



ADMINISTRATIVE PROCEDURE No. 904

REVISED JANUARY 2015

BREAK-IN, THEFT AND VANDALISM

Prairie Spirit School Division requires that provisions be made for the security of facilities and contents.

PROCEDURES

1. In the case of a break-in, theft, or vandalism, the principal is to report the incident immediately to the police.
2. School administration shall take the appropriate measures to ensure the security of the building after a break-in or vandalism.
3. School administration is to submit a service request to Facilities on the next working day.
4. School administration may attempt to recover the cost of property replaced or repaired where it is established that there is a basis of claim that can be made against a student or parents