

Guidelines For Music Teachers

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Guidelines for Music Teachers

The complex nature of the work of a music teacher requires **significant responsibilities beyond the regular school day.**

This handbook represents only a portion of what music teachers need to know about the administration of their school music program. Recognizing that School Board policy changes on a regular basis, this document simply serves as a guide. When questions arise, it is the responsibility of the teacher to seek clear, concise and **current verification by reviewing school board policy. The complete policies of the School Board of Polk County can be accessed from the Polk County Schools web site at:**

<http://www.polk-fl.net/districtinfo/boardmembers/boardpolicy.htm>

The Department of Fine Arts can also be used as a resource when the “how-to” questions arise.

Please read on....

1. PERSONNEL

TUTORING (Private Lessons)

Members of the instructional staff shall not receive compensation for professional services offered to students enrolled in the teacher's class during the regular school term. Music teachers should not use School Board property for private lessons.

CONFLICT OF INTEREST

Any School Board employee who also works for an organization doing business with the School Board must reveal such a contractual agreement, in writing, to the Superintendent. The Superintendent may approve such an arrangement; however, if the Superintendent determines the relationship to be a conflict of interest, he/she will request that the employee terminate his/her employment with either the organization or the School Board.

A request by an employee or school to purchase materials or services from a relative or business associate must be revealed to the Purchasing Director at the time of the request in order to determine if a Conflict of Interest exists.

GIFTS AND GRATUITIES

No School Board employee may accept any gifts or other gratuities from any party or a representative of any party doing business with the School Board or desiring to do business with the School Board when such School Board employee is in a position or may reasonably be expected to be in a future position to determine, recommend or otherwise be involved in the process of determining whether the School Board will engage in any commercial transaction with the party or representatives desiring to give the gift or gratuity.

DRESS CODE

Our district has a strong emphasis on uniforms and dress codes for our students. All employees can help by modeling good choices through appropriate and professional attire. Neatness and cleanliness are also important. Teachers are role models for students. Each teacher shall maintain a neat, professional appearance appropriate for his/her specific teaching assignment.

TEMPORARY DUTY LEAVE

Temporary Duty Leave is authorized for all employees who are assigned by the Superintendent to be on duty at such a place or places removed from their regular place of duty. The Superintendent is authorized under these policies to reassign employees to temporary duty as deemed necessary and to execute payment for reimbursement of expenses. Temporary Duty Assignment (TDA) requests should be submitted to the Director of Personnel in Human Resource Services at least **4 weeks prior to the date of the leave in order to obtain prior approval**. With proper prior approval from an employee's supervisor, overnight stays are permitted for out of county travel (including Tampa and Orlando) and will be reimbursed according to policy. For example, Principals and Senior Directors may approve overnight stays for school based staff and Associate/Assistant Superintendents/Superintendent may approve overnight stays for district staff.

SUPPLEMENTAL PAY CRITERIA

Supplemental pay is provided for those teachers of performance-oriented groups for their efforts beyond the contractual day of seven and three quarter (7 3/4) hours. The criteria for awarding supplemental pay was developed through committee efforts of administrators, representative music instructors and county office staff members.

CRITERIA:

1. Elementary music specialists who present a “schoolwide” program are eligible to receive a \$155.00 per year supplement. “Schoolwide” is defined as an after-school hours student musical performance for parents, faculty, and other students. Thus, the audience is considered schoolwide, the performers are not necessarily representative of the whole school.
2. Other supplements will be paid to those programs including grade six or above and meeting the minimum criteria as spelled out in this document.
3. The following listing outline the minimum number of hours for each program to qualify for supplemental pay **each semester:**

MIDDLE SCHOOL		SENIOR HIGH
44	BAND	100
28	ASSISTANT BAND	44
20	CHORAL	38
27	STRINGS	65

4. All hours used in computing qualification for minimum hours are those worked beyond the contractual 7 & 3/4 hours.
5. Music supplements are to be awarded after the completion of each semester’s work with the documentation of minimum work requirements being met. The documentation will be in written form with principal’s signature verifying compliance and sent to the Senior Director of Fine Arts for validation for payment.
6. The person being considered for supplemental pay must be certified or demonstrate professional competency through professional experience and college course work completed towards a degree in music with an emphasis in choral, instrumental or string music. Students will not be eligible for a music supplement. The determination of the qualifications will be that of the Senior Director of Fine Arts, based on a review of previous professional experience and course work completed. (This does not affect the Drill Team/Auxiliary Supplement since it is listed as a “sponsorship.”)
7. The supplemental activities must include sectional rehearsals and concerts. They may include fund raising, working with boosters groups, etc.; however, 80% of minimum hours must be student involvement with performance and/or rehearsal. Performance in district Music Performance Assessments will be required when the school district underwrites a portion of the cost of each assessment. (Waiver of this requirement is permitted when the director petitions the principal and the Superintendent citing extenuating circumstances, etc.)

This approach to supplemented instruction encourages long range planning by each instructor for accountability for these tax dollars to improve student learning. The Board recognizes that the criteria listed is minimum and that many of the supplemented teachers exceed these requirements many times over; however, these guidelines/criteria will serve to assist principals in evaluating each program effort according to a county uniform minimum standard.

2. DUTIES OF INSTRUCTIONAL PERSONNEL

- A. Component Professional Organizations**
- B. MPA- Music Performance Assessments**
- C. All-County Participation**
- D. Rehearsal/classroom tips**
- E. Handbook**
- F. Piano tuning**
- G. Repairs**
- H. Uniforms**

The Polk County School Board shall employ, through written contract, instructional personnel who shall direct the learning of all students in the curriculum of each school. Instructional personnel shall at a minimum:

1. Know, organize, and present subject matter within the framework of goals established by the school system and the school to which they are assigned. **Curriculum guides and curriculum maps are provided as resources.**
2. Use varied and appropriate teaching/educational strategies, materials, and equipment to provide for individual needs, interests, and welfare of students.
3. Develop and maintain classroom records needed to report student progress and to fulfill other school and school district reporting requirements.
4. Manage the classroom by controlling student behavior and activities within a climate conducive to student intellectual, social, emotional and moral development.
5. Evaluate student performance continually to determine student progress and learning needs. **Administer and report The Essential Criteria for the subject(s) taught in accordance to the Student Progression Plan.** (More information can be found at <http://www.polk-fl.net/staff/teachers/finearts.htm>)
6. Use effective and appropriate oral and written expression, and cooperate with administrators, colleagues, students, parents and the community to meet student needs and attain school and school district goals.
7. Perform all scheduled classroom and schoolwide assignments with the promptness and preparation necessary to meet the educational needs, safety and general welfare of students.
8. Engage in effective self-development needed for successful job performance.
9. Participate in Professional Development to increase teaching skills and knowledge as prescribed in TARGET.
10. Perform other duties as may be assigned by the principal or designated job supervisor pursuant to the Collective Bargaining Agreement and regulations of the School Board and State Board of Education.

A. COMPONENT PROFESSIONAL ORGANIZATIONS

Many of the extra-curricular and co-curricular activities in the music program are sponsored by the music professional organizations. These include the district and state music festivals, all-state organizations, clinics, etc. **All** teachers are encouraged to participate in their component groups to improve their skills, provide opportunities for their students and support the advancement of music within the state of Florida.

Information about membership in the Music Educators National Conference, Florida Music Educators Association, Florida Bandmasters Association, Florida Elementary Music Educators

Association, Florida Jazz Educators Association, Florida Orchestra Association and the Florida Vocal Association may be obtained by contacting fl.musiced.org. These component groups under the umbrella of the Florida Music Educators Association sponsors the FMEA Clinic each January.

B. MUSIC PERFORMANCE ASSESSMENT

The component professional organizations of the Florida Music Educators Association sponsor assessments as an important part of the instructional program. These assessments are provided as an opportunity for the teacher and student to receive subjective evaluations of performance and suggested steps for improvement. Information about the assessments is provided to the membership of each component organization. The assessments are perceived as an integral part of our efforts in evaluating the instructional process; consequently, the participation in these assessments is one of the activities/requirements listed in Duties for Music Supplements. The district budget will fund a portion of the assessment for each member of the concert group and the cost of the transportation of the school's "top" performing group to and from DISTRICT ASSESSMENTS ONLY. No funds are allocated to cover solos and ensembles.

Recommended steps for festival preparation:

- Regularly scheduled section rehearsals
- Positive approach toward the purpose of assessments
- Careful preparation in performance fundamentals
- Practical approach to choosing music for your group
- Guest conductors and clinicians within the classroom

Student Eligibility

Florida Statute 1006.15 (3)(a) addresses student eligibility to participate in interscholastic extracurricular activities. Specifically the statute reads as follows:

(3)(a) To be eligible to participate in interscholastic extracurricular student activities, a student must:

- 1. Maintain a grade point average of 2.0 or above on a 4.0 scale, or its equivalent, in the previous semester or a cumulative grade point average of 2.0 or above on a 4.0 scale, or its equivalent, in the courses required by s. 1003.43(1).*
- 2. Execute and fulfill the requirements of an academic performance contract between the student, the district school board, the appropriate governing association, and the student's parents, if the student's cumulative grade point average falls below 2.0, or its equivalent, on a 4.0 scale in the courses required by s. 1003.43(1). At a minimum, the contract must require that the student attend summer school, or its graded equivalent, between grades 9 and 10 or grades 10 and 11, as necessary.*

To facilitate its role in assisting school districts and students in complying with this statute, FSMA has developed an Academic Performance Contract for Music Eligibility. This form may be used for any 9th or 10th grade student whose grade point average falls below the required 2.0 cumulative grade point average.

