

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.