

THOMAS EDISON ENERGYSMART CHARTER SCHOOL

LOST AND FOUND POLICY

The Thomas Edison Energysmart Charter School Lost and Found is maintained by the Security Department located in the area of the main lobby. Lost items are maintained in the gym. Parents may stop by any time between the business hours of 3:00 PM and 6:00 PM, Monday through Friday to claim any lost items. Please see any security officer for the release of an item. Outside those specified hours, Lost and Found will be closed and unavailable.

All items will be kept by security for a period of 30 days depending on the value of the item. After that, the item will either be donated to a charitable organization or discarded. Money will be kept for the entire school year. If it is not claimed, the money will be donated to a charitable organization at the end of the school year.

Security will not pick up any items inside classrooms, offices, locker rooms, bathrooms or inside/on top of lockers or cubbies.

Items of a high value including money, jewelry, electronic equipment and any other item of value will be placed in an envelope or container and marked, then turned over to the school Security Coordinator. The item will then be described on the Lost Valuable form, which is kept by security as a matter of record.

It is recommended that every item brought to school be labeled with at least a last name and homeroom class, including but not limited to jackets, lunch boxes, water bottles and back packs. Please have your child check Lost and Found first, if they should lose anything.

Something to be aware of:

We will not post photographs on line of any items in Lost and Found. If your child has lost something of significant value please provide a detailed description of the item to security via email or phone.

If a student has lost an item, that student may, at any time during school hour's check the Lost and Found bin located in the gym for the item.

Some homeroom teachers may keep a bin of lost and found items in the classroom. It is recommended that the student check each classroom they are instructed in.

Throughout the school year, security may display the items in the gym/cafeteria for all the students to see. When instructed by staff they will be allowed to get a closer look.

The school will not keep items containing food, like Tupperware products. These items will be discarded.