
**REGULATION #6520.1
TRESPASS, DISRUPTIVE ACTIVITIES, THEFT,
DAMAGE OR VANDALISM**

1. REPORTING

All employees of the school district must report to the principal, or other person in charge of the building, every incident of vandalism or theft known to them and, if possible, the name(s) of the person(s) involved or suspected.

The principal or person in charge will, as soon as possible:

- a) Notify the Physical Plant & Transportation Services Department Work Order Clerk to arrange repair.
- b) Report to the RCMP when appropriate.
- c) Report the incident to Risk Management Services according to requirements in [Regulation #5815.1 – Risk Management – Incident Reports](#)
- d) If expedited replacement of stolen equipment is required, fax a copy of the Incident Report to Risk Management Services (604-595-5324) with your request
- e) If emergency replacement of computers or equipment is required, contact Risk Management Services and Information Management Services.

2. LEGAL CHARGES

The RCMP, if appropriate, are to be advised immediately should an employee or authorized agent of the board deem it appropriate to lay charges relating to trespass, disruptive activity, theft, damage or vandalism.

When charges for theft or vandalism are contemplated, the RCMP officer responsible for the case will normally work directly with the principal or person in charge of the site as the primary contact to obtain information. The primary contact can obtain information on the general handling of such claims and costs incurred for replacement from Risk Management Services. Information on the costs of building repair may be obtained from Physical Plant & Transportation Services.

3. LEGAL ASSISTANCE

If an employee is required to appear in court to provide information in relation to the foregoing, legal counsel may be provided by application to Risk Management Services for authorization by the secretary-treasurer.

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4. RESTITUTION FOR DAMAGES

Section 10 of the School Act makes parents financially responsible for the cost of repair or replacement of school district property destroyed, vandalized or stolen by their child who is a student.

The principal or person in charge is responsible to seek restitution from perpetrators of damages and from the parents of students who have caused damages. When writing such claims to parents, it is advisable to quote Section 10 of the School Act.

Information on the general process of seeking restitution and the costs of replacement can be obtained from Risk Management Services. The costs of building repair can be obtained from Physical Plant & Transportation Services.

Risk Management Services can be requested to issue invoices to assist in realizing restitution.

Funds recovered are accounted for to offset the corresponding costs incurred.

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*XRef.: Policy [#5815](#)
Reg. [#5815.1](#)*