

School District 50: Haida Gwaii/Queen Charlotte

Policy Subject: DAMAGE TO PROPERTY

Date Passed: October 1999

Date Amended: NA

Policy: DAMAGE TO PROPERTY

Policy No. 4500

Date Approved: November, 1999

Date Amended:

PROCEDURE

When students wilfully or carelessly mutilate or destroy school property, or without permission or authority remove or lose any school property, the following action shall be taken.

1. The Principal will report the matter to the parents and/or guardians of the student and to the Secretary Treasurer and Maintenance Superintendent where appropriate.
2. The Principal will provide to the Secretary Treasurer a statement of damages, for which assistance in collection is requested.
3. The Maintenance Superintendent will provide to the Secretary Treasurer a statement of the cost of required repairs.
4. The Secretary Treasurer will invoice the families involved. A copy of this invoice will be provided to the Principal.
5. Receipts will be issued by the school board office or the school for payments received. Copies of these receipts will be provided to both the school board office and the school.
6. In instances where arrangements for payment satisfactory to the Board are not

forthcoming, the Board of School Trustees authorizes the Secretary Treasurer to make the necessary arrangements for recovery of the funds through a court action, should it be necessary.