

# TAKE CARE of your school materials and personal belongings.

1. Bring only the materials that are needed for school activities.
2. Use small wallet/purse for your money and cards when going to school. Make sure to keep your money and cellphone with you (in your pocket) at all times in school.
3. Do not leave your things unattended.
4. Be extra careful with your high-end phones in school.
5. Survey/Scan the area before leaving to ensure that you don't leave any personal belongings behind.
6. Develop a habit of reminding each other to check before leaving the place.
7. Label all your things with your name, section and contact number.
8. For those items with identification, take the initiative to return them to the owner.
9. Return borrowed items promptly and responsibly.
10. Remember that the owner of the lost item is responsible for reporting to and asking from the Lost and Found Center (Counseling Room).
11. One way of respecting one another is by not taking the things of others as a joke or a prank.

**DISCLAIMER:** The points enumerated above are not rules but suggestions from the Guidance Center on how to take care of personal belongings in school. Hence, students are still bound to follow school rules and regulations regarding personal belongings in school. Furthermore, the students are personally responsible to take care of their things. Therefore, the school is not liable for any missing or lost personal belongings of the students.