

REGULATION: DOA

LOST AND FOUND
(School Properties Disposal Procedure)

All "lost" items found on school property shall be considered as belonging to the District unless the rightful owner can be identified.

Generally, all personal items such as clothing shall be placed on a "lost and found" shelf in each school under the jurisdiction of the Principal. Not later than the week following the close of school each Spring, and more often as may be deemed appropriate by the Principal, all items remaining unclaimed shall be offered by the Principal to non-profit charitable organizations. All items not disposed of in this manner shall be turned over to the Principal or Director of Plant for disposal in conformance of Regulation DO.

All non-personal items shall be turned over to the Principal or Director of Plant immediately upon being found and shall be disposed of in accordance with Regulation DO.

EFFECTIVE: 2 July 1973