

SCHOOL FURNITURE POLICY

1. Students are responsible for all the furniture they are using in the classroom. They must maintain it clean and organized.
2. Damage to property caused accidentally should be reported to the Quality Assurance Department.
3. In case of damage caused on purpose, the cost of repair must be paid. There must be no carving, scratching, or drawing on the table and chair or defacement of property in any other way.
4. Students caught doing any such damage will be made to pay for the necessary repairs to the Accounting Department and will be punished.
5. Students are not allowed to move furniture without permission from Quality Assurance Department.

This is to acknowledge that I agreed on the above policy and fully understand my responsibility.

Student Name: _____ Signature: _____

Grade: _____ Date: _____

Guardian Name : _____ Guardian Signature : _____