



Criminal Damage & Theft Procedures

Warranty vs. Student Damage

- A committee consisting of the Principal (or designee), Technology Director and Help Desk staff will meet and bring in any ad hoc members as deemed necessary to make the determination.
- Students will be notified in writing by the appropriate party and further actions may be taken by the administration and/or JPD.
- A loaner/replacement Chromebook will be issued only for warranty related repairs.

Theft & Criminal Damage Reporting

If the theft or damage occurred on school owned or operated property...

During school hours

- The theft should be reported to the school administration
- School administration will report to the SRO

During non-school hours

- The theft should be reported to the JPD who will contact school administration and work to determine appropriate actions

If the theft DID NOT occur on school owned or operated property

- The theft should be reported to the local authority (where the offense happened).
E.g., if the theft or damage was in Grafton it should be reported to the Grafton PD.

When presented with a Police Report, the school administrator will request a loaner/replacement Chromebook for the student.

NOTES:

1. In either case above, both Jersey CUSD No. 100 and the student/parent should be named as the victim of the theft on any police report
2. Theft and criminal damage are a class 4 felony which is punishable by up to 1-3 years in prison and up to a two year expulsion. (replacement cost \$250.⁰⁰)