



## Administrative Procedure 7.44: Instrument Inventory and Distribution for Schools

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### Instruction Determines Inventory

- Schools must have a music teacher in place for an instrument inventory to be made available.
  - In schools with an existing teacher: new program requests that require an inventory must be submitted to the music curriculum specialist before the end of the school year. Inventory will be gathered over the summer with the goal that it is in place when the school year begins.
  - In schools with a new hire: new program requests music be submitted to the music curriculum specialist when the teacher signs their contract so that inventory can be gathered over the summer with the goal that it is in place when the school year begins.
- If instruction is to be delivered by a certified music teacher, schools must also have an instrumental music class programmed in Infinite Campus before the end of the school year. Instrument inventory will not be delivered for a General Music class.
- Schools can offer instrumental music through one or more of the following means:
  - A certified building music instructor. A minimum of 0.2 FTE (one day a week) is required to create an instrument inventory.
  - An MPS traveling music teacher. It is preferable for the traveling music teacher to support a building teacher rather than work on their own. If the TMT is the only available option, schools must purchase/provide a minimum of 4 hours of optional services each week for each instrumental program they wish to offer (i.e., 4 hours for band, 4 hours for strings, 4 hours for piano).
  - An MPS selected vendor such as the Wisconsin Conservatory of Music. A minimum of 0.2 FTE (one day a week) is required to create an instrument inventory. The process for instrument inventory distribution and redistribution for the Conservatory is the same as for MPS school staff.
- If a school does not have an instrumental music teacher for three or more months, in accordance with MPS Administrative Policy 7.44: *All district-purchased instruments are the property of MPS and can be allocated to schools at the discretion of the district music curriculum specialist.*

### Redistribution of Instruments Is Prioritized by Need

- Instruments in good condition and/or in greater demand will be redistributed first.
- Instruments that need cleaning or repair will be redistributed once they have been cleaned and repaired.

- Instruments that are damaged or destroyed will be assessed by the instrument specialist and curriculum specialist and removed when time permits.
- If damage is deemed to be from neglect, the school may be liable for the replacement cost of the instruments. Please see the Instrument Loan Agreement ([ILA English](#)) ([ILA Spanish](#)) for further details. When damage is noted, the teacher must communicate with the instrument specialist and building leadership.
- Instruments donated to a specific school or purchased with funds other than MPS Board funds (i.e. PTO or other outside organizations) stay at that school. Instrument donations that are handled through the MPS Music Department can be placed wherever they are needed and may be redistributed at a later time if necessary.

## **Inventory Is Supplied by Specific Need**

- If a school meets one or more of the conditions listed above regarding instruction, it must use the Instrument Inventory Request form (available from the instrument specialists) to create a specific instrument request.
- A roster of students and ID numbers is required with the instrument request.
- A “blanket” inventory will not be provided.
- Instruments will be delivered in playing condition and entered into the district inventory system before they arrive at a school.
- Music teachers, including traveling teachers, will receive professional development in instrument policies and procedures every year. Presentations will be made available to building leaders on request.
- Once the specific request for inventory is shared with the instrument specialist, the inventory will be delivered within 10 school days when possible. Instruments may need to be cleaned, repaired, or purchased, or they may not be immediately available because of the supply chain. This may add to the timeline, but any issues will be communicated in a timely manner.

## **Instrument Storage Requirements**

- Secure storage must be available for an instrument inventory to be provided. If the instrumental music teacher is part time, instruments must be secured when the teacher is not in the building. Any part time teacher must have keys to the secure storage so that instruction can begin immediately upon arrival.
- Storage should be temperature and humidity controlled in a manner appropriate for the types of instruments being stored. The instrument specialist will assess the storage placement and provide guidance on dehumidifiers or humidifiers as necessary.
- Instruments that are stolen or damaged due to inappropriate storage at the school building will be replaced or repaired at the school’s expense.
- Instruments damaged by school staff will be repaired or replaced at the school’s expense.
- Unless they are in locked cabinets (provided by the school), instruments may not be housed in spaces shared with after-school or non-MPS programs.



## Instrument Loan Agreement

- Parents must complete an Instrument Loan Agreement - ([ILA English](#)) ([ILA Spanish](#)) **before** the instrument can be released from the classroom.
- Instructions for completion and forms in English and Spanish will be given to each school. Additional forms can be obtained from the Instrument Specialist. Other languages can be provided upon request.
- Paper copies of the signed Instrument Loan Agreements must be stored in the binder provided by the music office and be available on request.
- Students can use the instrument in the classroom for up to two weeks while waiting for the Instrument Loan Agreement to be submitted. After two weeks, the teacher will make contact with the parent. If the form is not submitted after three weeks of instruction, the teacher will enlist the help of the school's main office. If the school's main office is unable to secure the form, building leadership will reach out to the family. Even if the student does not wish to take the instrument home, parent permission must be secured for use of valuable musical instruments in the classroom. If the Instrument Loan Agreement is not signed by the fourth week of instruction, music teachers should use their discretion as to whether the student should continue to use the instrument in the classroom.

## Procedures for Lost and Stolen MPS Musical Instruments

- Instruments are the property of Milwaukee Public Schools per administrative Policy 7.44.4.c.
- While in a school building instruments must be stored in a secure and temperature/humidity controlled environment.
- Instruments are not to be removed from the school building by a student without a signed [Instrument Loan Agreement](#) in place.
- Instruments that are lost or stolen while out of the school building must be replaced with an instrument of equal quality by the student/family per the instrument loan agreement. Families must work with the MPS Instrument Specialist to ensure an appropriate replacement.
- Instruments that are lost or stolen while on school property must be replaced with an instrument of equal quality by the school.
- If an instrument is valued at over \$1000, a report to the Milwaukee Police must be filed.
- An instrument is considered lost if the student has not been present with their instrument for 30 days or more. The music teacher or TMT must report the missing instrument to the family, the building principal, and the instrument specialist.
- If the teacher and building administrator are unable to secure the return of the instrument within 60 days, the music instrument specialist will send an invoice to the family for the replacement of the instrument with the signed instrument loan agreement included.
- Schools are responsible for securing the return of instruments checked out to students in their building. Schools must use the district check-out procedure with fidelity to ensure that students who transfer to a different MPS School or leave the district return their instrument. *Revised 3/27/23*