

	<b>Lloydminster Catholic School Division – Administrative Procedures</b>	
	<b>AP 357 – Damage to Property</b>	
Related LCSDF AP's		
Form(s)		
References:	<i>The Education Act, 1995</i> sections 85, 87, 150, 151, 175	
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### Background

Students who willfully or unknowingly destroy or damage property on school premises will be held financially responsible for their actions.

### Procedures

1. Students will be held responsible for their actions in regard to destruction or damage to school property whether occurring through vandalism or lack of due care and attention.
2. The Principal shall investigate all incidents of damage to school property to determine where responsibility lies.
3. If a student is found responsible for damage to school property, the cost of repairing or replacing the damaged property will be charged to the student through his/her parents.
4. If more than one (1) student is found responsible for damage, the costs for repair or replacement shall be divided amongst the students.
5. In the event of such student-caused damage, the Principal shall:
  - 5.1 Inform parents of the student's action and that there will be a cost incurred;
  - 5.2 Obtain costs from the Facilities or Transportation Supervisor;
  - 5.3 Bill the student accordingly through the parents;
  - 5.4 Send a copy of the information provided to parents and the bill to the Chief Financial Officer.
6. The Principal may ask the RCMP to investigate prior to starting repair work and then inform the Chief Financial Officer.
7. The Principal shall attempt to ensure that all funds due from the incident are collected.
8. If necessary, in order to obtain restitution, the Chief Financial Officer may undertake legal proceedings.