

POLICY

1997

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NON-INSTRUCTIONAL/BUSINESS
OPERATIONS

SUBJECT: “LOST AND FOUND” PERSONAL PROPERTY

It is not uncommon for students and visitors to our School District to lose or misplace personal property on school grounds or on school buses. When such items are discovered by school personnel, the administrator in charge of the building where the item was located, or his/her designee, shall make a good faith effort to discern whether the owner of the item can be identified and/or located. If the owner of the item cannot be identified and/or located, the item shall be deposited in the building office in a “Lost and Found” receptacle or area. If the item has an estimated current value of over \$200.00 it must be reported to the Business Official who will make an additional effort to find the owner and will report the item to the Police Department.

From time to time, “Lost and Found” areas should be cleaned out and unclaimed items donated to an appropriate charity as designated by the Superintendent or his/her designee. Items of estimated current value of \$200.00 that have still not been claimed should, at that point, be turned over to local police authorities.

Adopted: 9/22/97