1. At the end of the first semester in which a student's cumulative grade point average falls below the required 2.0, a student wishing to retain eligibility to participate in interscholastic extracurricular music activities is required to execute an Academic

Performance Contract for Music Eligibility. This contract must also be signed by one of the student's parents, the student's principal, and the student's music director.

2. The student retains the original signed contract. Copies of the contract are provided to the principal, music director, and a copy is faxed or mailed to the FSMA office.
3. At the end of each semester of the 9th and 10th grade, following receipt of a contract, FSMA will send a letter to the student's principal, with a copy to the student's music director, requesting a status report. The status report simply states whether the student has improved his/her grade point average to 2.0 or greater in the previous semester. FSMA will provide a status report form with the letter to the principal to facilitate reporting.

C. ALL-COUNTY MUSIC EVENTS (Including Elementary Showcase)

All-County events are designed to give students from each Polk County public school a chance to perform with their peers in an honor performing group. Each component group (Band, Chorus, Orchestra, Elementary) have facilitators who provide information for the specific selection process as well as time lines. Please contact the Department of Fine Arts for the facilitator contact information.

The following information is provided to clarify the selection of students who participate in all-county music events.

- **Students participating in all-county music events must be a registered student of the school.**
- **Student must be a regularly participating member in the appropriate performing ensemble (band, orchestra or chorus) from that school.**
- **Student must be recommended by the music teacher and the principal.**
- **Elementary students participating in the Elementary Music Showcase must have the recommendation of their music teacher and the principal and be actively participating in a music class.**

These guidelines are similar to those recognized by the Florida School Music Association for student participation in all-state events. The logic is that students participating in these activities have demonstrated the necessary skills in the particular performing ensemble at their school and meet the necessary criteria for participation as determined by an audition and/or teacher recommendation

D. REHEARSAL PREPARATION

The director of any performing group should be certain that the following conditions exist from a physical standpoint:

- a. Good lighting
- b. Sufficient number of stands (if instrumental group)
- c. Enough music
- d. Pencils in each folder
- e. Folders in good condition to protect music
- f. Selections to be rehearsed written on the chalkboard (students may save time by getting their music in correct order while assembling for rehearsal.)
- g. A list of scheduled events written on the board

CAUSES OF REHEARSAL PROBLEMS

1. LACK OF ROUTINE - While there is some need for spontaneity during rehearsals, there must be a routine that is basically, but not entirely, constant. Lack of routine leads directly to mismanagement of time, which is always critical. The unstructured rehearsal cannot be regarded as an efficient learning process.
 - a. The rehearsal room should be set up, ready to use.
 - b. Before warm-up, the specific goals of the rehearsal should be explained.
 - c. Warm up.
 - d. Rehearsal toward specific goals (solve problems).
2. LACK OF CONTROL AND ADMINISTRATION
 - a. Inactivity on the part of the student breeds an atmosphere of negativism.
 - b. Schedule a complete set of responsibilities that must be delegated to others (student leadership).
 - c. Publish classroom expectations for behavior with consequences consistent with POLK COUNTY STUDENT CODE OF CONDUCT.
3. VAGUE OR INCOMPLETE OBJECTIVES or LESSON ESSENTIAL QUESTIONS

Objectives OR Essential Questions fall into two categories:

- a. Unit and Lesson EQ: those that are immediate or reasonably so (short-term objectives). These may include today's rehearsal objectives or the performance scheduled for this weekend.
- b. Those that are of longer range and deeper meaning, which may include:
 - Positive development of the individual and the individual's talents and capacities.
 - Broadening the individual's experience and knowledge.
 - Developing mental and physical skills.
 - Developing habits of excellence through working with others.
 - Developing a sense of awareness and respect in the student regarding his/her environment.
 - Developing a sense of flexibility in the student
 - Developing a healthy sense of self-value and esteem.

E. HANDBOOKS

It is important to the successful operation of a performance-oriented group to have an approved handbook for each student. Keeping students and parents well informed is a responsibility of the teacher that can prevent misunderstandings and poor public relations during the school year. Several recommendations for incorporating a handbook into each program are:

- Borrow copies of handbooks from other successful programs.
- Utilize the POLK COUNTY STUDENT CODE OF CONDUCT to insure consistency with county policy.
- Incorporate pertinent items from this manual.
- All language within the handbook should be positive; i.e., what is expected, not "Don't do this, etc."
- Publish classroom behavior expectations with consequences for non-compliance.

- Solicit advise from administrators to assure consistency and support within the local school.
- Publish grading system in the handbook.
- Upon completion and before distribution of handbook request that the principal read and approve. An approved copy of the handbook should be kept in the office of the principal.
- CONSISTENTLY ENFORCE THE HANDBOOK!

F. PIANO TUNING

All piano repairs and/or tunings are handled through the Department of Fine Arts. There are several piano technicians in various locations around the county who are contracted to provide this service. Under no circumstances should the school contact the technician directly for service if payment is expected from the district. Funds are limited and teachers are asked to use discretion in their requests for this service.

Please see Appendix A for sample form.

G. REPAIRS

In addition to the services offered through piano tuning and/or repairs, a county budget is provided to assist the instrumental music programs in meeting the high cost of maintaining playable instruments. The process for those who are allocated funds from the Polk County Instrument Repair Budget is:

1. Receipt of allocation notification from office of Senior Director of Fine Arts. (High School Band normally receive \$1000, HS Strings receive \$300.00, middle school band \$500 and middle school strings \$200.00). This account can be found under XXXR BAND 435000 (the x's are for your school number). **Please note- the string and band funds are combined in one account.**
2. Each instructor should keep a ledger to record the use and current balance of the repair account.
3. Efforts should be made to spend all of the county allocation during the summer repair period with completion of the expenditure **prior to second semester**. Repairs coming after that time could be picked up by Boosters groups or by Internal Accounts. This method provides that any money not used by early spring may be transferred into other accounts at the district level to provide for equipment purchases. These funds are not carried over from one budget year to the next and are lost for use by the music program. Each principal also has a School Equipment Repair Budget that may be a source of additional help.
4. Teachers are not authorized to exceed the allocation for their school without the approval of the Senior Director of Fine Arts.
5. Careful consideration should be given to the replacement value of an instrument when assessing extensive repairs on an instrument. The instrument rental account may be used for repair and/or replacement when the district funds have been exhausted.
6. Always insist upon and maintain a hand receipt from the vendor when repairs are picked up from the school. The hand receipt should include the serial number, the BPI/SAP number.

H. UNIFORMS

Uniforms are a major investment for all musical performing groups. The initial investment, continuing maintenance and replacement necessitate long range budget inclusion and planning to provide the best appearance for the student musicians. There are many successful procedures for working with uniforms. The following may be modified to fit any group for success:

1. A concerted major effort to raise funds for uniforms should be necessary for only one year.
2. School Board Policy permits a uniform rental fee up to a maximum of \$60.00.
3. All Marching Band uniforms must go through the bid process. Please contact the Department of Fine Arts for assistance.
4. Uniform rental fees must be placed in the designated internal account. This money is to be used exclusively to maintain and replace uniforms.
5. With a life expectancy of five to eight years, uniform replacement should become a routine matter unless the performing group is in a stage of rapid growth.

Please see Appendix B for sample form.

UNIFORM PURCHASES

Uniform purchase procedures are similar in process to any other major purchases REQUIRING BIDS. Booster organizations may direct the drive to purchase uniforms; however, if the majority of the monies used in the purchase is from the uniform trust account, there must be bid requests submitted with specifications from the Purchasing Department. The specifications are determined by the local school and are not controlled by the district office.

If the majority of the monies comes from the Boosters account, the principal may request that the School Board accept a donation from the Boosters to assist with the uniform purchase. This should not be used as a method to circumvent the bid process since the process is to provide the very best product at the lowest prices.

Uniform specifications from past purchases within the district are available through the Purchasing Department. Vendor company names may be supplied by the local school to the Purchasing Department with requests for bids being sent to at least three potential bidders. All requests for these services from the Purchasing Department must come from the principal. The uniform purchasing process takes from three to six months (depending on the time of year) from request for assistance for bids to delivery of uniforms for use. Long range planning is necessary to provide effective and timely use of uniforms.

3. EDUCATIONAL FIELD TRIPS

WORD OF CAUTION: On field trips or activities away from school, the teacher must exercise extreme caution if requested to release a child by an individual that may or may not have custody of the child. An example would be with a supposed parent during lunch at an all-county event. Do you know this person? Does this person have custodial rights to the child? Was a note given to you and approved by the principal in advance? Do the people actually chaperoning this child know the person? **Your rule should be that students are not released to anyone unless arranged ahead of time and you are fully aware of the relationship of the child to the person making the request. Remember, you are the responsible party.**

EDUCATIONAL TRIPS are school sponsored off-campus group learning activities that supplement, extend, or enrich the regular instructional program in a manner not possible within the school setting. Educational trips add dimension to classroom learning by providing first hand experience that neither books nor conversation alone can furnish.

