

## **SUPERIOR-GREENSTONE D**

## **8.0 Securing Records**

Filing cabinets containing personal/confidential information, including OSR records, shall be locked when not supervised.

## **9.0 Reporting Incidents**

Robberies, break-ins, fires and major damage through vandalism or otherwise shall be reported to the appropriate Board Official and to local police.

The designated Board Official will proceed to provide notification to the Board's insurer, when appropriate.

## **10.0 Persons Apprehended**

Persons apprehended as a result of activities as outlined above will, at the very least, be expected to make restitution. The Police will determine if charges are to be laid.

## **11.0 Non-Board-Owned Items**

The Board is not responsible for the loss of or damage to personal property of staff or students while on Board-owned property.

## **12.0 Warning Notices**

All Board facilities will prominently display the warning that all equipment is marked and traceable.