

SCHOOL-OWNED MUSICAL INSTRUMENT PROTECTION PLAN

It is the responsibility of parents and students to return school-owned musical instruments in the same general condition in which they were received. Parents are responsible for the financial deductible or replacement costs should the school-owned instrument being used by their child become damaged, stolen, or lost.

The Pasadena Independent School District has a protection plan for school-owned musical instruments. **If a student will need to use a school-owned instrument, they must be enrolled in the plan before an instrument can be issued to them.**

You **must have on file** a completed/signed "Instrument Loan Contract" for each student using a district-owned band/orchestra instrument and collect the \$30.00 fee for the Instrument Protection Plan. This **does** include students who do not carry an instrument back and forth between school and home and only use the instrument while at school. Students can, and often do, damage instruments while in the classroom and/or at a performance.

If you have enough instruments to allow a student to have one instrument to take home and leave, and another to use at school, you must list both instruments on the contract, but the student will only pay \$30.00. Students who are in both band and orchestra and use school-owned instruments in each group must pay \$30.00 for each instrument.

Cost of the protection program to students and parents is \$30.00 per school year. Since some students will not be using instruments the entire year the following exceptions to the annual fee will apply:

1. Band students using school-owned instruments during the football season only will pay \$7.50 for that quarter of a year coverage.
2. Students receiving a school-owned instrument at anytime other than the beginning of the school year will pay a fee to be determined by consulting the following table:

<u>Month Instrument Issue</u>	<u>Cost</u>
August, September, October, November	\$30.00
December, January, February	22.50
March, April, May	15.00
June, July	10.00

Students checking out instruments for the summer need to pay \$10.00 for the months of June and July and turn in a new signed Instrument Protection Form for the summer. Teachers **may not check out instruments** for the summer unless they have collected the \$10.00 fee and have received the signed Instrument Protection Form.

The plan provides coverage for instruments in the event they are accidentally damaged, stolen, or lost. **Intentional or willful damage and negligence, however, are not covered.**

Each claim is subject to a \$30.00 deductible clause for repair and a \$100.00 deductible clause for replacement. As an example:

An instrument sustains an accident requiring \$200.00 in repair work. The parent of the child using the instrument pays the first \$30.00 and the protection plan pays the remaining \$170.00.

An instrument is damaged beyond repair, lost, or stolen that cost \$2000.00 to replace. The parent of the child using the instrument pays the first \$100.00 and the protection plan pays the remaining cost of \$1900.00.

STUDENT REGISTRATION

Send home a copy of the Fine Arts Department Instrument Loan Contract (Exhibit 2110) when issuing a school-owned instrument to a student. Request each of these students to return the letter and the check-out form with the appropriate blanks filled in and signatures affixed. Keep the copies of both forms for future reference.

Register the students who pay for the protection on the School-Owned Instrument Protection Plan Registration Form (Exhibit 2140) and send it, along with a photocopy of the receipt issued by the school secretary/bookkeeper, to the Fine Arts Office. The correct revenue code is: 199-00-832-000-832-5753-350

FILING A CLAIM

Use the Claim Report (Exhibit 2150) when filing a claim with the Protection Plan. Be certain that all appropriate blanks have been filled in, dates and signatures affixed, and the \$30.00 deductible or \$100.00 deductible has been collected and deposited into the correct revenue code.

Pasadena Independent School District

1515 Cherrybrook Pasadena, Texas 77502
713-740-0077

INSTRUMENT PROTECTION & LOAN CONTRACT

Student Name _____ Date _____

Parent/Guardian Name _____ School Year _____

Address _____ City and Zip Code _____

Home Phone _____ Cell Phone _____

Instrument _____ Brand _____

Model No. _____ Serial No. _____ Replacement Cost _____

Accessories: Case _____ Mouthpiece/Bocal _____ Strap _____

Swab _____ Lyre _____ Bow _____ Other _____

Condition When Issued _____

In exchange for the loan of the PISD owned musical instrument and accessories described above, we agree to this Instrument Protection Program as follows:

- 1. We agree to pay the cost of the Instrument Protection Program (\$30.00 per school year/\$10.00 for summer rental). We understand this provides coverage for school-owned instruments in the event they are accidentally damaged (including fire and water damage) or stolen. Intentional or willful damage and negligence, however, are not covered.
2. In addition, we agree to pay a \$30.00 deductible for repair and a \$100.00 deductible for replacement such the instrument need repair or need to be replaced.

Example: An instrument sustains an accident requiring \$200.00 in repair work. The parent of the child using the instrument pays the first \$30.00 and the protection loan plan pays the remaining \$170.00.

An instrument sustains an accident requiring the instrument to be replaced and the cost of the instrument is \$2000.00. The parent of the child using the instrument pays the first \$100.00 and the protection plan pays the remaining \$1900.00.