***RECREATIONAL OR FUN TRIPS** cannot be scheduled during the regular school day.

ALL FIELD TRIPS ARE AN EXTENSION OF THE CLASSROOM AND ALL PERSONS SHALL CONDUCT THEMSELVES IN AN EXEMPLARY MANNER AT ALL TIMES.

No Field trips shall be scheduled or undertaken without the express approval of the principal and in some cases the senior director- in advance. The minimum 10 working days is required for approval. If a substitute is required for the teacher, the TDA must be submitted 4 weeks in advance.

For specific Field Trip Procedures, please see:

<http://www.polk-fl.net/districtinfo/departments/supportservices/documents/FieldTripManual0809.pdf>

(also provided on the music teacher data disk)

Performance-oriented groups will likely be involved in several field trips during the school year. Recommended considerations for those teachers of band, chorus and orchestra are:

- Use permanent FIELD TRIP PERMISSION FORM (See attached sample in Appendix.)
- Have each parent complete the MEDICAL RELEASE FORM (See attached sample in Appendix.) These forms should be carried to each out of town activity.
- Recommend proof of insurance for those groups traveling out-of-county. (School insurance coverage is sufficient to cover school activities).
- Gain principal's permission for trip.
- Requisition buses

Out of State Music/ Arts Groups:

A. Co-curricular high school music/ arts groups will be eligible for an out-of-state educational trip once during the four-year cycle equivalent to the number of grades in each of the district high schools. A group may be eligible to take a trip, in addition to the four-year cycle, if the trip meets the following criteria:

1. The invitation is extended based on criteria, which is directly related to the accomplishments of the group.
2. The invitation is issued by an organization, which represents and promotes arts education (MENC, ACDA, ASTA, FATE, NAEA, Midwest Band and Orchestra Clinic, etc.).

3. The sponsoring organization does not profit from student trip funds.
The determination for eligibility for trips with the “honor” designation and taking the group out of the four-year educational cycle will be made in consultation with the senior director, principal, teacher and district fine arts senior director.
- B. The group must prove financial stability to the principal and the principal must refer that condition in the request for trip approval.
 1. The report should reflect sources of revenue for the routine operation of the program with current balances in all accounts at the time of the request. This should include booster group accounts, internal accounts, trust accounts and general fund commitments to operate the program. The rationale is to insure that the group is able to continue to meet the responsibilities of the program as well as take on the additional responsibilities of fund raising for the proposed trip.
 2. The request should outline the cost for each student and provisions made to permit students to earn monies toward the trip.
 3. The total cost of the trip for the full group should be shown to outline the impact on the community.
 4. The request should specify “at no cost to the Board.”
- C. Those teachers who are supplemented and work directly with the traveling group must secure substitutes as needed.
- D. All music groups are encouraged to provide opportunities for local vendors to bid on the tour services. Specifications for the trip should be in writing and may include a requirement that the bidder show proof of previously having been capable of providing services of this magnitude.
- E. Elementary and middle school music/ arts groups
Elementary and middle school music/arts groups are not encouraged to travel outside the state, however, the Superintendent and School Board recognize that there may be occasion for elementary or middle school arts groups, that have been identified as exemplary arts programs, to perform outside the state. Fundraising efforts may not begin until after School Board approval. The trip will be at no cost to the Board.

SCHOOL BUS USES

School buses may be used for educational field trips and other school-related activities, provided that such use does not interfere, interrupt, or change the regular transportation program and such trips must be carefully planned. Approval must be granted by the transportation office at least five days prior to the proposed trip. An adult chaperone, approved by the school, shall be provided for each bus. Only certified drivers approved by the Transportation Division are to be employed on these trips. **School bus availability – after 9:00 AM. Bus must return to school at 1:30 PM and is not available until after 4:30 PM. Call transportation to verify buses one day prior to the event.**

FIELD TRIPS – REIMBURSEMENT FOR USE OF BUSES

Rate of reimbursement for use of buses for field trips shall be in accordance with fee schedules adopted by the School Board. Prior to scheduling buses, the teacher must determine the funding source to pay for the busses.

OTHER MOTOR VEHICLES OWNED OR OPERATED BY THE SCHOOL BOARD

When the School Board provides student transportation other than by a school bus, such transportation is limited to passenger cars not to exceed eight students in designated seating positions. The occupant crash protection system provided by the vehicle manufacturer shall be used unless the student's physical condition prohibits such use. **Students under the age of 12 years old will not be transported in the front seat of any vehicle equipped with a passenger side air bag restraint system, unless the system has been deactivated.**

Privately Owned Motor Vehicles: The school principal, acting as the School Board's designee, may approve transporting students in privately owned motor vehicles on a case-by-case basis, subject to the following provisions: (Please note that this form of transportation is discouraged)

- A. **Illness or Injury:** Under non-emergency situations when a student is ill or injured and must be taken home or to a medical facility, the school must first attempt to contact parent/guardians. If the parents/guardians are unavailable or unable to provide transportation, the principal or his/her designee may approve that the student be transported in a privately owned motor vehicle. Proper adult supervision must be available at the destination and the school must continue efforts to contact the parents/guardians.
- B. **School Functions:** If transportation is not available, i.e., using approved school bus or district owned transportation, students may be transported in privately owned vehicles to a school function or event which the district or school is sponsoring or participating in upon adhering to the following stipulations:
- (a) Single Event: The function or event must be a single event, not part of a scheduled series or sequence of events to the same location, such as but not limited to:
 - (1) Field Trips.
 - (2) Recreational outing.
 - (3) Interscholastic competition.
 - (4) Extracurricular activity.
 - (5) Program related event such as job interview in a co-op program.
 - (b) Parental Consent: The student's parents/guardians must be notified in writing and give written consent prior to the student being transported. (See appendix F)
 - (c) Personal Liability: Parents, guardians, or other responsible adults who provide approved transportation in privately owned vehicles shall have the same exposure to, and protections from risks of personal liability as do school district employees acting within the scope of their employment.
 - (d). Emergency Situation: School personnel may take whatever action is necessary in an emergency situation that constitutes an imminent threat to a student's health or safety.

Forms for Field Trips are found in the Appendixes C-F

4. VOLUNTEERS and Booster Groups

The Polk County School Board encourages the use of community volunteers to accomplish our goals. Staff members must provide adequate supervision, space and materials for volunteers. Volunteers must complete the online application at <https://pds.polk-fl.net/ssl/VolApp/default.asp> before serving. Volunteers are required to sign in at their site of service, wear appropriate identification while on site, and be a positive role model in manner, dress and appearance. When working with students, volunteers may NOT:

- Handle confidential information about students
- Be placed in charge of a classroom of students in the absence of a teacher
- Discipline students
- Give medication to students.

Volunteer privileges can be revoked if School Board policies are violated. Any concerns should be reported to your immediate supervisor or to the Community Involvement Office at (863) 534-0636.

Due to budget constraints, background checks for volunteers can no longer be paid by the district. We have looked at several ways to maintain the current level of security in a cost efficient manner, but have not found an effective solution. **Therefore, first-time volunteer applicants will be expected to pay a one time fee of \$24 for their background check, beginning in the 2009-10 school year. Volunteers who are already approved are not affected by this decision.**

Volunteer applicants will submit the volunteer application at the school site. A printable version of the application will be found on the website at <https://volunteer.polk-fl.net> on August 1, 2009. A copy of the completed application, accompanied by a money order or certified check payable to the School Board, will be couriered to the Community Involvement Office. The Florida Department of Law Enforcement background check will be conducted and results will be posted as usual. We will continue to pursue ways to provide scholarships for parents who are unable to afford the \$24 fee. You may want to look at setting aside a portion of your internal account funds for this purpose, or request assistance from your parent organization.

BOOSTERS GROUPS

Boosters or parent organizations are essential to the success of the performance-oriented musical organization. The magnitude of the music teacher's responsibility in providing innovative and competent instruction AND miraculously finding funds to operate such a program mandates outside assistance. If utilized properly, the Booster support groups can alleviate many of the routine and burdensome responsibilities necessary to administer a performing musical group.

If no support groups are available, the following steps are helpful in organizing a local group:

- Discuss with your principal the needs of the performing group and how the involvement of a support group would specifically assist the school in meeting those needs. Your principal's support in determining this need is required.
- With the support of the building principal, send a survey letter to parents of all participating students requesting their support by attending an organizational meeting. At the meeting have the school principal and/or other administrative staff, a Boosters Club president from

another school and, perhaps key parents from within your potential membership available to speak in support of forming this group.

- Present copies of other group's Constitutions and By-Laws.
- Carefully construct parameters of involvement for this group that would insure support on their part and not policy making. (It is important to re-state here that the booster group is here to SUPPORT you and your vision of our music groups.)
- The teacher must provide well-organized and prepared leadership for this group. The instructor must make the time necessary to assist the parents with the understanding and means to do their job.
- Tact and professionalism in communicating with these volunteers is vital to the successful use of a Boosters group for their intended purpose. Please keep records of communication.
- Insist that all financial transactions require two signatures and accurate minutes and financial records be maintained for the full membership. A financial audit and written report at the conclusion of the school year is recommended as a sound business tactic. THE MUSIC TEACHER MUST NOT BE A SIGNER ON THE BANK ACCOUNT.
- All decisions involving students as provided in the policies of the School Board must be handled through the principal. The teacher should be in attendance at ALL of the meetings of the Boosters group to provide direction consistent with the goals and objectives of the SUPPORT group.
- Careful coordination of Boosters activities with schoolwide activities should occur for calendar purposes.
- All organizations, connected with or operating in the name of the school, which obtain money from the public shall be accountable to the School Board. Only organizations that have a slate of elected officers may operate outside bank accounts. No School Board employee may be a signatory on a checking account connected to his school. An annual financial report for each school year, reflecting beginning fund balances, receipts, expenditures, and ending fund balances, shall be filed with the Assistant Superintendent of Business Services, by all such organizations, by August 1 of each year.
- All school organizations should operate within a budget formulated by organization members and the sponsor. A copy of all such budgets shall be kept on file in the principal's office.

