

## **LOST AND FOUND**

Pupils should be urged to report to their teachers, who in turn should report to the principal, all articles of value that are lost in the school or on the school grounds. Articles that are found should be turned in to the principal's office. Periodically, the principal should publicize the description of articles that have been found and turned in to the office. At the close of the school year, unclaimed articles of value should be given to a charitable organization and those without value should be destroyed.