The replacement cost for most school-owned instrument is in excess of \$1000.00, making the \$30.00 per year cost for use of a school-owned instrument minimal when compared to purchasing/leasing an instrument from a rental music store.

- 3. We agree that the student will attend all rehearsals, concerts, parades, or other appearances of the organization to which he/she belongs, unless excused by the music teacher. Further, the student will travel to out-of-school activities of the music organization in school provided transportation when it is furnished.
4. We understand that any infraction of the above or other rules of the organization will be sufficient reason for dismissal from the performing organization.

Please signify your acceptance of the Contract and its terms by signing the form below and returning it to your child's music teacher. Keep the yellow copy for your records. Please include the correct fee payable in cash only.

Student Signature _____ Date _____

Parent Signature _____ Date _____

Music Teacher Signature _____ Date _____

For music teacher use only

Date Paid: _____

Receipt No: _____

Contrato de Protección y Préstamo

Nombre de estudiante _____ Fecha _____

Nombre de parientes _____ Año escolar _____

Dirrección _____

Teléfono _____ Celular _____

Instrumento _____ Marca _____

Numero del modelo _____ Número serial _____

Accesorios: Caja _____ Bocal _____ Tirante _____

Tapón _____ Lira (mostrador de música) _____ Boa _____

Otro _____

La condición cuando recibido _____

Nosotros aceptamos el contrato de protección y préstamo, en cambio por el uso del instrumento de PISD y los accesorios como lo siguiente:

1. Estamos de acuerdo en pagar \$30.00 por ano escolar para el Programa de Protección de Instrumentos (\$10.00 for summer rental). Entendemos que esto cubre el instrumento de la escuela si hay daño accidental, incluyendo daño causado por agua, fuego o robo. **Algún daño intencional o por negligencia no serán cubiertos.**
2. Estamos de acuerdo en pagar un deducible de \$30.00 para reparaciones y \$100.00 para reemplace un instrumento que necesite reparación o ser reemplace.

Ejemplo: Un instrumento sufre daños y necesita \$200.00 de reparaciones. Los padres del estudiante utilizan el programa de protección y pagan los primeros \$30.00 y el programa paga el siguiente \$170.00.

Un instrumento sufre daños y necesita ser reemplazado. Un instrumento nuevo cuesta \$2000.00. Los padres del estudiante pagan el primer \$100.00 y el programa de protección paga el siguientes \$1900.00.

El gasto en remplazar un instrumento de la escuela es más de \$1000.00, hacienda el costo de \$30.00 por ano escolar, muy poco para participar en el programa que tener que comprar o alquilar un instrumento en una tienda de música.

3. Aseguramos que nuestro estudiante participara en todas las actividades incluyendo, ensayos, conciertos, paradas o otras apariencias de la organización al menos que el maestro/a lo disculpé. También, nuestro estudiante viajará a las funciones afuera de la escuela en transportación de la escuela.
4. Entendemos que cualquier infracción de los anteriores o de las reglas de la organización será suficiente para ser despedido de la organización de música.

Favor de aceptar el Contrato con su firma y regresar el contrato al maestro/a de música de su estudiante. Mantenga la hoja amarilla en sus archivos. Favor de incluir la cantidad de \$30.00 en **efectivo solamente**.

Firma del estudiante _____ Fecha _____

Firma del pariente _____ Fecha _____

Firma del Maestro/a _____ Fecha _____

For music teacher use only

Date Paid: _____

Receipt No: _____

**PASADENA INDEPENDENT SCHOOL DISTRICT
PROTECTION FOR SCHOOL-OWNED MUSICAL INSTRUMENTS
CLAIM REPORT**

Name of Student

Date of Claim

Name of School

Instructions for filing a claim:

1. If an instrument is accidentally damaged, the student pays the \$30.00 deductible for repair, or \$100.00 deductible for replacement in cash, to the music teacher. The music teacher then processes the instrument claim.

2. If an instrument is stolen, a law enforcement agency must make a proper investigation. Submit \$100.00 in cash to the music teacher making certain to include the proper information regarding the police investigation.

Student's Mailing Address

City

Zip

Telephone Number

Date of Loss

Type of Instrument

Brand name

Model #

Serial #

Name of investigating Law Enforcement Agency (if stolen)

Police Case #

In the space below please describe the accident or theft. Give time, place, what happened, and names and addresses of witnesses.

I certify that the information above is true and accurate to the best of my knowledge.

Student Signature

Parent Signature

Date

Based upon my investigation of this incident I find this student is fully due the protection coverage afforded by the School District.

Date

Source of repair/replacement

Office cash receipt #

Music Teacher

Director of Fine Arts

Original . . . Music Office
Duplicate . . . Parent
Triplicate . . . Teacher