Please see Appendix Q for sample form

5. PROPERTY

TANGIBLE PERSONAL PROPERTY

1. **Custodianship:** It shall be the policy of this Board that each school or department have a designated custodian of the property within the school or department and shall be accountable to this Board for the acquisition, transfer or disposition of such property. (In most cases, this will be one of your assistant principals. Be sure that all movement of property is approved by administration.) In some instances, the teacher has been designated property custodian. Be sure that your responsibilities and liability is clearly defined and reduced to writing, if necessary
2. **Purchased Property:** Property acquired through purchases from internal funds, gifts from outside organizations, or equipment purchased from personal funds and permanently attached to the building shall become the property of the School Board.
3. **Gifts** of equipment for classroom use or for use elsewhere in the school are gifts to the school and not to the individual accepting the item of equipment in the name of the school, and will become the property of the Board.
4. **Accounting:** All fixtures and other movable property of a non-consumable nature and having a normal expected life of one year or more shall be accounted for in accordance with procedures established by the Superintendent.
5. **Disposal - General:** The School Board is solely responsible for disposal and/or secondary use of any property, regardless of its service value.
 - A. It is the policy of the School Board to avoid accumulation of materials or equipment which are surplus and/or obsolete.
 - B. Accordingly, property custodians shall take timely action to recommend disposal of such materials or equipment. (The correct procedure is to request the item be transferred to the district warehouse for disposal.)

DONATION OF EQUIPMENT

Donated equipment having a value in excess of \$500.00 must have School Board approval before acceptance. The financial secretary must place the request on E-Agenda. If applicable, all donated equipment will be placed on inventory at the value assigned upon acquisition. All property or equipment regardless of cost, which will become the responsibility of the School Board and require maintenance and upkeep, or require legal documents to show transfer of ownership, must be referred to the Superintendent using the Acceptance of Donation form. In all cases of donations of equipment or money to purchase equipment, the instructor should inform the property custodian who will initiate the proper document (ICN) for recording all inventorial property. Upon the completion of these forms and a receipt is in the district office, a temporary gummed label is returned to the school to be affixed to the property and will remain until the property record inventory auditor marks the property in a permanent manner.

Please see Appendix Q for sample form

MOVEMENT OF EQUIPMENT

- A. Temporary Transfers
 1. **REPAIR** - When an item is to be removed from a location for repair, the property custodian(or designee) should obtain a repair ticket indicating the name and signature of the person picking up the property to be repaired. The tag is to be dated and retained until the equipment is returned at the completion of the repairs.

2. LOANS - If a property custodian loans an item for less than 30 days to another school, he shall record the name and the signature of the borrower and the location to which it was moved.

B. Permanent Transfers

1. BETWEEN LOCAL PROPERTY CUSTODIANS - If an item is to be transferred from one location to another for a period of more than 30 days, the transfer procedure is to be considered as "permanent" with the paper process involving the INVENTORY CHANGE NOTICE (ICN) invoked. The property is then permanently added to the inventory list of the receiving school. Since music teachers assist other schools through the sharing of surplus and unused property, it is advisable that a written and signed agreement noting that the property will be permanently transferred back to the sending school at the end of the school year or designated period of time. The form needed for this transfer is a NCR form that can be obtained from the property custodian (administration).

2. LOSSES - When an inventory item is lost due to theft or otherwise, the instructor should immediately notify the school property custodian who must prepare four copies of the FD-1 form indicating all pertinent information.

3. TRANSFERS TO SURPLUS STORAGE - When a music instructor wishes to declare any equipment or property as surplus, he/she should notify the school property custodian and the Senior Director of Fine Arts.

Please see Appendix G & H for sample form for temporary transfers

PROPERTY ACCOUNTING PROCEDURES

A. All fixtures and movable property of a consumable nature, the unit value of which is \$750.00 or more, and having a normal expected life of one year or more will be identified by marking with a number in the manner described later in this document.

B. A property item is a movable or fixed unit of furniture or furnishings, an instrument, a machine, an apparatus, or a set of articles which meets all of the following conditions:

- It retains its original shape and appearance with use.
- It is nonexpendable; that is, if the article is damaged or some of its parts are lost or worn out, it is usually more feasible to repair it, rather than replace it with an entirely new unit.
- It represents an investment of money which makes it feasible and advisable to add the item to property records.
- It does not lose its identity through incorporation into a different or more complex unit or substance.

C. Items of property having a value of less than \$750.00 will not be placed on inventory in the Central Property Accounting Office. However, all school property is the responsibility of a school administrator and each property custodian should devise and maintain his own records for any items which are of such a nature that they are likely to be stolen or misplaced; further, all items will be marked Property of School Board of Polk County, Florida, by the property custodian.

D. All property records are maintained on the computer at the district office. Therefore, the procedures outlined below must be followed to accommodate the efficient and accurate updating of changes in the status of each piece of property.

MARKING OF PROPERTY

The property custodian or teacher will mark all property as “Property of the School Board of Polk County, Florida.” It is suggested that a permanent silver pen be used. This marking should be uniformly located on similar types of property so that it will be readily accessible, but not unsightly.

For efficient inventory processes for band and orchestral instruments, it is recommended that the BPI/SAP number be placed on a visible and uniform location on the instrument case (i.e. on the end of a student’s case that is in view when the instrument is placed properly on the instrument storage shelf). This number preceded by the BPI/SAP label can be done with a white paint pen in a manner that is not unsightly. All official markings are completed by the inventory auditors on their annual visit; however, music teachers may assist by labeling the ends of the cases for a more expeditious district inventory and local inventory control.

DISPOSITION OF PROPERTY

Local property custodians may transfer property only by the methods outlined in this document. The law provides that only the School Board is authorized to dispose of any property regardless of its value or condition. Therefore, **NO PROPERTY SHALL BE DISPOSED OF BY ANY INDIVIDUAL WITHOUT PRIOR AND SPECIFIC APPROVAL OF THE SCHOOL BOARD OF POLK COUNTY, FLORIDA.** Accordingly, all requests for scrapping, cannibalization, etc. must be processed through the **PROPERTY RECORDS DEPARTMENT** from which point, School Board approval will be sought.

PHYSICAL INVENTORY PROCEDURES

Advance notice (by phone) will be given as to the date the property inventory auditor will appear to conduct the annual physical inventory. Music teachers should request to their property custodian the same advanced notice so that instruments and equipment checked out to students can be called in for those days of actual inventory.

After the inventory has been completed, it will be compared with the district office records. A discrepancy report of missing items will be sent to the property custodian for final review to determine the location or disposition of the missing items. The property custodian must send a reply to the Superintendent fixing responsibility (if there is any negligence) and requesting School Board approval to remove items not located. The Board shall make the final decision as to any recourse for negligence.

All music teachers should maintain a complete and up-to-date inventory of all properties with and without BPI/SAP numbers. This is an important part of the management skills necessary to administer a successful school music program.

EQUIPMENT (ACQUISITION of PROPERTY)

Sources for obtaining equipment include:

1. Local school equipment fund from tax dollars. The principal normally surveys the faculty in the spring for upcoming school year needs. The survey refers to any furniture or classroom equipment. The effective teacher will realize that this source is very limited and will work closely with the principal to seek assistance on an occasional basis.
2. The Senior Director of Fine Arts has funds available to assist in the purchase of large equipment. These expenditures are limited and must serve to purchase those items not normally affordable through local school budgeted accounts; however, these funds are not sufficient to purchase each school one piece of equipment per year.
3. Booster Clubs provide the greatest source of revenue for large and expensive equipment. Each teacher is encouraged to work closely with the Booster Clubs in preparing a budget outlining the short-term and long range needs in equipment.

4. Student fund raising done with the approval of the principal can provided additional monies through the music organizations Internal Account.
5. Please see FUNDING section and Internal Accounts Handbook for specific instructions on ordering materials and property.

INSTRUMENT INVENTORY

A careful and complete inventory should be kept in each school of the music instruments assigned for use within each program. It is imperative that the instruments be stored for accountability, if unused, or formally checked out to students, if used. This assists the audit staff from the district office in completing their responsibilities. The following procedure is one that may be successfully used:

1. Use a written contract for rental of school instruments with pertinent information included.

Please see Appendix I for sample form

2. Request rental payment when instrument is assigned.
3. Maintain copy of agreement in files.
4. Any instruments on loan to other schools must have a written hand receipt listing the instrument description, PCSB SAP # and the borrower's signature. (See Appendix H) This type of exchange is for periods not to exceed 30 days. Any transactions longer than 30 days are considered permanent for inventory purposes and must be transferred by the local school administration to the receiving school. It is recommended that a written agreement between the two music personnel involved in such a transfer be retained specifying the return of the borrowed property at the end of the school year. At that time a new property transfer may take place returning the borrowed property to the original school.
5. Those instruments or equipment not used on a regular basis should be evaluated for storage by calling the Department of Fine Arts.

