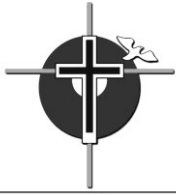


1. Purpose

The Catholic District School Board of Eastern Ontario shall not tolerate vandalism, fraud, mischief, theft or extortion on its property, in its buildings, at Board-sponsored activities or in such a manner as to impact the school climate.

2. Administrative Procedure

- 1) The following definitions will be used:
 - a) **Vandalism:** The deliberate damage or defacement of school grounds, equipment, books or supplies, or of any property belonging to a member of the school community.
 - b) **Theft:** Taking for one's own purpose the possessions, goods or chattels belonging to another person without that person's consent; and withhold information regarding such actions or failing to report such actions to appropriate personnel.
 - c) **Robbery** as defined in the Criminal Code:
Every one commits robbery who:
 - i. steals, using violence or threats of violence to a person or property;
 - ii. steals from any person and, at the time he/she steals or immediately before or immediately thereafter, wounds, beats, strikes or uses any personal violence to that person;
 - iii. assaults any person with intent to steal from him/her;
 - iv. steals from any person while armed with an offensive weapon or imitation thereof. R.S., c. C-34,s, 302.
 - d) **Extortion** as defined in the Criminal Code:
Every one commits extortion who, without reasonable justification or excuse and with intent to obtain anything, by threats, accusations, menaces, or violence induces or attempts to induce any person, whether or not he/she is the person threatened, accused or menaced or to whom violence is shown, to do anything or cause anything to be done.
- 2) The principal will take the following steps to ensure a safe school environment:
 - a) money and valuables will be stored in a safe place and money will be deposited in the bank as soon as possible;



ADMINISTRATIVE PROCEDURE

- b) where feasible, all valuable equipment will be coded for identification;
- c) ensure judicious supervision of all areas prone to vandalism/theft.

It is the duty of **all** staff to ensure correct student behaviour in school, on school property and at Board-sponsored events.

- 3) When a student acts in violation of the policy, the principal will:
 - a) inform the student of the behaviour that is in violation of Board policy and section 306.(1) of the Education Act;
 - b) inform a parent/guardian of the violation;
 - c) inform the police of the violation, where appropriate;
 - d) in a case of theft or extortion, instruct the student to return the item to its owner or pay full compensation for it;
 - e) in the case of vandalism, instruct the student to pay all costs to restore or replace the vandalized property to the condition in which it was before it was vandalized;
 - f) consider suspension of the student for a period of up to twenty days, depending upon the seriousness of the incident;
 - g) consider referral of the student to the school chaplain, counselor, student support worker, psychologist or recommend that the parent/guardian seek professional help from an external agency;
 - h) complete a file and a Violent Incident form and a Health and Safety Incident Report, if applicable.