

## DISTRIBUTION OF MUSICAL INSTRUMENTS

The policy for the Distribution of Musical Instruments has been written on the basis of current practices of the Patchogue-Medford School District and a review of similar policies in eight school districts within BOCES 2. This policy does not deviate from the district's history of distributing musical instruments and will formalize the district's procedure as it relates to students using district-owned instruments.

1. Students are responsible for providing, at their own cost, the smaller instruments used in our district-wide music program. These instruments include, but are not limited to:

- alto saxophone
- clarinet
- drum pad and sticks
- flute
- trombone
- trumpet
- viola
- violin

2. The school district will provide, when possible, at no charge, the larger instruments and those instruments that are needed for balanced instrumentation. A list of the instruments to be provided by the district will be kept on file in the office of the Director of Art, Music, and Cultural Arts and will be revised annually as balanced instrumentation needs change.
3. A "School District Instrument and Accessories Usage Agreement," which holds parents financially responsible for the care and safety of district-owned instruments, is to be kept on file for each student who uses a district-owned instrument. Each usage agreement form shall bear the signature of the student's parent or legal guardian. A copy of the "School District Instrument and Accessories Usage Agreement" is included as part of this policy.
4. Where financial need is determined, according to district criteria, instruments will be provided by the district, when possible, at no cost to the student.
5. When a student plays a non-transportable instrument, the district will make every effort to provide the student with an instrument to use in school and another for home practice. These instruments include, but are not limited to:

- baritone horn/euphonium
- cello
- French horn
- string bass
- tuba
- baritone saxophone

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**INSTRUMENT AND ACCESSORIES USAGE AGREEMENT**

The Board of Education of the Patchogue-Medford School District has a policy which governs student use of district-owned equipment. Under this policy, the parent or guardian of any student who uses district-owned equipment is responsible for the care and safety of the equipment.

**Please read all parts of this document and return the completed form to your child's music teacher.**

School Building:	Teacher:
Instrument:	Manufacturer:
Serial #:	Replacement Cost:
Condition of Instrument: <input type="checkbox"/> New <input type="checkbox"/> Like-New Condition <input type="checkbox"/> Good Working Condition	
Visible Damage:	
Accessories Included with Instrument: <input type="checkbox"/> Case <input type="checkbox"/> Mouthpiece <input type="checkbox"/> Ligature <input type="checkbox"/> Neck/Seat Strap <input type="checkbox"/> Bow	

I, the undersigned, attest that I have read this document in its entirety and understand and acknowledge its terms and conditions. Accordingly, I agree to be responsible for the proper use and care of the instrument and accessories described. I agree to return the instrument and accessories in complete working condition when requested by the school teacher or school official. I understand that no person other than my child is to use the equipment.

**I agree to pay the full amount of repair for any damage that is caused by carelessness, negligence or accident. I further agree to be responsible for the full replacement cost of the equipment, or any part thereof, in the event of its loss and/or damage. I further recognize that the school district is relying upon the acknowledgements and promises I am making in issuing district owned equipment to my child.**

Student's Full Name (please print):	Parent/Guardian Full Name (please print):
Telephone Number:	Parent/Guardian Signature:
Date (mm/dd/yyyy):	Teacher Signature:

White Copy  
Send to District Music Office

Yellow Copy  
Give to Parent/Guardian

Pink Copy  
Teacher Records