

## **FACILITIES**

## **Policy 703.4-R (previously Policy 903.4-R)**

### **Vandalism**

#### **District Property**

##### Definition

For the purpose of these Regulations, vandalism shall be defined as damage or destruction of District property resulting from malicious acts.

1. During the school day and on special school occasions, the responsibility of safeguarding school property falls upon the school administration, teaching and custodial staff. At other times, persons in charge of authorized activities in the school are responsible for safeguarding school property.
2. School staff are encouraged to promote student involvement in programs designed to safeguard school property.
3. When damage has been caused by vandalism, it shall be so indicated on the Facilities Services work order. Facilities Services shall determine the cost of the damage.
4. In instances of major vandalism, the school administrator shall be responsible for submitting an Incident Report Form.
5. Where the person responsible for the damage is a student whose identity is known, the school administrator shall inform the parent(s) or guardian(s) by letter that a charge for the cost of the damage will be made against them. A copy of this letter shall be sent to the office of the Secretary-Treasurer and the office of the Executive Director, Facilities Services.
6. As appropriate, the Secretary-Treasurer's office (or the administrator of the school concerned) shall be responsible for the collection of monies from the responsible party.
7. If further action is deemed appropriate, the Secretary-Treasurer shall consult with the Superintendent of Schools and the school administrator to determine the nature of that action.

#### **Employee's Vehicles**

##### Definition

Vandalism shall be defined as "damage resulting from malicious acts or misbehaviour".

1. Employees are expected to leave their cars in designated parking areas only and take standard precautions.
2. The Board will reimburse its employees for damage to their personal vehicles caused by vandalism whilst they are located on property owned or administered

by the Board.

3. As necessary, school staff are encouraged to promote school involvement in programmes to safeguard employees' automobiles.
4. The amount payable by the Board shall be limited to the minimum deductible offered by the Insurance Corporation of British Columbia or the actual cost, whichever is the lesser, or the maximum provided for in Collective Agreements between the Board and its Unions.
5. There shall be evidence that the vandalism occurred while the employee was in attendance at work.
6. The school administrator shall be responsible for submitting an incident report form, and Richmond RCMP shall be notified of the vandalism; further, the names of any persons causing the damage shall be stated on the incident report.
7. Payment to the employee shall be made upon submission of a receipt covering the cost of repairs.