

**JAMES BAY LOWLANDS
SECONDARY SCHOOL BOARD**

**BOARD GOVERNANCE POLICY
NO. GOV-37**

Date Adopted	October 24, 2018
Last Revised	
Board Motion	5598-10-18

SECURITY: PROPERTY DAMAGE, THEFT, BREAK-IN

1. PURPOSE

The James Bay Lowlands Secondary School Board strives to ensure effective stewardship of its resources in order to deliver effective and appropriate education programs to its students.

This policy sets out Board expectations for maintaining the safety and security of buildings and property.

2. GUIDING PRINCIPLES

The James Bay Lowlands Secondary School Board is committed to effective stewardship of its resources and managing the resources entrusted to it in a manner that upholds public confidence. [*Education Act, Duties and Powers of Boards; paragraphs 169.1 (1) and (5)*]

This policy applies to the primary responsibility of the facilities manager, school principal, custodians, and cleaners for building security, and to the responsibility of all staff members to be vigilant about protecting access to Board buildings.

3. POLICY

- 3.1 It is the policy of the James Bay Lowlands Secondary School Board that all buildings which it operates and the contents therein shall be protected and made secure from theft, break-in, disappearance, fire, and vandalism.
- 3.2 The James Bay Lowlands Secondary School Board recognizes its responsibility to care for and protect Board property.

BOARD EXPECTATIONS

4. Building Security

- 4.1 The security for all buildings, other than the Northern Lights Secondary School, is as follows:

- 4.1.1 Board office and warehouse/garage security is the responsibility of the facilities manager.
- 4.1.2 Board-owned staff residence security is the responsibility of the tenant for the duration of the lease.
- 4.1.3 When the unit is vacant, Board-owned staff residence security is the responsibility of the facilities manager.
- 4.2 The security for the school and the contents therein is the responsibility of the principal.
- 4.3 All buildings will be keyed under a master key system with each building having a key system. Key control will be maintained at all times.

5. Inventory of Moveable Items

- 5.1 The principal shall maintain a perpetual inventory of moveable items as follows:
 - a) all furniture;
 - b) all equipment with a useful life of three (3) years and an item value in excess of \$200.00;
 - c) **sets** of texts in excess of \$200.00;
 - d) **sets** of science equipment in excess of \$200.00;
 - e) all library books and library resource materials;
 - f) all audio-visual equipment and computers.
- 5.2 The facilities manager shall maintain a perpetual inventory of moveable items not covered under section 5.1 as follows:
 - a) all furniture;
 - b) all equipment with a useful life of three (3) years and an item value in excess of \$500.00;
 - c) all computers;
 - d) all vehicles owned by the Board.

6. Loan of Moveable Equipment

- 6.1 A system for controlling the loan of moveable items to community, staff, and students will be maintained.
- 6.2 A log book shall be maintained which will record the nature of the items loaned, the serial/identification number (if available), the date loaned, the date returned, the signature of the borrower, and the signature of the person receiving the returned item.
- 6.3 The borrower assumes full responsibility to the Board for loss or damage to the borrowed item.

7. Identification Numbers

- 7.1 All portable school and electronic equipment shall be inscribed with an identification number issued by the facilities manager.
- 7.2 Any new equipment purchased must be inscribed with this number upon delivery to the Board.
- 7.3 Identification numbers shall be placed in an inconspicuous location on the equipment. A record of the identification numbers shall be kept in the school office and in the Board office.
- 7.4 The unexplained disappearance of equipment or other contents in the school will be the responsibility of the school to replace from the school budget.

8. Security Procedures

- 8.1 An inventory of assets (e.g. computers, audio-visual equipment, and software) will be maintained at the school and Board office.
- 8.2 A system for controlling the loan of moveable items to the community, staff and students will be maintained at each location. [See Procedure 530 Staff and Student Use of School Equipment]
- 8.3 All monies (i.e. petty cash, student council funds, etc.) will be secured nightly or deposited daily in a bank account.
- 8.4 Filing cabinets containing confidential/personal information—including Ontario Student Records (O.S.R.s)—shall be locked when not supervised.

9. Reporting Requirements

- 9.1 The principal or custodian will contact the police and the facilities manager upon evidence of theft, break-in, or major acts of vandalism.
- 9.2 The principal will complete and forward the **Loss or Damage Report** to the facilities manager. The facilities manager shall retain a record of all such occurrences.

10. Recovery of Losses

- 10.1 The facilities manager and/or principal will assess the cost of the damage/loss and will include the estimate on the **Loss or Damage Report**.
- 10.2 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.

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

10.4 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.

11. Personal Property

11.1 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 home owner's insurance policies.

REFERENCE DOCUMENTS

Legal:

Education Act, paragraphs 169.1 (1) and (5): Duties and Powers of Boards: Effective stewardship of resources; managing resources; upholding public confidence

Education Act, section 171 (1) 46: Powers of Boards: Insurance

Education Act, section 176: Benefits: Powers of Board--Insurance

Education Act, Section 265 Duties of Principal: Care of Pupils; Care of Property

Education Act: Section 286 Duties of Supervisory Officers: Supervise Property

Ontario Regulation 298 Operation of Schools, Section 11: Duties of Principals: Inspect School Premises

Occupational Health and Safety Act

Trespass to Property Act

Ontario Regulation 474/00 Access to School Premises

Board:

Board Policy GOV-02 Role of the Corporate Board

Board Policy GOV-03 Role of the Supervisory Officer

Board Policy GOV-20 Safe School Environment

Board Policy GOV-22 Ontario North East Region Police/School Board Protocol

Board Policy GOV-23 Emergency Response Plans

Board Policy GOV-24 Occupational Health and Safety Committee

Board Policy GOV-34 Board Liability Insurance

Administrative Procedure 141 School Fire Safety Plan

Administrative Procedure 142 Trespass to Property

Administrative Procedure 379 Progressive Discipline

Administrative Procedure 381 Student Suspension

Administrative Procedure 382 Student Expulsion

Administrative Procedure 530 Staff and Student Use of School Equipment

FORM GOV-37 Property Loss or Damage Report