

## **DAMAGE TO PROPERTY**

### **Background:**

The Division supports the recovery of repair or replacement costs from individuals or groups causing damage to Division property.

### **Definitions:**

#### **Cost:**

means direct and indirect costs to repair damage including, but not limited to, labour, material and contract services.

### **Procedures:**

1. Where property has been intentionally or negligently damaged or destroyed by a student, the cost of repair or replacement or subsequent cost to the Division caused by a person's action shall be recovered from the student or the parent/guardian.
2. The Principal shall inform the parent/guardian, in writing, of the incident that occurred and the claim for recovery that shall be issued when the costs have been determined.
3. Extreme incidents of vandalism involving students may be reported to the police.
4. Where property has been identified as intentionally or negligently damaged by an individual or group other than a Division student, the pursuit of costs shall be determined by the school or department in conjunction with the Director of Financial Services.
5. All damage to property shall be reported to the Principal or Director. The Principal or Director shall advise the appropriate departments as necessary.
6. The appropriate department shall provide either the costs of repair or replacement, or an estimate of the cost to repair the damages.
7. Unpaid invoices may be turned over to a collection agency at the discretion of the school or department after two reminder notices.
8. Funds received shall be forwarded for processing to the school or department incurring the repair costs.

### **Reference:**

Section 31, 32, 52, 53, 68, 197, 222, 257 *Education Act*