

Calvert County Public Schools
1305 Dares Beach Road
Prince Frederick, MD 20678

**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 follow the guidelines for instrumentation suggested by the Music Educators National Conference.
- B. The quality of the instruments should be maintained at the level listed on the Calvert County Equipment Recommendation list, as stipulated by schooling level.
- 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 Deputy Superintendent or designee receives a request from a principal or instrumental music teacher, the Calvert County Public Schools will attempt to provide instruments for students who cannot afford to purchase them.

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.