

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.

Instrument Distribution

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
- French horn
- 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. Students who qualify for assistance under the Community Eligibility Provision (CEP)/ Provision 2 in a non-base year will be provided with a district-owned instrument first. To determine eligibility, the form at the end of this Policy must be completed.
4. After all students who qualify for assistance under CEP/Provision have been assigned a district-owned instrument, a random lottery will be performed to determine who will be supplied with the remaining district-owned instruments. All other students will be required to rent or purchase from an outside source.
5. 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.
6. 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
string bass
tuba
baritone saxophone

Damage to District-Owned Instruments

1. Should a student accidentally damage a district-owned instrument, it must be reported immediately. No disciplinary action will be taken if it is truly an accident. However, if accidents become frequent (more than two per school year), the guardian of the student will be required to meet with the Director of Art and Music in order to prevent future accidents. A replacement instrument will not be provided until this meeting occurs.
2. Should a student intentionally damage their or another student's district-owned instrument, the district will implement restorative practices and require that the student pay the cost of the repair or for a replacement instrument. If these measures are not effective or sufficient due to the severity of the incident, the list below will be utilized to determine consequences:
 - a. Parent will be required to meet with a building administrator to discuss the incident before the student receives a replacement instrument.
 - b. Student may lose the ability to take the instrument home for a specified period of time or indefinitely.
 - c. Written warning - principal or designee.
 - d. Written notification to parent – principal or designee, administrators, superintendent.
 - e. Removal from the instrumental program.

Repairs to District-Owned Instruments

1. Student/Parent/Guardians are responsible for the safekeeping of all district-owned instruments provided to students.
2. Students will be given one “free” repair each school year (July 1 – June 30).
3. All accidental or intentional damages after the first “free” incident will result in a fee being charged from our district approved instrument repair shop.
4. Students will be provided with loaner instruments when possible. Loaner instruments will incur fees if they are damaged.
5. Should a student frequently damage an instrument, they will lose the ability to bring the instrument home in addition to other disciplinary action as determined by the Director of Art and Music.

Reporting Damage to District-Owned Instruments

1. Methods for Reporting:
 - a. Students or parents can reach out to the music department through email or phone.

- b. Students can see the band director, orchestra director, or ask their teacher for assistance
2. Evaluation:
- a. If it is determined to be a mechanical or manufacturing issue not caused by the student, the district will service, repair, or replace the instrument for the student as quickly as possible. Should an instrument not readily be available, students can borrow one from the music department during the school day.
 - b. If it is determined that the instrument is damaged due to student fault:
 - i. First Incident: Each student will receive one “free” at-fault repair each school year. Parents will be notified by the Music Department via ParentSquare direct message. The free incident does not cover intentionally damaging the instrument.
 - ii. More than One Incident: The Music Department will evaluate the instrument and prepare an invoice based on the repair fees determined by the district approved instrument repair shop. The invoice will be shared with the parent through ParentSquare and the building administrator so they may follow up.
 - iii. Students will only receive a loaner if one is available. All repair fees are determined by the district approved instrument repair shop. If payment is not made within 30 days, the loaner will be returned to the Music Department.
 - c. Excessive Damages (Three or More in One School Year):
 - i. The Music Department will evaluate the instrument and prepare an invoice based on the repair fees determined by the district approved instrument repair shop. The invoice will be shared with the parent through ParentSquare, and the building administrator will follow up with the parent.
 - ii. Students will not receive a loaner while their instrument is being repaired.
 - d. Intentional Damage:
 - i. The Music Department will evaluate the instrument and prepare an invoice based on the repair fees determined by the district approved instrument repair shop. The invoice will be shared with the parent through ParentSquare and the building administrator will follow up with the parent/guardian.
 - ii. Student will not receive a loaner instrument.
3. Lost or Stolen Instruments
- a. Students are responsible for the safekeeping of their instrument. A police report and a fee will be assessed for all lost or stolen instruments in order for the student to receive a replacement instrument.

Policy Adopted: February 22, 1993

Revised: August 27, 2018

Revised: September 15, 2025

DISTRIBUTION OF MUSICAL INSTRUMENTS

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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):
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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