damage, destruction or theft of private property the parents or guardians of the student(s) shall be informed immediately. In all cases the legal rights of the accused shall be protected.
 - 1.4 When a Principal or responsible officer has identified a staff member as being responsible for the damage, destruction or theft of private property, the Director shall be informed immediately and he/she shall decide on the course of action. In all cases the legal rights of the accused shall be protected.
2. The Division expects that staff members act as socially responsible citizens by giving reasonable assistance to the owner of the property in securing payment or replacement for the item.
3. The Principal or officer delegated by the Director shall take whatever means are reasonable and appropriate to assist the owner of the damaged, destroyed or stolen property in securing payment or replacement for the item.

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

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