

Administrative
Regulation No.
7007

Classification:
Equipment, Supplies &
Textbooks

Effective Date:
April 4, 2016

Musical Instruments

1 | Purpose

The purpose of this Administrative Regulation is:

- To provide direction, clarity and guidelines for musical instrument inventory management for junior/middle/senior high school music programs.
- To provide the guidelines for student use and maintenance of CBE owned musical instruments.

2 | Scope

This Administrative Regulation applies to:

- All CBE staff and students in junior/middle/senior high school music programs with musical instruments owned by the CBE.

3 | Compliance

All employees and CBE students involved in junior/middle/senior high music programs are responsible for knowing, understanding, and complying with this Administrative Regulation.

4 | Principles

The following principles apply:

- The musical instrument program within the CBE is a valued part of the fine arts curriculum.
- CBE owned musical instruments are a collective asset of the CBE and are available for all schools to borrow with the permission of the principal.
- CBE supports equity across all schools which builds upon the value of shared responsibility for each child's success.

5 | Definitions.

CBE: means The Calgary Board of Education.

Parent: as defined by the *School Act*.

Privately Owned: means instruments that are not owned by CBE.

6 | Regulation Statement

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| CBE electronic inventory database | 1) All CBE owned musical instruments must be entered into the central electronic inventory database. |
| Limitation of Use | 2) The use of musical instruments owned by the CBE is limited to students enrolled in a CBE music program. |
| Rental agreement | 3) A rental agreement must be completed for each musical instrument utilized at the commencement of each music program.
4) A rental agreement must be signed by the parent or independent student.
5) The rental agreement is valid for the school year in which it is completed.
6) The rental information collected is to be entered into the CBE electronic inventory database by the representative of the school where the instrument is borrowed.
7) Students are permitted to use a CBE instrument during the summer break provided they:
a) complete a Musical Instrument Rental Agreement for the summer break period; and
b) pay the summer rental fee.
8) Students are not assured of the availability of the same instrument previously loaned.
9) Failure to comply with the conditions governing the loaning of musical instruments will suspend all instrument privileges. |
| Fees | 10) No refunds are permitted of the musical instrument rental fee once the instrument has been assigned and used.
11) Rental fees collected for instruments borrowed from other locations will be transferred to the lending school.
12) All fees remitted will be maintained in a designated school account.
13) Fees collected must be used toward the cost of cleaning, general maintenance, replacement and repair of musical instruments and related resources. |
| Waivers | 14) Waivers of the fees for musical instrument rental are available for those who qualify, in accordance with CBE fee waiver procedures |

and guidelines.

Use of privately owned instruments

- 15) Privately owned instruments may be used and are not subject to rental fees.
- 16) The CBE is not responsible for maintenance, loss or damages of privately owned instruments.

School responsibility

- 17) The principal or the designated CBE employee is responsible for:
 - a) the musical inventory assigned to the school;
 - b) the collection and retention of Musical Instrument Rental Agreements;
 - c) remittance of related fees as per CBE guidelines;
 - d) providing permission to loan instruments to CBE schools; and
 - e) annually, by the end of the school year, ensuring the current inventory is updated to reflect condition, acquisition, disposal and repair cost of instruments.
- 18) A school housing and lending CBE owned instruments is responsible for regular maintenance and repairs.
- 19) A school borrowing CBE owned instruments from another CBE school is responsible for any loss or damage.
- 20) Purchasing of new music instruments must comply with the guidelines established in the applicable CBE Administrative Regulation governing purchasing.
- 21) Disposal of obsolete or surplus equipment must follow the applicable CBE guidelines.

Donations

- 22) All musical instruments and equipment donated to a school will:
 - a) immediately become property of CBE;
 - b) be entered into the CBE electronic inventory database; and
 - c) when possible, remain at the specified school
- 23) All processes regarding donations will follow the applicable CBE Administrative Regulation(s).

7 | History

Approval	April 17, 2002
Next Review	September 2019
Revision/Review Dates	April 5, 2005 April 2016

8 | Related Information

- AR 7001 Purchase of Goods and Services
- AR 7009 – Donations from the Community/ Fund Development
- Musical Instrument Rental Agreement Form
- Operational Expectations, OE-7 Asset Protection
- Operational Expectations, OE-6 Financial Administration