

**POLICY NO. ASD-W-408-1****THEFT AND VANDALISM TO SCHOOL PROPERTY****Category:** Facilities**Effective:** January 2023**Policy Statement**

The Superintendency requires students, staff, and members of the public to show respect for school property. School Administrators are expected to report ALL incidents of theft and vandalism to the Director of Finance and Administration.

Procedures

1. School Administrators shall report immediately all theft or vandalism to school property to the Director of Finance and Administration by submitting a Theft and Vandalism Report ([ASD-W Policy 408-1A](#)).
2. In the case of a serious or emergency situation, notification shall be made to the ASD-W Facilities Emergency line (1-866-569-2981) for security/repair of the building, if required. Notification should then be made to the Director of Finance and Administration.
3. In situations involving student(s), the Director and/or the School Administrators shall work to receive restitution from the student(s) and Parent(s) / Guardian(s). All funds received must be forwarded to the Director of Finance and Administration and cheques made payable to the Minister of Finance.

*New Brunswick Education Act:**Destruction of school property*

25 Where school property is destroyed, damaged, lost or converted by the intentional act of a child, the child and the child's parents are jointly and severally liable to the Minister in respect of the act of the child.

4. If the School Administrators deems the matter serious enough, the School Administrators may report such an incident to the RCMP/City Police for legal action. The RCMP/City Police file number is to be indicated on the Theft and Vandalism Report. All break-ins, theft and serious vandalism is to be reported to the RCMP/City Police immediately by the School Administrator

The above sections do not preclude the School Administrators taking action under the School's Code of Conduct.



ANGLOPHONE WEST SCHOOL DISTRICT

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References

- New Brunswick [Education Act Section 25](#)

Appendices

- [ASD-W-408-1A – Theft and Vandalism Reporting Form](#)
- [ASD-W-408-1B – Request for Restitution of Damages as Per Policy](#)