

**Administrative Procedures for Policy # 2710 (Instruction)
Regarding the Purchase of Instruments and Equipment for
School Bands and Orchestras**

I. Process

- A. The instrumentation and quantity of instruments shall be provided to support a complete and balanced band and orchestra. String, woodwind, brass and percussion instruments shall be provided as related to program and school size.
- B. The quality of the instruments should be selected from major brand and model appropriate for the schooling level and ability. The instruments shall be maintained and repaired as necessary to be kept in good playable order. Instruments that do not meet this level, shall be replaced.
- C. A five-year purchase/replacement plan will be maintained by the Supervisor(s) of Instruction for Fine Arts, provided budget allows.
- D. When the Chief Academic Officer or designee receives a request from a principal or instrumental music teacher, Calvert County Public Schools will attempt to provide instruments for students who cannot afford to purchase them through the loan of CCPS-owned instrument from the home school, on loan from another CCPS school or a new CCPS instrument purchase, if funds are available.

II. Guidelines

- A. The Supervisor(s) of Instruction for Fine Arts will annually update the five-year purchase plan.
- B. The Supervisor(s) of Instruction for Fine Arts will confer with school principals prior to making a purchase recommendation to the Deputy Superintendent or designee.
- C. CCPS-owned instruments in need of repair will be sent out for repair by the instrumental music teacher. Repair costs will be paid out of school system funds earmarked for repair of instruments. Repair costs will be monitored and approved by the Supervisor(s) of Instruction for Fine Arts. Repair of privately-owned instruments are the responsibility of the student.
- D. Students who willfully damage instruments or equipment owned by CCPS will be subject to discipline in accordance with Policy 1112 Regarding Student Discipline and will be subject to payment of damages.
- E. CCPS will purchase and maintain one grand piano for each high school auditorium.
- F. The Supervisor of Instruction for Fine Arts will arrange for and pay out of school-system funds the tuning of all acoustic pianos twice a year, once at the beginning of the school year and again at the beginning of second semester.