

Archbishop Jordan Catholic High School

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ABJ Lost and Found Policy

Reference:

Every year a large number of lost property including cell phones, earpods, calculators, books, purses, and wallets are turned into the office. Many items have no readily identifiable or traceable owner so we are unable to return the property to them.

Help Us Help You - *Mark Your Property with name or student ID number*

Reuniting you with your lost items

We maintain a record of all personal items turned in and items reported lost. Property received by the front office, if unclaimed shall be retained for a thirty-day period; items of apparent value will be kept for 90 days. Where possible, found property is returned to the rightful owner.

Unclaimed property is disposed of in accordance with our disposal procedures.

Disposal of Found Property

Library books or other materials are returned to the appropriate department as soon as possible.

Found property may be returned only when the claimant has identified themselves and the article to the satisfaction of our staff. If the rightful property owner is not located within the 30-day retention period, items will be disposed of or donated to a local charity.



"I know in whom I place my trust" 2 Tim 1:12