

# Student Personal Property Policy (6.5)

Good Days Adolescent Special Needs Center, LLC – Fort Myers, FL

## Purpose

The purpose of this Student Personal Property Policy is to establish guidelines for the handling, storage, and responsibility of students' personal belongings at Good Days Adolescent Special Needs Center (GDC). This policy aims to protect student property, maintain safety, and minimize the risk of loss or damage.

## Section 1: Policy Statement

GDC recognizes that students may bring personal items such as backpacks, assistive devices, comfort objects, or limited electronic items to the Center. While reasonable efforts will be made to safeguard these belongings, GDC cannot be held responsible for loss, theft, or damage to personal property brought onto the premises.

## Section 2: Personal Item Guidelines

Students may bring personal items that support their comfort, daily needs, or participation in activities. However, these items must not disrupt the learning environment or pose safety concerns.

Acceptable personal items include:

- Backpacks, lunchboxes, and hydration bottles.
- Sensory aids or comfort items (as approved by staff or therapists).
- Adaptive or assistive technology used for therapeutic purposes.
- Personal hygiene products or medically necessary equipment.

## Section 3: Prohibited Items

For safety and program integrity, certain personal items are not permitted at the Center. Staff will monitor and enforce this restriction to ensure a safe environment for all students.

Prohibited items include:

- Weapons, sharp objects, or items that may cause harm.
- Electronic devices such as cell phones, tablets, or gaming systems (unless pre-approved for therapy or communication).
- Valuable jewelry, large sums of money, or collectibles.
- Any object that may disrupt programming or create sensory overload for others.

## Section 4: Labeling and Storage

All personal belongings must be clearly labeled with the student's name to help prevent mix-ups or loss. Designated storage areas such as cubbies or lockers will be provided for personal items during the day.

Storage procedures include:

- Each student is assigned a personal storage space.
- Staff will assist students in maintaining organized storage.
- Items left overnight without approval may be moved to a secure area.

## **Section 5: Staff Responsibilities**

Staff are responsible for monitoring the use of personal items and ensuring compliance with this policy. Staff will also help students manage their belongings and provide guidance on appropriate use.

Responsibilities include:

- Assisting students in labeling and storing their belongings.
- Reporting lost or damaged property to the Director.
- Supervising the use of personal items during activities.

## **Section 6: Student & Family Responsibilities**

Students and families are responsible for the care and tracking of personal belongings. Families are encouraged to avoid sending expensive or sentimental items to the Center unless necessary for therapeutic use.

Families must:

- Ensure all items brought to the Center are necessary and labeled.
- Communicate with staff regarding special items or accommodations.
- Retrieve forgotten or stored items at the end of each day.

## **Section 7: Lost or Damaged Property**

While GDC staff will make every reasonable effort to safeguard personal property, the Center is not liable for loss or damage resulting from ordinary use, misplacement, or unforeseen circumstances. Families should report lost items to staff immediately for assistance in locating them.

## **Section 8: Confiscation Policy**

If a student brings a prohibited or unsafe item to the Center, staff may confiscate it temporarily. The item will be returned to a parent or guardian at the end of the day. Repeated violations may result in further disciplinary measures.

## **Section 9: Personal Electronic Devices**

Use of personal electronic devices must comply with the Technology & Internet Policy (6.4). Unauthorized use during program hours may result in the device being secured by staff until dismissal.

## **Section 10: Acknowledgment**

All staff, students, and families must review and acknowledge this Student Personal Property Policy. Acknowledgment is documented through the Policy Acknowledgment Form (E1).

Approved: December 2025

Next Review: December 2026