



Lost and Found Program

All the school community members are responsible for the care and protection of their personal items while in the school premises. Parents and students are encouraged to put names on their belongings, and other personal possessions which will make it easy to return them in case they are lost and found.

ICS discourages students bringing large amounts of money or personal high-valued items to the school. Items that are not needed for school, especially valuable ones, are best left at home.

ICS is not responsible for any lost or missing items, students, staff, or any other individual should be responsible for their belongings.

This document defines the lost and found process at ICS.

1. Definition of “lost”

Any item that is left unattended, abandoned, misplaced or forgotten inside the school premises is considered to be lost.

2. Categories of Lost Items

- 2.1. Regular items this includes: clothing, shoes, books, water bottles, backpacks etc.
- 2.2. Perishable items – lunch boxes with food items, packed food items, etc.
- 2.3. Valuable and fragile items – this refers to the purchased value of the item or any item that could be damaged through handling or items deemed important. For example, watches, keys, jewelry, eye/sunglasses, wallets, ID, documents, passport, etc.
- 2.4. Technological Items - Items like laptops, phones, electronics etc.
- 2.5. Suspicious items – items like large bags (that is not evidently a school bag), or bags/items left in hidden areas, etc
- 2.6. Hazardous items – items like medicines, or potential biohazard items smeared with blood or other bodily fluids, chemicals (ex. Cleaning chemicals), firearm, etc

3. Found items

- 3.1 Anyone finding a ‘lost’ regular or perishable item should take the item and place it in the lost and found basket, near the lost and found shelves.
- 3.2 Items in the basket will be placed in the shelves after 24 hours.
- 3.3 Sometimes you should allow for time to elapse before concluding it is unattended, ex lunch – a packed food, lunch box, etc. might left temporarily by students, or judge the context and circumstance that could warrant the item being left unattended.



- 3.4 Anyone finding an unattended valuable or technological item should take the item to the Security Office by the main gate or to a divisional office. Divisional offices will notify the Security Office.
- 3.5 Anyone finding a suspicious or hazardous item must not touch or remove the item, but notify a security team member or divisional leadership or a teacher immediately.
- 3.6 Items left unattended in public areas are especially sensitive and should be reported/acted on immediately.

4. Process

- 4.1. The Security office will log items in category 2.4, 2.5 and 2.6 items for further reference and action with the following fields: item description, name-who found it, location-where it was found, time, date, special remarks-if there was an event, or other remarks that could help identify the owner, if the item looks damaged, etc. Also a second section for claimants with name, date and signature fields. Items will be stored in a safe or lockable cabinet.
- 4.2. In case of technological items, the Security Office will work with the IT department for further name and ownership verification.
- 4.3. If the item is medication, it will be taken immediately to the Health Office, who will make an effort to identify the owner (check label for name or associate medication to previous medical history of students). If the owner of the medicine is not identified, it will be labeled with the time and date it was found and kept at the Health office, the medicine will be disposed of depending on the type of medicine at the discretion of the Health office.
- 4.4. If there are items that are difficult to categorize, the Safety and Security office will be notified for further investigation.

5. Claiming items

- 5.1. Individuals claiming an item, in category 2.1 and 2.2 will have to check the lost and found display case. If an item has been identified the Security office will open the display case as per the schedule posted on the display case and the item will be returned to the owner.
- 5.2. Individuals claiming items in all the other categories, need to be able to describe the lost item, special remarks on the item, and the location where they suspect the item was lost. If it is a locked phone or laptop or any other electronic device, they need to be able to unlock the device.



- 5.3. For all claimed items in category 2.3, 2.4, 2.5 & 3.6 that are released from our custody the following is needed:
 - 5.3.1. The claimant should provide proof of ownership and/or description of the lost and found item and its content
 - 5.3.2. If an ICS parent/student/staff, filling the claimant section of the log will be enough
 - 5.3.3. If an outside entity, then a copy of a valid ID will be taken and field. After copying the ID, remarks that identify the item claimed will be written on the copy.
 - 5.3.4. The claimant shall acknowledge receipt of the item by signing and dating on the lost and found log.
- 5.4. For items like IDs, documents, wallets, etc, that have not been claimed for more than 3 days, items that could have an address, name of an institution or a contact information number of some sorts, an effort will be made to contact individuals using the contact information on the document, in an effort to identify the owner.

6. Disposition of unclaimed items

- 6.1. Unclaimed items of significant monetary value will be held for three months.
- 6.2. Items in the Lost and Found Display Case will be put on view before the end of every school break for three school days.
- 6.3. Items not collected will be cleaned, packed and donated.

7. Disposition of records.

- 7.1. Logs will be kept for a minimum of 3 months, after which it can be discarded or deleted.