

## **THEFT AND VANDALISM**

### **Background**

The Division believes that incidents of theft and vandalism to property of the Division must be handled in an appropriate manner.

### **Procedures**

1. All employees of Livingstone Range School Division are expected to take appropriate steps to secure and protect Division property.
2. All employees of the Division who become aware of vandalism or theft shall immediately report the same to their supervisor.
3. Principals, at their discretion, should report theft or vandalism to the Superintendent's office as soon as possible after discovery.
4. In cases of major theft or vandalism, the Principal shall report the matter immediately to the police detachment responsible for the school's community, and then notify the Superintendent's office.
5. If a student does not voluntarily make restitution for intentional damage, destruction, or theft of Division property, a claim may be laid against parents or guardians to recover costs. This process will be handled through the Superintendent's office.
6. In cases of minor theft or vandalism, every effort should be made to resolve the problem internally, and especially so in first offence situations.

---

December, 2003

Updates: Reviewed: June 2013, Jan. 2020

### **References**

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