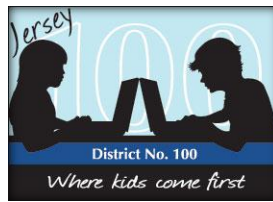


Lori Franke-Hopkins  
Superintendent



## **Jersey Community Unit District No. 100**

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### **Criminal Damage & Theft Procedures**

#### Warranty vs. Student Damage

- A committee consisting of the Principal (or designee), Technology Director and Help Desk teacher 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 laptop 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 laptop 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 \$525.<sup>00</sup>)