

The Center for Creativity, Innovation and Discovery Lost & Found Procedures

The following procedures apply to personal items found on the campus of the The Center for Creativity, Innovation and Discovery (“CCID”):

- Personal items such as clothing, backpacks, folders, lunch boxes, etc. are collected in a Lost & Found bin located in a designated place in the school building.
- Teachers and staff make various attempts to find owners for lost items, as well as encourage students and parents to check the Lost & Found bins frequently.
- Lost and Found bins are emptied once per month at the end of the month. On the last Friday of each month, the collected items are displayed in the cafeteria in one last attempt to find their owners. At the end of that school day, remaining items are bagged and set aside to donate to charity. Parents are notified multiple times in advance through school communication that items will be donated. They are encouraged to check Lost & Found bins prior to the end of each month.
- For the sake of environmental health and hygiene, lunch boxes are disposed of at the end of each week on Friday. No lunch boxes will be kept through a weekend or available for discovery on Monday mornings of the next week.
- Jewelry, cell phones, and other electronics are not collected in the Lost & Found bins and are not donated to charity. Teachers and staff bring such items to the Front Office after attempting to find the owners among their students. Parents and students may contact the front desk to inquire about lost items of this nature.
- Teachers and staff make a good faith effort to keep safe any electronic devices, cell phones, musical instruments, and other expensive items that they may find on campus. Teachers and staff also make a good faith effort to discover the owners of these items. However, teachers and staff are not responsible to look for, find, safeguard, or return items that students lose on campus.
- **No CCID employee (teacher or staff member) is responsible for the safety and return of a student’s personal item brought to school for academic or personal use.**