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**HORIZON SCHOOL DIVISION**

**Policy Code:** FIB  
**Policy Title:** Destroyed, Damaged, Lost, Converted, or Theft of School Board Property  
**Cross Reference:** IFC, IG, IGD  
**Legal Reference:** *Education Act, S. 251, 252, 257*  
**Adoption Date:** December 18, 1996  
**Amendment or Re-affirmation Date:** **February 27, 2018**

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**POLICY HANDBOOK****POLICY**

THE BOARD OF TRUSTEES OF HORIZON SCHOOL DIVISION RESERVES THE RIGHT TO DECLARE AN INDIVIDUAL AND/OR INDIVIDUALS JOINTLY AND SEVERALLY LIABLE TO THE BOARD IN RESPECT OF THE ACT OF THE INDIVIDUAL OR THEIR DEPENDENTS IF PROPERTY OF THE BOARD IS DESTROYED, DAMAGED, LOST, CONVERTED, OR STOLEN.

**REGULATION**

1. Individuals who become aware of board property that have been destructed, damaged, lost, converted, or stolen should inform the Principal and/or Facilities Manager as appropriate.
2. The Principal, Facilities Manager, or designate, shall investigate all incidents of destruction, damage, loss, conversion, or theft of school property.
  - 2.1. The Principal and/or the Facilities Manager shall attempt to determine where responsibility lies.
  - 2.2. In the case of significant destruction, damage, loss, conversion, or theft of board property, the Principal, Facilities Manager, shall report the matter to the police.
    - 2.2.1. The Board may authorize the advertisement of a reward for information leading to the arrest of the responsible individual(s) subject to a recommendation from the police investigating the incident.
3. When the damage, conversion, or theft of school property applies to facilities, the Facilities Manager shall review the incident and may arrange for the repair or replacement and will inform the Principal of the costs.
4. If an individual(s) is found responsible, and the Principal, Facilities Manager, or designate having determined that restitution needs to be made, the Principal, Facilities Manager, or designate shall inform the individual(s) and/or their parent(s)/guardian(s) of the amount and/or process required to repay the cost of the destructed, damaged, lost, converted, or stolen property.
  - 4.1. The cost of replacing or repairing the property shall then be charged to the individual(s) and/or the parent(s)/guardian(s).

## Policy FIB – Destruction, Damage, Loss or Theft of School Property Continued

- 4.1.1. Funds received for the restitution of destroyed, damaged, lost, converted, or stolen property shall be forwarded to the Division Office, to be credited to the appropriate accounts.
- 4.2. If the individual(s) does/do not make any effort to make contact in regards to restitution within two weeks of the assessment, the matter may then be referred to the Superintendent or designate to determine further action.
5. If the responsible individual(s) happen to be a student in the Division, the Principal may consider the student for action under Policy IG: Student Discipline and/or Policy IGD: Suspension and Expulsion of Students.
6. An alternative means of restitution to have the amount of the destruction, damage, loss or theft may be issued for the recovery.
7. The Facilities Manager shall provide a report to the Board on all incidents of intentional or negligent destruction, damage, loss, or theft exceeding \$5,000.