



CALGARY BOARD OF EDUCATION

Administrative Regulation 6047 - Vandalism and Damage to School Property

Table of Contents

Definitions	1
Prevention	2
Principal's responsibilities	3
Preventive measures	4
Fire, graffiti and glass breakage	5
Library books and materials	6
Restitution for damages caused by students	7
Repair and replacement	8
Vandalism cost report	9

- Definitions** 1 In this regulation
- (a) **“Calgary Board of Education property”** means all property including buildings, grounds, equipment and electronic information resources and includes school property;
- (b) **“electronic information resources”** means all forms of electronic information, its storage and communication, including the electronic storage medium (such as disks and diskettes, CD-ROMs and DVD’s, server shares, public folders, web sites and news services, computer screens), the content (such as files and documents, database records, multimedia clips, web pages, e-mail, voice mail, chat room and forum discussions, and news items), and the communications medium (such as telephone, local and wide-area networks, Intranet and the Internet);
- (c) **“independent student”** means a student who is
- (i) 18 years of age or older, or
- (ii) 16 years of age or older and
- (A) who in the opinion of the principal is living independently according to Administrative Regulation 6001 - Independent Students, or
- (B) is party to an agreement under section 7(2) of the Child Welfare Act.

- (d) **“vandalism”** means the deliberate, damage or defacement of Calgary Board of Education property including buildings, grounds, equipment and electronic information resources.

Prevention **2** School principals, teachers, support staff, parents and students must work together to maintain safety and security, and to prevent and reduce vandalism in schools.

Principal's responsibility **3(1)** The principal must ensure that school property is supervised by school staff.

(2) The principal must inform school staff and students that the Calgary Board of Education is not responsible for damage, loss or theft of their personal property.

(3) Following an incident of damage, loss, destruction or conversion, the principal must ensure that an Accident/Vandalism Report is completed and that copies are forwarded to

(a) Security Monitoring Centre, and

(b) Insurance/Risk Management.

Preventive measures **4(1)** The principal must ensure that a sign is posted at or near the entrances to the school stating that all visitors must report to the school's general office and providing directions to the school's general office.

(2) School staff must remove money from schools in accordance with the appropriate accounting procedures.

(3) School staff must not send cash through the internal mail system or by external mail or courier.

(4) Rooms containing audio-visual equipment, computers, electronic balances and any other expensive equipment and tools must be locked when left unattended.

Fire, graffiti and glass breakage **5(1)** The principal or designate must

(a) immediately report all fires to the fire department; and

- (b) immediately report serious occurrences of vandalism such as graffiti and glass breakage to the police.

**Library books
or materials**

- 6(1)** If a student loses or damages a school library book or school library materials, the teacher-librarian or designate must
- (a) assess the replacement cost of the book or material, taking into consideration a reasonable allowance for depreciation; and
 - (b) inform the student's parent or guardian or the independent student, in writing, about the loss or damage and the replacement cost of the book or materials to be payable at the school.
- (2) Any money collected for lost or damaged school library books or materials must be credited to the school's account for school library resources.
- (3) If restitution has been made for a school library book or material and the book or material is later found and returned to the school library, the teacher-librarian or designate, must ensure that the amount paid by way of restitution is refunded to the parent or independent student.

**Restitution
for damages
caused by
students**

- 7(1)** When Calgary Board of Education property has been deliberately or negligently damaged or destroyed by a student, and the student has been clearly identified, the principal must immediately inform the parents or guardians of the student or the independent student, in writing,
- (a) that the incident occurred, and
 - (b) that they will receive a claim for restitution when the costs of repair and/or replacement have been determined.
- (2) When carelessness on the part of a student results in damage to, or destruction of Calgary Board of Education property, and the student has been clearly identified, the principal or designate must
- (a) immediately inform the parents or guardians of the student or the independent student that the incident occurred,
 - (b) request that Corporate Business Services provide an estimate of the cost to repair or replace the damage, and
 - (c) in consultation with the parents, guardian or independent student determine an appropriate percentage of the cost that is attributable to the student taking into consideration the accidental

nature of the damage.

Repair and replacement

8(1) Facility Operations Services

- (a) will arrange for the repair of all vandalism damage in schools as soon as practicable; and
 - (b) may delay repair of vandalism damage in specific situations due to high costs of repairs following consultation with the school principal and Insurance/Risk Management.
- (2) All Calgary Board of Education staff must ensure that all materials used for new construction, repair, or upgrading of facilities are continuously reviewed in terms of cost and effectiveness in reducing vandalism and meeting Calgary Board of Education standards.
- (3) Upon request of the principal, Facility Operations Services will provide a physical security audit to determine the level of security and recommend modifications, changes, or upgrading to provide the best possible security of the existing facility at minimal cost.

Vandalism cost report

9 Corporate Business Services will prepare a monthly report on the costs of vandalism throughout the calendar year, including the following categories:

- (a) vandalism after school hours,
 - (b) vandalism during school hours, and
 - (c) restitution amounts invoiced,
- and provide it to
- (d) each school principal, and
 - (e) each Area Director.

Approved: January 22, 2001
Re-issued: February 15, 2003
1st amendment: October 10, 2003

References

Legal References:

- School Act, section 16

Governance Regulation References:

- Executive Limitations, Asset Protection

Administrative Regulation References:

- 1062 - Acceptable Use of Electronic Information Resources
- 6000- Independent Students
- 6001 - Student Discipline
- 8004 - Use of School Buildings and Facilities

Contact Person:

- Energy and Security Services