

NON-INSTRUCTIONAL OPERATIONS

5621 "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 supervisor/administrator in charge of the area or 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 either in the building office or the transportation office in a "Lost and Found" receptacle or area. If the item has an estimated current value of over one thousand (\$1000) dollars it must be reported to the School Business Administrator who will make an additional effort to find the owner. At the discretion of the School Business Administrator, the find may be reported to the Police Department.

Annually, "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 over one thousand (\$1000) dollars that have still not been claimed should, at that point, be reported to local police authorities.

Classroom teachers will discuss this "Lost and Found" policy with their students to promote awareness of District practice and student guidelines for reclaiming lost or misplaced personal property.

The Amherst Central School District is not responsible for loss or destruction of personal property of students and staff that is brought on school property, school buildings, or school-sponsored activities.

Adoption Date 3/8/11