6. FUNDING

The administration of a performing group at the secondary level requires those skills necessary for teaching success in the classroom and business management skills necessary to operate a commercial enterprise. This section of the manual shall attempt to deal with the various options open to the music director when working with the budgetary requirements of his/her program.

SOURCES OF FUNDING:

1. SCHOOL BUDGET TAX DOLLARS – These funds are allocated from the district from tax dollars and are generated through FTE efforts of each school. These monies are very limited since they must provide the total operational budget for each school. From this source music instructors may expect some allocation for their department for “SUPPLIES.” These supplies are those that are consumable and not inventoried. Sheet music may be purchased from this account (see procedures for ordering of materials) as well as paper goods, pencils, chalk/white board markers, staplers, etc. The principal determines the distribution of these funds and must insure that all departments are included; however, some departmental needs are greater than others. The music instructor should communicate to the administrator the justified needs for the music classroom BEYOND supplies.

Some “CLASSROOM EQUIPMENT” may be purchased through budgeted funds. Realizing the limited monies available, the instructor may be able to convince the principal of special needs. *Rarely* would an administrator be able to supply large pieces of equipment for the music department each year. All of this equipment would be for instructional purposes and have a unit cost of more than \$750.

- a. All budgeted account funds normally are processed without the involvement of the teacher; however, the information regarding vendor, specifics about equipment, estimated cost, recommended vendors, etc. may be included by the teacher. Items not requiring a bid may be ordered directly by the local school.
- b. Bid requests are generally tabulated at the district office with a compiled county-wide request for like items. This approach normally will provide lower prices because of the possible quantity involved.

STATE ADOPTED TEXTBOOK funds are available each year (orders generally placed in the late spring for the following fall) for texts and workbooks which have been adopted statewide. The assistant principal for curriculum can provide a catalog of these adopted materials. The music portion of the catalog can be found at <http://www.fsbd.com/catalog/2009/S198-241.pdf>. All books purchased with these funds must be inventoried and maintained through normal textbook procedures.

FLEXIBILITY FUNDS are State categorical funds designated for the purchase of instructional materials under Florida Statutes. Each school district shall use the annual allocation for the purchase of instructional materials included on the state adopted list. However, within the limits set by the state statute, schools may use a portion of the annual allocation as Flexibility Funds for the purchase of instructional materials, including library and reference books, not included on the state adopted list and for the repair and renovation of textbooks and library books. THIS IS A GOOD SOURCE FOR SECURING MUSIC FOR THE PERFORMING GROUPS!

CLASSROOM AUDIOVISUAL MATERIALS – This account may be a source for cds, books, magazines, etc. that are used and stored in the classroom and. This differs from those audiovisual materials purchased through media funds and are inventoried and cataloged through the Media Center. Talk with your media specialist about what funds might be available to the music teacher.

All requests for purchases shall originate by creating a requisition which must be approved by your school principal and at times the Senior Director of Fine Arts. Such requests shall also be approved by the director of purchasing, or a properly designated representative, and certified by the Superintendent of Schools. (This section does not apply to purchases from Internal Accounts.) See the Internal Accounts Manual for specific purchasing instructions.

2. INTERNAL ACCOUNTS – These are funds which are generated internally through student activities as opposed to tax funds which come to be the school system from external sources. Fund raising efforts of clubs and organizations, uniform rentals, instrument fees, etc. are common sources of revenue for this fund. All activities which are promoted in the name of the school organization and initiated by the school organization fall within the jurisdiction of the internal accounts policies.
3. BOOSTER CLUBS – Support groups for the extracurricular organizations on campus provide valuable assistance through volunteered time for projects and fund raising to supplement revenue provided through tax dollars and student activity dollars. The efforts of these parents/friends provide equipment, music and travel experiences not possible through school resources. These groups generate monies through projects in the name of their organization and through solicitation of gifts from the community.

INTERNAL ACCOUNTS

It is important that the music teacher have a understanding of how to use Internal Accounts. Specific questions not answered in this guide should be addressed to the school's financial secretary and then the office of Fine Arts.

GENERAL USE AND ADMINISTRATION OF STUDENT ACTIVITY FUNDS (INTERNAL ACCOUNTS)

1. The principal shall be responsible for the student activity funds of his school, and these funds shall be used to finance a program augmenting, not supplanting, the educational activities provided by the district School Board. The management of student activity funds shall be in accordance with sound business practices and accounting procedures in the same manner as school budgeted funds.
2. All fund raising projects and activities by the school, any group within, connected with, or in the name of the school, are to contribute to the overall instructional program administered by the Superintendent and his appointed staff. **Student activity funds (Internal Accounts) shall insofar as possible be expended in such a way as to benefit those pupils currently in school who have contributed to the accumulation of such funds.**
3. All losses of school funds must be reported to the district office (music teachers report to principal) on form FD-1 Report of Break-ins, Vandalism, Theft, Malicious Mischief and Other Losses. (A copy of this form is in the back of this manual for your reference.) Losses occurring due to gross negligence, improper accounting, or violation of any of the policies contained herein, will be reported to the Superintendent who will act through the School Board to fix responsibility.
4. All collections received by any club or in-school organization must be deposited in the school internal account
5. All funds handled by school board employees during normal working hours shall be included in and become part of the internal funds of the school
6. All organizations, connected with or operating in the name of the school, which obtain moneys from the public shall be accountable to the School Board. Only organizations that have a slate of elected officers may operate outside bank accounts and NO School board employee may be a signatory on a checking account connected to his school. An annual financial report for each school year,

reflecting beginning fund balances, receipts, expenditures, and ending fund balances, shall be filed with the Assistant Superintendent of Business Services, by all such organizations by August 1 of each year.

CASH COLLECTIONS AND DEPOSITS

All money collected from any source must be substantiated by prenumbered receipts, consecutively numbered class receipt records, Reports of Monies Collected, pre-numbered tickets, report of tickets sold or other auditable records and must be cleared through the school internal accounts. In all cases where tickets are used, ticket reports and unsold tickets must be available for audit.

In so far as practicable, all money should be collected in the school office. Collections made outside of the school office, must be turned in to the school office daily.

CONTRACTS

Within the scope of the School Board's authority and responsibility to write policies on internal accounts, authority shall be delegated to [school principals](#) to enter into contractual agreements. These contracts are generally related to revenue-producing events and in most cases provide a profit to the school organization sponsoring the contracted activity.

ALL TEACHERS ARE REMINDED THAT AUTHORITY FOR ENTERING INTO CONTRACTS IN THE NAME OF THE SCHOOL OR SCHOOL BOARD HAS BEEN DELEGATED TO THE PRINCIPAL AND NOT CLASSROOM TEACHERS. ANY CONTRACTS OR FINANCIAL OBLIGATIONS UNDERTAKEN WITHOUT THE EXPRESSED APPROVAL OF THE PRINCIPAL BECOMES THE PERSONAL RESPONSIBILITY OF THE TEACHER/SPONSOR INVOLVED.

FEES

- A. No mandatory fees may be charged Florida students enrolled in elementary or secondary schools for any program or course which is considered a part of the basic required thirteen (13) years of instruction.
- B. Fees may be charged for services that schools offer to students and are a benefit to those who elect to use them. State sales tax must be collected on most fees and service charges made to students. **ALL FEES AND TAXES MUST BE DEPOSITED INTO THE APPROPRIATE INTERNAL ACCOUNT.** Examples of such fees are:
 - Band and chorus uniform rental (Maximum of \$60.00 per year)
 - Uniform cleaning (Maximum of \$50.00 per year)
 - Band and string instrument rental (Maximum of \$60.00 per year)
 - Elementary recorder fee (not to exceed \$10.00)

THESE ARE THE ONLY ITEMS FOR WHICH STUDENTS IN GRADES K-12 MAY BE CHARGED. Each secondary principal must submit the service charges requested under these guidelines to the secondary education director for final approval during the month of August. All teachers **MUST** provide a "scholarship" option to assist students who financially can not pay the fees. **NO STUDENT SHOULD BE DENIED ACCESS TO MUSIC CLASSES DUE TO THE INABILITY TO PAY FEES.**

INSTRUCTIONAL MATERIALS FEES

Fees to meet instructional needs of the pupils may be accepted from students who VOLUNTARILY OFFER FUNDS FOR THIS PURPOSE. Fees may be collected for such items only if a written notice is sent to the parents or guardian explaining specifically what the student will receive and the actual cost of the item(s). All such fees must be approved by the School Board prior to the start of each school year.

PRIOR APPROVAL OF EXPENDITURES

Where expenditures require prior School Board or District Office authorization, schools (teachers) should anticipate needs far enough in advance to permit processing and proper clearance or written authorization.

No student organization shall be held responsible for an expenditure made by a pupil or teacher or by any other employee who has not first received an approved Request for Service, Equipment and Supplies form.

DISBURSEMENTS

All disbursements shall be made by check requisition from the district office or by the use of the procurement card.

Individuals and sponsors requesting reimbursement are limited to reimbursement of \$100.00 or less. Sales tax will be reimbursed. These are considered "over-the-counter" purchases that are approved purchases made by school personnel or students. The materials being purchased are either picked up or delivered simultaneously with the ordering and invoicing of the materials. The purchaser must provide the original receipt. Procurement Card Purchases are not to exceed \$250.00. These purchases may be made from local vendors, by phone or the Internet from approved vendors that are encoded within the card. Please refer to the Purchasing Card Policies and Procedures Guidebook.

SALES TAX

The general rule for the payment of sales tax is that all expenditures from Internal Accounts are exempt from sales tax which are made for customary instructional activities and which do not represent expenditures for items for resale to individuals, including the general public. Purchases made by school organizations for goods or services related to individual needs within an organization are not exempt from sales tax.

SCHOOL STORE

The operation of a school store (music store) will consist of the sale of merchandise that is needed by pupils to facilitate classroom instruction and to accommodate pupils. Merchandise that is needed by pupils to facilitate classroom instruction and to accommodate pupils may be sold in school stores where permission to operate such stores has been granted by the principal. School stores shall offer a minimum of competition to local merchants. Sales tax should be paid to the vendor for merchandise for resale. This relieves the school of having to collect sales tax on the sale to the student.

An excessive inventory should not be carried throughout the year to avoid deterioration of quality and as a safeguard against a large loss from theft.

CONCESSIONS

Concession sales at all student activities operated by the school or student body organizations within the school approved by the principal or such outside agency as may be authorized by the School Board are permitted. The profits from concession sales will be credited to those organizations of the school which the principal designates, except as restricted by these policies for faculty organizations.

BID REQUIREMENTS AND PURCHASING PROCEDURES

Use of student accounts for purchases by students or members of the school staff and faculty to take advantage of the student body purchasing privileges is prohibited.

1. Purchase by any school, or organization within a school, shall not exceed the amount that may be reasonably expected to be available between July 1 and June 30 of each year. School employees shall not encumber any school activity account for an amount in excess of the unencumbered balance. The Superintendent of Schools will recommend to the Board action to be taken against school employees who violate this principle. Organization sponsors, athletic directors and music directors will file with the principals a financial statement showing all unpaid amounts due by their organizations at the close of each year. (THE ONLY EXCEPTION TO THIS POLICY IS FOR THE ENCUMBRANCE OF A PURCHASE ORDER FOR THE PURCHASE OF MONEY-MAKING PROJECT MATERIALS AND SCHOOL (MUSIC) STORE SUPPLIES FOR RESALE.)
2. PURCHASES FOR ITEMS NOT ON BID FOR WHICH THE EXTENDED COST OF ANY LINE ITEM IS \$2,000.00 OR MORE MUST BE REFERRED TO THE PURCHASING DEPARTMENT FOR EVALUATION PRIOR TO THE SUBMISSION OF A REQUISITION.
3. Requisition/purchase orders received in the Purchasing Department that appear to be split to circumvent the bidding process will not be processed.
 - a. If item is less than \$2000.00, obtain three price quotes. These quotes may be obtained by phone if the vendor, representative of company, telephone and address of each is listed with the REQUEST FOR SERVICES, EQUIPMENT OR SUPPLIES.

Please see Appendix J for sample form

- b. If item is projected to be more than \$2000.00, the request will be submitted, by the principal, to the Purchasing Department for bid consideration prior to preparing a purchase order.
- c. After having completed one of the above, the purchase order process is handled by the school finance secretary with the approval of the principal.

PROCEDURES FOR RECORDING RECEIPTS

The philosophy of the State Board of Education and The School Board of Polk County is that instructional employees should devote as much time as possible to instructional duties. With this philosophy in mind, the record-keeping requirements for school activity accounts are being reduced in every feasible way. The account for music at any given school is XXXX20000 where the x's are the school number.

REPORT OF MONIES COLLECTED

This form is the document which is used outside of the principal's office by teachers, sponsors, and sometimes students when collecting student activity funds. This form provides for a simple listing of the students' names, the purpose for which the money is being collected and the account to be credited. It serves as a transmittal form for turning money in to the office and, when properly signed by the responsible person in the office, it serves as a receipt for the person who collected the money. It also serves the purpose of providing evidence that students have made payments, which is particularly important with regard to payments for items to be

delivered at some future date. Examples of such payments are payments for school yearbooks, ring deposits, cap and gown rentals, etc.

The proper use of this form *eliminates* the need for the issuance of *Official Receipts* by persons collecting money outside of the school office. The obvious purpose of this procedure is to relieve the teacher or sponsor of the burden of completing numerous documents in connection with collections from students. Instead, the teacher or sponsor will simply prepare a REPORT OF MONIES COLLECTED and turn money into the school office.

If a student requests a receipt, the student should be referred to the office to make payment and be issued an OFFICIAL RECEIPT. (Music teachers would be well-advised to consider issuing and maintaining in-house receipts for those fees for uniforms, instruments, etc.)

All REPORT OF MONIES COLLECTED forms shall be prepared in INK and entries for an individual student shall be made in his presence. Erasures are not permitted on the form. Any erroneous information must be invalidated by lining through such information and entering the correct information above or below the erroneous information. If it should be necessary to void a REPORT OF MONIES COLLECTED for any reason, the voided report should be turned in with the properly completed report which replaces it.

Please see Appendix K for sample form

PROCEDURES FOR MAKING EXPENDITURES

The basic documents used in account for expenditures are:

- a. Request for Services, Equipment or Supplies
- b. Requisitions
- c. Internal Accounts Check Requisition Transfer

ANNUAL SCHOOL STORE AND SUPPLIES FOR RESALE INVENTORY FORM

The ANNUAL SCHOOL STORE AND SUPPLIES FOR RESALE INVENTORY FORM must be completed at the end of each school year by each school principal and must list all school store and supplies for resale inventory in his possession.

The inventory will be taken on the last day that it is in operation for the school year, or as of June 30, whichever occurs first.

Any other organization or club that may have some supplies on hand (such as Industrial Arts, Band, Art Department, etc.) to carry on their activities and are for resale, must also submit an inventory form. (Forms will be provided to each sponsor by the principal)

The completed and signed inventories are to be sent to Internal Accounts, within 2 days after completion.

Please see Appendix L for sample form.

PROCEDURES FOR COLLECTING AND DEPOSITING FEES FOR SUMMER ENRICHMENT BAND AND COMPUTER CLASSES

All receipts shall be deposited directly into the school's Student Activity Fund bank account no. 33028, summer Enrichment Band Classes. If the school does not presently have these accounts set up, the Internal Accounts office should be contacted in order that the account can be set up.

All fees collected must be recorded on the standard internal accounts REPORT OF MONIES COLLECTED forms and each student and the fee must be listed individually. (If a student asks for a receipt, an OFFICIAL RECEIPT must be issued from the school office in accordance with customary procedure.)

All fees must be collected and deposited within 3 days of the starting date of the program and the related Deposit Report must be promptly forwarded to the district office.

FUND RAISING

Due to the financial demands in providing equipment and supplies beyond what is supplied through budget and booster funds, fund raising is a necessary part of operating a performing organization. Several steps may be helpful in preparing to fund raise.

1. Assess short-term and long-term goals and needs.
2. Arrive at a \$ goal for your immediate needs.
3. Use the “Fund Raising Activity Form” to secure principal's permission to fund raise PRIOR to any fund raising event.
4. ALWAYS INSIST THAT SALESMEN WHO VISIT YOU DURING SCHOOL HOURS CHECK IN THROUGH THE OFFICE BEFORE DISCUSSING THEIR REASON FOR BEING THERE.
5. Provide written contract/agreement from vendor prior to ordering any product or taking any orders. It is recommended that the “contract” be signed by the principal. This should be given to the finance secretary to be attached to the REQUISITION/PURCHASE ORDER for the product if needed. Sales tax will apply to all items for resale.
6. Solicit assistance from Booster parents to assist in distributing product and bookkeeping procedures during activity.
7. Fund-raising activities involving the sale of foods, carbonated beverages, confections, bakery products, etc., to students before and during school hours is prohibited.
8. Maintain complete records of distribution of product to students and collection of money from students.
9. Arrange for deposit of receipts on a daily basis with no money left in the music area overnight.
10. A thorough follow-up program with students for collection of all monies due is important for the group financially and for the student's individual responsibility growth.
11. Upon receipt of billing from vendor at the completion of the fund raising, expedite payment by immediately giving the invoice to the finance secretary for processing.
12. Complete the “ Fund Raising Reporting Form” and turn in to the administration.

Please see Appendix M & N for sample forms.

7. COPYRIGHT LAWS

The criteria for fair use of copyrighted works, together with the owner-user jointly developed guidelines, limit the exclusive rights of copyright owners, especially in the area of reproduction for classroom use. Accordingly, a teacher may:

1. Make a single copy of the following:
 - a. A chapter from a book.
 - b. An article from a periodical or newspaper.
 - c. A short story, short essay, or short poem.
 - d. A chart, graph, diagram, drawing, cartoon, or picture from a book, periodical or newspaper.
 - e. A short excerpt (up to 108 measures) from a performable unit of music such as a song, movement, or section for study purposes.
2. Make multiple copies (not to exceed one per pupil) for classroom use of the following:
 - a. A complete poem if less than 250 words.
 - b. A poetic excerpt if less than 250 words.
 - c. A story, essay, or article if less than 2,500 words.
 - d. A prose excerpt of from 500 to 1,000 words.
 - e. One illustration (chart, diagram, graph, drawing, cartoon, or picture) per book or periodical issue.
 - f. An excerpt of up to two pages of "special works" containing words and pictures.
 - g. Up to 10% of a performable unit of music (song, movement, section) for academic purposes other than performance.
3. Make a **single** recording of student performances for evaluation, rehearsal or archival purposes.
4. Make a **single** recording of aural exercises or examination questions using excerpts from recorded copyrighted materials.
5. Make an **emergency** replacement copy to substitute for a purchased copy that is not available for an imminent musical performance. There are very specific rules about this as it applies to MPA events. Please consult your District Chair for assistance.

