POLICY: PROPERTY DAMAGE, THEFT OR BREAK-IN			# 1002
SECTION: 1000 : Safety		Page 1	of 2
REVISION DATE: August 2024	EFFECTIVE DATE: August 2024	REVIEW DATE: August 2029	
CROSS REFERENCE:	Policy 404: Use of Audio visual Equipment Loss or Damage Report BUS 16 Memorandum - Property Damage, Theft or Break-in		

A: POLICY

1. 1.1 The Thunder Bay Catholic District School Board recognizes its responsibility to care for and protect Board property.

1.2 The Board, therefore, directs the design of guidelines to protect Board property from theft, break-in, disappearance, and vandalism.

B: GUIDELINES

2. General

2.1 An inventory of assets (e.g. computers, audio visual equipment, software) will be maintained at each school and the Catholic Education Centre.

2.2 A system for controlling the loan of moveable items to the community, staff and students will be maintained at each location. (See also Policy 404: Loan of Equipment.)

2.3 All monies (i.e. petty cash, student council funds, etc.) will be secured nightly, or deposited daily in a bank account.

2.4 Filing cabinets containing confidential/personal information (including OSR's) shall be locked when not supervised.

3. Reporting Requirements

3.1 The Principal or Custodian will contact the police and the Manager of Plant Services upon evidence of theft, break-in or major acts of vandalism.

3.2 The Principal will complete and forward the Loss or Damage Report to the Manager of Plant Services. The Manager of Plant Services shall retain a record of all such occurrences.

4. Recovery of Losses

4.1 The Manager of Plant Services and/or Principal will assess the cost of the damage/loss, and will include the estimate on the Loss or Damage Report.

4.2 The repair or replacement cost of the lost or damaged equipment, or other contents, will be the responsibility of the school/department to the extent that it falls within the deductible portion of the Board's insurance policy.

4.3 The Board will seek reimbursement from persons apprehended as a result of a robbery, break-in, arson or major acts of vandalism.

4.4 In the event that students or staff are responsible for the vandalism, theft, or other damage, the Principal or Supervisory Officer will take the appropriate disciplinary action.

5. Personal Property

5.1 Each individual is responsible for the security of personal belongings. Losses will not be covered through the Board's insurance and should be claimed through personal homeowners' insurance policies.

6. Reward for Information

6.1 A reward in the amount of Two Hundred ($200.00) Dollars for information leading to the conviction of individuals guilty of breaking into and/or damaging Board property shall be paid by the Board upon application in writing to the Superintendent of Business & Corporate Services.