

MAINTENANCE AND CONTROL OF INSTRUCTIONAL MATERIALS (MUSICAL INSTRUMENTS)

The following governs the assignment, care and repair of district owned musical instruments:

Assignment, Care and Repair

1. Instruments are to be assigned to band directors according to their needs or enrollment.
 - a. Band directors are accountable for their assigned instruments. When a director leaves his position, the principal will check the inventory.
 - b. A card file on each instrument will be kept in the band director's office.
 - c. A repair record must be kept and will be posted in the card file.
 - d. No instrument will be loaned, except from the music director's office.
2. An inventory of instruments should be taken at the beginning of the year and at the end, with the principal signing the form.
3. Replacement of instruments will be approved through the music director's office and the budgeting process.
4. No instrument will be repaired if the serial number is not on the inventory list, unless such repairs are approved by the music director.
5. Each band director will check out each instrument on a standardized checkout form used throughout the District. The form will be signed by the parent and the student, with a copy sent to the music director's office.

The form should be devised to record each of the following transactions involving instrument usage:

1. Student assignment.
2. Transfer from school to school.
3. Damage/repair report.
4. Serial number and case number.

5. Condition of instrument.

Students will be responsible for their instruments. Instruments should be issued only to students presently enrolled in an accredited music course of the public schools and used only by the person to whom it is issued.

1. The instrument is to be used solely for school-related rehearsals and performances. Any other usage would be a violation of the contract unless approved by the music director.
2. A preventive maintenance form on how to care for each instrument should accompany the checkout form.

Security

1. To improve security around the music room, band directors are required to lock doors when they leave, even for a short period of time.

Rental Fees

1. Rental fee schedules are to be developed to provide a return to the district to cover maintenance and depreciation.

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