The teacher may also display a school-owned (or personal) copy of a copyrighted work to those in the presence of the copy. Section 109-b of the law makes it clear that this includes casting an image of the copy on a screen through the use of an opaque projector. The law does not allow a teacher to make a transparency (beyond the fair use limitations) because this involves making a copy, which is an exclusive right of the proprietor.

The guidelines also list some prohibitions that were agreed to be reasonable interpretations of the fair use criteria. They specify that teachers **may not**:

- Copy to make anthologies or compilations or to replace or substitute for them.
- Copy from works intended to be consumable (workbooks, exercises, standardized tests booklets and answer sheets).
- Copy to substitute for purchase of books, periodicals, music or recordings.
- Copy on direction from higher authority (supervisor, coordinating teacher or principal).
- Copy the same item from term to term without securing permission.
- Utilize more than nine instances of multiple copying per course, per term.
- Copy more than one short work or two excerpts from one author's works in one term.
- Employ a successful use of multiple copying developed by another teacher without securing permission from the copyright owner.
- Make copies of music (or lyrics) for performance of kind in the classroom or outside of it, with the emergency exception noted above (5).

- Copy protected materials without the inclusion of a notice of copyright.
- Charge students more than the actual cost of the authorized copies.

Please see Appendix P for sample form

8. PROGRAM ASSISTANCE

The Senior Director of Fine Arts and the Music Resource Specialist are available to assist the classroom teachers, school administrators and parents in a variety of ways. Some of the services available are:

- Develop and implement inservice programs for teachers.
- Provide assistance in evaluating individual music programs.
- Provide program guidelines.
- Assist principals in evaluating teacher performance.
- Provide consultants for countywide use.
- Assist in planning for new music facilities.
- Provide materials for updating ideas and concepts.
- Work with teachers on organizational skills and classroom management.
- Assist in the selection of new music personnel.
- Act as evaluator/clinician for the performing groups within the classroom setting.
- Provide leadership in working with Parent/Booster groups.
- Assist in setting up summer programs.
- Plan and implement All-County Band, Choral and Orchestral Festivals.
- Provide piano tuning services.
- Act as a central “clearing house” for surplus music equipment for storing and redistributing to other schools.
- Assist in providing transportation for performing groups.
- Coordinate and arrange for the repair of musical instruments.
- Assist by providing new equipment.
- Assist in mediating problems between classroom teachers and school administrators.
- Recommend awarding of supplements and monitor supplement guideline compliance.
- Maintain a countywide bid list on music equipment to expedite the purchasing process.
- Evaluate new textbooks and other instructional materials to provide recommendations for use in the classroom.
- Provide a mentoring system of support to new teachers as well as teachers who request special assistance.
- Provide a variety of professional learning and networking opportunities

Appendix

APPENDIX A

PIANO TUNING REQUEST

SCHOOL _____

PIANO LOCATION(S) _____

TEACHER _____

DATE OF LAST TUNING _____

REPAIRS (IF ANY) _____

TEACHER'S SIGNATURE _____

PRINCIPAL'S SIGNATURE _____

DATE OF REQUEST _____

Please use this form for turning in requests for piano tuning. (No telephone requests, please.)

APPENDIX B
UNIFORM CONTRACT

School Organization

DATE ISSUED: _____ CONDITION: _____

(A RENTAL FEE OF \$ _____ IS DUE PRIOR TO ISSUING UNIFORM)

AMOUNT PAID: \$ _____ RECEIPT NUMBER: _____

DATE UNIFORM RETURNED: _____ DAMAGE PENALTY(?): _____

THE RENTER AGREES TO:

1. Be personally responsible for the safekeeping of this uniform and return it immediately to the school upon the request of the music teacher or principal.
2. Maintain the uniform in good condition at all times including having it repaired as deemed necessary by the teacher.
3. Pay the current replacement value in the event of loss or total damage.
4. Have the uniform assessed at the end of the contract period and pay a fair assessment for damage in excess of normal wear and tear.
5. Allow no other person other than myself to wear any portion of the uniform without the specific permission of the teacher.

* * * * *

STUDENT'S NAME: _____ GRADE: _____

HOME ADDRESS: _____ PHONE: _____

NAME OF PARENT/GUARDIAN: _____

SIGNATURE OF STUDENT: _____

SIGNATURE OF PARENT/GUARDIAN: _____

DATE: _____ DIRECTOR'S SIGNATURE: _____

This contract must be signed by both student and parent/guardian and turned in to the music office with RENTAL FEE before any uniform will be issued to a student.

UNIFORM IDENTIFICATION NUMBER: _____

ADDITIONAL ITEMS: _____

THE SCHOOL BOARD OF POLK COUNTY, FLORIDA
FIELD TRIP PERMISSION FORM
(ONE TIME TRIP USE)

TO WHOM IT MAY CONCERN:

_____ has my permission to participate in
Name of student

the school-sponsored field trip being taken by _____

_____ on _____
Name of Organization/Group Date of trip

to _____
Destination of Field Trip

As parent/guardian I acknowledge the following:

- 1. School officials are authorized to obtain emergency medical treatment for this student as necessary
- 2. The School Board has made available to this student the opportunity to purchase student accident insurance.
- 3. During this field trip, that the School Board will not be liable for injury to this student as result of the negligence, errors, and omissions of others (i.e., charter bus owners and drivers, or amusement park owners or workers), their agents, heirs, employees or assigns either through their action or inaction.
- 4. If your child takes personal belongings on this field trip, he or she will be responsible for them. The School Board accepts no responsibility for personal items, such as watches, purses, money, cameras, and wallets, etc. If a student stores personal items in a locker at an amusement park, that entity may be responsible for any loss or damage.

(Signature of parent/guardian) Date

NOTE: FOR ALL OUT-OF-COUNTY TRIPS, A NOTARIZED MEDICAL TREATMENT AUTHORIZATION FORM MUST ALSO BE AVAILABLE. IT SHOULD BE COMPLETED PRIOR TO THE STUDENT'S FIRST OUT-OF-COUNTY TRIP AND RETAINED FOR THE REMAINDER OF THE SCHOOL YEAR.

THE SCHOOL BOARD OF POLK COUNTY, FLORIDA
MEDICAL TREATMENT AUTHORIZATION FORM

TO WHOM IT MAY CONCERN:

I the undersigned parent/guardian of _____ hereby authorize any necessary
Name of Student
medical treatment for this student while participating in field trips conducted under the sponsorship of
_____ during the _____ school year and
Name of School
guarantee payment of all charges incurred as a result of this medical treatment.

INFORMATION:

ALLERGIES TO FOOD, MEDICATION, ETC. (If none, so state.) _____

SPECIAL MEDICAL CONDITIONS (If none, so state.) _____

FAMILY PHYSICIAN _____
OFFICE ADDRESS _____ PHONE NO _____
PARENT/GUARDIAN NAME _____
Please print

PARENT/GUARDIAN HOME ADDRESS _____
HOME PHONE _____ Street Address
WORK PHONE _____
City

Insurance Company _____ Policy No. or Group No. _____

PARENT/GUARDIAN SIGNATURE _____ DATE _____

STATE OF FLORIDA, COUNTY OF _____

I hereby certify that the foregoing was executed before me this _____ day of _____, by _____, who is personally known to me or who has produced _____ as identification and who did (did not) take an oath.

Notary Public, State of Florida

THIS FORM IS TO BE USED FOR ALL OUT-OF-COUNTY FIELD TRIPS EXCEPT ATHLETIC ACTIVITIES. THE FORM SHOULD BE COMPLETED PRIOR TO THE STUDENT'S FIRST OUT-OF-COUNTY TRIP AND RETAINED ON FILE FOR THE REMAINDER OF THE SCHOOL YEAR.

Appendix F

NOTIFICATION AND PERMISSION TO TRANSPORT IN PRIVATELY OWNED VEHICLES

This letter is to serve as written notification that the below named students is being transported to and from the listed event in a privately owned vehicle. The driver of the privately owned vehicle is a school board employee or an approved volunteer. Volunteers have the same protection from risks of personal liability as do school district employees acting in this same capacity. **UNDER NO CIRCUMSTANCES, WILL A STUDENT BE ALLOWED TO DRIVE A PRIVATELY OWNED VEHICLE AND TRANSPORT OTHER STUDENTS.**

The privately owned vehicle has proper seating designations and is equipped with the occupant crash protection system provided by the vehicle manufacturer.

Name of Student

Date of event

Name of School

Type of event

Yes, I received this written notification of travel in a privately owned vehicle, and give my permission by checking this box.

Signature of Parent/Guardian

Date

This permission slip should be kept on file in the office of the principal.

