

ADMINISTRATIVE REGULATIONS

TITLE: ARSON, VANDALISM, AND FORCED ENTRY
CATEGORY: HEALTH AND SAFETY
NUMBER: 3030

I. Rationale:

Student and staff safety is our main priority when dealing with issues in schools. It is essential to have good communication amongst staff and between schools and facilities managers. The RCMP should be notified if there is any concern for staff or student safety.

II. General:

A. The line of authority in carrying out this regulation shall be the principal, the vice-principal, a custodian, a teacher or delegate as authorized by the principal.

B. Following detection of any signs of arson, or attempted arson, vandalism or forced entry the Manager of Facilities shall be advised immediately. The RCMP will be notified after consultation with the Manager of Facilities.

C. When an employee suspects that a forced entry has been made to a building, he/she shall not enter the building but shall notify the Manager of Facilities and then the RCMP immediately, and maintain a watch on the building until the RCMP arrives and assumes control.

D. Any damage shall be reported to the Manager of Facilities, who shall make written report on the extent of damage to the Secretary-Treasurer.

E. Where immediate repairs are necessary, the Manager shall receive clearance from the RCMP before beginning.

F. Where it appears that the repairs or replacement required should exceed the deductible amount allowed for by the insurance policy, the Secretary-Treasurer shall refer the matter to the insurance agent.

G. Students willfully causing such significant damage to school district property shall normally be suspended from their school and shall normally provide restitution before being re-admitted to any school in the district.

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References: