

# Lawrence Public Schools – USD 497

## Use of District Owned Instruments Agreement



### To Be Completed by USD 497 Instrumental Music Staff

Student Name:		School:	
Instrument:		LES/LMD Number:	
		Serial Number:	
PAID	CHECK NO./CASH	FEE RECORD	Director:

## Use of Lawrence Public School Owned Musical Instruments Agreement

1. A \$50.00 non-refundable annual instrument maintenance fee is required for use of all Lawrence Public Schools – USD 497 District Owned Instruments. Payment is due at checkout for elementary students. Secondary students will have the maintenance fee added to the fee record maintained by building administration. This maintenance fee is not eligible for a free/reduced lunch waiver.
2. The student/parent/guardian accepts the responsibility of the proper care and safekeeping of the district owned instrument.
3. Instrumental music teachers reserve the right to recall any district owned instrument if not maintained with the proper care or safeguarded from theft or accident.
4. Any damage to the instrument due to negligence, while in the care of the student, will be the responsibility of the student/parent/guardian.
5. Minor repairs and maintenance will be the responsibility of the student/parent/guardian.
6. Students who choose to play violin, viola, cello, flute, clarinet, trumpet or trombone will need to acquire an instrument for grades 7-12.
7. All Lawrence Public Schools – USD 497 District Owned Instruments must be returned to the band/orchestra director upon withdrawing from the Lawrence Public School, the Lawrence Public Schools Instrumental Music Program or as required by the school band/orchestra director.

In signing this agreement, the student/parent/guardian accepts all above guidelines. Failure to meet follow this agreement will require a return of the district owned instrument.

\_\_\_\_\_  
Parent/Guardian Name (Please Print)      Parent/Guardian Signature      Date

\_\_\_\_\_  
Student Name (Please Print)      Student Signature      Date

<i>Office Use Only</i>			
Date Received:	Classification:	<input type="checkbox"/> A <input type="checkbox"/> W	Date Returned:
Date Assessed:	Rationale:		

Top Copy (White) – Teacher      Middle Copy (Yellow) – ESDC      Back Copy (Pink) - Receipt

### USD 497 District Owned Instrument Checkout – Secondary

- 1) Student requests a USD 497 District Owned Instrument
- 2) Teacher completes the top portion of the Use of District Owned Instruments Agreement (Student Name, School, Instrument, LES/LMD Number, Serial Number and Director)
- 3) Teacher gives the agreement to student. Student takes the form home for signature and returns signed.
- 4) Teacher collects form and circles FEE RECORD at the top of the form, the bottom pink copy (receipt) and checks out the district owned instrument.
- 5) Fee Assessment
  - a) if the maintenance fee should be assessed the teacher checks the "A" box at the bottom of the form.
  - b) if the maintenance fee should be waived the teacher checks the "W" box at the bottom of the form and completes the Rationale Box.
- 6) Form then goes to administrative assistant/bookkeeper. Upon receipt, administrative assistant/bookkeeper identifies date received on the bottom of the form.
- 7) Administrative assistant/bookkeeper enters the maintenance fee into the student fee record (if the fee hasn't been waived) and logs the date assessed in the box at the bottom of the form.
- 8) Once the maintenance fee is added to the fee record (money, once collected, should go to a line item for that school's instrument maintenance) the administrative assistant/bookkeeper will send the top copy back to the teacher and the yellow copy to Marcia McClarrion at the ESDC.

### USD 497 District Owned Instrument Checkout - Elementary

- 1) Student/Parents requests a USD 497 District Owned Instrument by completing the USD 497 District Owned Instrument Application
- 2) Applications are reviewed by curriculum specialist and notification is sent to parents confirming eligibility for USD 497 District Owned Instrument and appointment to pick up instrument.
- 2) Teacher completes the top portion of the Use of District Owned Instruments Agreement (Student Name, School, Instrument, LES/LMD Number, Serial Number and Director)
- 3) Parent and student sign form at Elementary Instrument Checkout.
- 4) Teacher collects form and maintenance fee at Elementary Instrument Checkout.
- 5) Fee Collection
  - a) if the fee is paid by cash the PAID and CASH is circled.
  - b) if the fee is paid by check then PAID and the CHECK NO is recorded.
  - c) if the fee is being added to the fee record - FEE RECORD is circled
  - d) if the fee is waived the "W" box is checked on the bottom of the form. Only the Curriculum Specialist can waive the maintenance fee.
- 6) The student is checked out and instrument and the the bottom pink copy (receipt) is given the the parent/guardian.
- 7) Forms, cash and checks are collected by the Curriculum Specialist at the end of Instrument Checkout.
- 8) Fine Arts Administrative Assistant (Marcia McClarrion), notes date received and records all payments. Those to be added to fee records will be forwarded to the Business Office (money, once collected, should go to a line item for elementary instrument maintenance).
- 9) Once fees are recorded the white top copy will be returned to the director and the yellow copy will be filed at the ESDC.