Appendix H

**EQUIPMENT ON LOAN IN POLK
COUNTY DISTRICT SCHOOL or
DEPARTMENT FORM
Less than 30 Days**

The following school owned equipment from Location _____ has been loaned to the following school/Department _____

EQUIPMENT TYPE: _____

SCH. BRD. POLK COUNTY ID NUMBER: _____

MANUFACTURER NAME: _____

SERIAL NUMBER: _____

EQUIPMENT INCLUDED THE FOLLOWING ACCESSORIES: _____

EQUIPMENT CONDITION: _____

Is located at the following site :

ADDRESS: _____

TELEPHONE NUMBER: _____

Under the supervision of:

NAME: _____

SIGNATURE: _____

The equipment is to be reasonably safeguarded while at this location. The equipment will be kept clean.

The equipment and/or the accessories will be returned when it is requested by the Property Custodian.

APPROVED BY (Property Custodian): _____ DATE: _____

RETURNED (Property Custodian): _____ DATE: _____

APPENDIX I

INSTRUMENT RENTAL CONTRACT

School Organization

STUDENT'S NAME: GRADE:

INSTRUMENT TYPE: BRAND:

SERIAL NUMBER: PROPERTY NUMBER (BPI):

DATE ISSUED: CONDITION:

THE RENTER AGREES TO:

- 1. Be personally responsible for the safekeeping of this instrument and return it immediately to the school upon the request of the music teacher or principal.
2. Maintain the instrument in good playing condition at all times including having it repaired as deemed necessary and requested by the teacher.
3. Pay the current value in the event of loss or total damage.
4. Have the instrument assessed at the end of the contract period and pay a fair assessment for all damage in excess of normal wear and tear.
5. Allow no other person than myself to play, handle or use this instrument without specific permission of the teacher.
6. Keep the instrument clean, polished, adjusted and properly maintained at all times.

SIGNATURE OF STUDENT:

SIGNATURE OF PARENT/GUARDIAN:

SIGNATURE OF TEACHER: DATE:

AMOUNT PAID: DATE RETURNED:

Appendix J

IA-9
4/3/72

REQUEST FOR SERVICES, EQUIPMENT OR SUPPLIES

DATE _____ 20____ _____ SCHOOL

IT IS REQUESTED THAT THE _____
(TEACHER, SPONSOR OR ACTIVITY)

BE FURNISHED _____

APPROX. COST OF ABOVE: _____

TO BE USED IN OR AT _____

ABOVE CAN BE SECURED AT _____

SIGNED: _____
(TEACHER, SPONSOR, OR ACTIVITY)

APPROVED: _____

TO BE FILLED OUT IN DUPLICATE. BOTH COPIES TO PRINCIPAL WHO WILL RETURN ONE APPROVED COPY.

Appendix M

SCHOOL BOARD OF POLK COUNTY, FLORIDA Form 00828
FUND RAISING ACTIVITY APPROVAL FORM

MUST BE APPROVED BEFORE ACTIVITY BEGINS

- 1. Name of Organization _____
- 2. Name of Sponsor _____
- 3. Purpose(s) of activity (Indicate specifically what the funds will be used for and how the activity relates to the goal of the school and organization.) _____

- 4. Proposed date(s) of activity _____
- 5. Location of activity _____
- 6. Description of product(s) to be sold and the guarantees, if applicable

- 7. (a) Projected gross income from sales \$ _____
(b) Projected profits \$ _____
- 8. Location where will be deposited. Give account number for Internal Accounts (I.A.) funds or bank and account number if not I.A.

- 9. Name and address of vendor (if applicable) _____

- 10. Name of person(s) who will be accountable for the activity. (Accountability involves collection and deposit of funds, welfare of students, insurance compliance, completing end of activity FINANCIAL REPORT FOR FUND RAISING ACTIVITY (Form 00828), etc.) (School personnel are not to be used for money collection during normal duty hours by outside support groups.)

I request/recommend approval of this fund raising activity and have read and understand the policies and guidelines for fund raising.

Sponsor's Signature Date Principal's Approval Signature Date

Distribution

- 1. District Office (with Purchase Order, if applicable.) (Note If an Internal Accounts Purchase Order(s) Form 2884 Rev. 3/88) is used, copy 1 of this Form (00828) must accompany it.
- 2. School Office
- 3. Sponsor copy approval
- 4. Sponsor copy at time of submittal

Appendix N

SCHOOL BOARD OF POLK COUNTY, FLORIDA Form 00829
FINANCIAL REPORT FOR
FUND RAISING ACTIVITY

Name of Organization _____

Description of Fund Raising Activity _____

Date(s) of Activity _____

TO BE COMPLETED AND SUBMITTED TO THE PRINCIPAL WITHIN TEN (10) SCHOOL DAYS
AFTER CLOSE OF THE FUND RAISING ACTIVITY.

- 1. Product/Service _____
- 2. Vendor _____ Purchase Order No. _____
- 3. Original Amount Ordered (from invoice) \$ _____
- 4. Deduct cost of returned merchandise _____
- 5. Net cost of merchandise for sale (Line 3 less line 4) \$ _____
- 6. Resale value of merchandise \$ _____
- 7. Funds collected and deposited (Per deposit tickets) _____
- 8. Overage or (shortage) (Line 6 less Line 7) \$ _____
- 9. Explanation of overage or (shortage) _____

- 10. Comparison of Results to Goal
 - a. Collections (Line 7, above) \$ _____
 - b. Less Cost of Merchandise (Line 5, above) _____
 - c. Profit (Line 10a less Line 10b) \$ _____
 - d. Projected profit (Line 7b, Form 00828) _____
 - e. Difference of actual to planned (Line 10c less Line 10d) \$ _____
 - f. Comments regarding the results of this activity _____

Sponsor's Signature Date Principal's Approval Signature Date

Distribution
1. School Office 2. Sponsor approved copy 3. Sponsor of submittal

Appendix O

SCHOOL BOARD OF POLK COUNTY, FLORIDA
ANNUAL FINANCIAL REPORT

DUE DATE
AUGUST 1

For the Year Ended _____

Name of Organization

Name of School

TO: Internal Audit Services
School Board of Polk County
P.O. Box 391
Bartow, FL 33831

1. Fund Balance Beginning of School Year		\$ _____
2. Add Receipts During Year		\$ _____
a. Concessions	\$ _____	
b. Fund Raising Activities	_____	
c. Donations	_____	
d. Other _____	_____	

		\$
3. Less Expenditures during Year		
a. Concessions	\$ _____	
b. Fund Raising Activities	_____	
c. Donations	_____	
(1) Cash	\$ _____	
(2) Equipment	_____	
d. Other _____	_____	

		\$
4. Fund Balance End of School Year		\$ _____

I certify that to the best of my knowledge and belief this report reflects the true and accurate financial activities and year-end status of this organization.

President's Signature **Date** **Treasurer's Signature** **Date**

I acknowledge receipt of this report prepared by the outside organization representative and will forward a copy to the Internal Audit Services Department.

Principal's Signature Date

Appendix P

INQUIRY FORM ON OUT-OF-PRINT COPYRIGHTED MUSIC

Prepared by: Music Publisher's Association of the United States, and
National Music Publisher's Association, Inc.

INSTRUCTIONS

This form is to be prepared in duplicate. After completing the boxed section and signing both copies where indicated, forward them to the publisher who will complete the form and return it to you. If the publisher indicates a payment for the right you request, and if the conditions are agreeable to you, remit the amount to the publisher together with the original copy, which he will have signed, whereupon the agreement will be completed.

To: _____
(Name of Publisher)

Address: _____

I (We) wish to procure _____ copies of your copyrighted publication:

(Title) (Arrangement)

by: _____

If it is in print:
Please indicate the price per copy here _____

If it is out of print:
A) Do you have plans to reprint it? _____ If so, when? _____

At what price per copy? _____

B) If there is no plans for reprinting I (we) request your permission to have a non-exclusive right to reproduce by photocopy _____ copies for use by my (our)

(students, members, congregation, etc.)

FD-1 REPORT
SCHOOL BOARD OF POLK COUNTY
REPORT OF BREAK INS, VANDALISM, THEFT, MALICIOUS MISCHIEF AND OTHER LOSSES

INSTRUCTIONS: This report to be prepared immediately after a loss by the building Principal/ District Department Director in **DUPLICATE**. Send the original to the Director of Finance for comments, recommendations and signature and keep one copy for your records. **Must be legible or will be returned.** CONTROL # _____

Type of Loss: Theft Vandalism Inventory lost/missing Other _____

Name of School/District Dept: _____ Location # _____
Date of Incident: _____ Approximate Time: _____

Name of Investigating Officer: _____
Department Investigating: City Police Sheriff's Dept. Other Case # _____
Include Copy of Police Report _____

How was entry into the building made? _____
Damage to building: Damage to equipment:
Estimated cost to repair building: _____ Estimated cost to repair equipment: _____

List of school property stolen or missing:

Asset#	Make/Model/Mfg	Serial#	Description of Item	Cost/Date Acquired
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

(list additional items on second page of report or additional sheets)

Were any school funds stolen? _____ Amount \$ _____
What account or Organization did the funds belong? _____
How were the District properties/funds safe guarded? _____

Comments:

If item(s) was stolen while in the possession of a staff member off school premises, was a homeowner's insurance claim filed? Explain: _____

FD-1 REPORT
SCHOOL BOARD OF POLK COUNTY
REPORT OF BREAK INS, VANDALISM, THEFT, MALICIOUS MISCHIEF AND OTHER LOSSES
