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July 24, 2023

Dear Band Members and Parents/Guardians:

This is an exciting year for all of you, new teachers, new opportunities, and for some a new school. We are thrilled that you are a part of the band program and know that you will have a very rewarding year! We are very proud of our past accomplishments and know that you will enjoy being a member of such an outstanding organization.

Oregon's band program offers students the opportunity to grow academically, physically, emotionally, and socially. The primary purpose of a band class is to teach students the art of public performance. If you have signed up for band, you have signed up to perform in public. Performances occur in the classroom as well as in a staged setting. As a program, we will strive to grow as musicians and citizens of our community. To do this, we will discuss musical concepts such as: tone, technique, rhythmic accuracy, key and time signatures, musicality and critical listening, as well as context and history of the pieces we are studying. All of these combined will help the members of the band to move toward the ultimate goal of independent musicianship and career ready skills.

This Band Handbook is designed to answer some of the questions you might have about the Oregon City Schools Band Program. Additional information and forms may be found on the Oregon Band Department's Website. Please feel free to contact me at any time during the school year with any questions or concerns. Thank you in advance for all of your support during the upcoming school year.

Sincerely,

Joseph A. Kuzdzal  
Director of Bands  
Fine Arts Department Chair  
Clay High School  
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## **Attendance Policies**

A band is made strong by all individual band members. Your attendance at all rehearsals, performances, and concerts affects more than just an individual and impacts all other members of the band. It is your responsibility to be an active member of each ensemble. The band season is from the beginning of band camp in July through Graduation in May. Refer to the 2023 - 2024 band calendar for all required events/practices.

### **Concert/Performance Attendance**

All concerts/performances are mandatory. Why sign up for a performing arts class not to perform? Failure to attend a concert/performance with all required materials will lower the final quarter grade by one letter grade for each infraction. This is unless the alternative assignment is completed for that missed concert/performance. If a student consistently misses concerts/performance during a school year (that are unexcused), they will be removed from band program the next school year. If you are unable to attend a required concert/performance you must notify the director as soon as the conflict arises. If the reason is excused, the director will assign a make-up assignment so the final grade is not lowered. If the reason is unexcused, the students final quarter grade will be lowered one letter grade for each infraction.

#### **Excused Absence:**

- Family Emergencies
- Other (as approved by director)

#### **Unexcused Absence:**

- Car troubles/transportation issues
- Non-school related activities
- Birthday parties/family functions
- Work
- Specialty Concerts (i.e. Taylor Swift)

### **Pep Band Attendance**

Students will be required to attend at least four home basketball games during the 2<sup>nd</sup> and 3<sup>rd</sup> grading quarters. They will have the opportunity to attend more if they so choose. A sign-up process will come out in November where students can sign up for the games/dates they want. When a date becomes full, students will need to sign up for other game dates so that we have a balanced band for each home game. Attendance at these games will be mandatory and not attending will count against the final quarter grade. Basketball athletes/cheerleaders will be exempt from this policy. Each game will count as a playing test grade that is grade on a pass/fail basis.

### **Practice Attendance**

Marching band is very similar to athletics. A band functions as a single unit and not a group of individuals. What we do, we do together. Band practices are diminished by even a single absence. Therefore, you are required to be at all band practices (including drumline, majorette, flag corps, or drum major practices if selected to be a part of these sections). It is the student's responsibility to notify the director of an absence in advance with a note, email, or phone call from the parent or guardian. In the event of an emergency the student must submit a parent note, email, or phone call upon returning. If a student is late to practice, they will be required to make that missed practice time up at the discretion of the director. If a student continuously shows up late for practices, the director could have the student not participate in a performance which would result in an unexcused absence.

**Excused Absences:**

- Family emergency
- School sporting game (i.e. soccer, volleyball – must be a member of team)
- Other (as approved by director)

**Unexcused Absences:**

- Car troubles/transportation issues
- Non-school related activities
- Birthday parties/family functions
- Work
- Specialty Concerts (i.e. Taylor Swift)

**Fall Sport Attendance conflict**

If you are in a fall sport that requires practices at the same time as marching band rehearsals, it is your responsibility to split time evenly and work out an agreement between both practices. Games take priority over practices. However, if you are at a game to take score and not participate then you should be at band practice. If you are absent from multiple rehearsals due to a sports conflict and do not know your marching routine, the director may choose to not let you march during a game and it will result in an excused absence.

**Performance Etiquette/Appearance**

When you are in the eye of the public, it is expected that you are on your best behavior and dressed properly when representing Clay. Remain fully dressed in the uniform as it is intended to be worn unless otherwise specified by the director once the event has started. Be ready to perform by being engaged with the activity. If a student is not respecting the uniform, dressed with the appropriate appearance, acting in a professional manner, or performing when asked during a band event the director(s) has the right to take disciplinary actions. Those actions can include; assigned seating on the bus, assigned seating in the stands, loss of 3<sup>rd</sup> quarter break privileges, or not being allowed to perform at current or future band events until the appearance is acceptable or behavior improves. If the student is not asked to perform at future events, the student would then need to write a performance make up assignment to earn their grade for that performance.

**Final Forms**

The band program will be utilizing the Final Forms platform for the collection of student medical forms, acknowledgement of handbook policies, and marching band attendance. Any student participating in band must have their medical forms completed in Final Forms prior to participating in band activities. If the medical form is not complete, the student will not be able to participate until it is completed which will result in an unexcused absence. Students and guardians will also be required to fill out the acknowledgement of the handbook policies by the end of the first week of band camp. If the acknowledgement is not completed by both the guardian, then the student will not be able to participate until it is completed which will result in an unexcused absence.

## Classroom Procedures

Each student is expected to show respect for self, teacher, fellow students and chaperones at all times. This includes being able to listen quietly to instructions and being able to carry out those instructions in a responsible manner, whether in a classroom, concert, or field trip setting.

1. Upon entering the room, place all belongings in the designated area, and remove all items when exiting. Be seated quietly in assigned seats when the bell rings, with only band folder, instrument, necessary supplies and pencil in hand, unless otherwise instructed.
2. Tardiness is unacceptable, and consequences will be per school attendance policies.
3. Gum chewing, eating and drinking is not allowed in the band room (water bottles are permitted, but must be put away or discarded upon leaving the band room).
4. Students must show respect for themselves, their peers, their teachers, their environment, and their art at all times. Talking during class or causing any other disruptive behavior is deemed inappropriate.
5. All music should be kept in the student's band music folder. Marking in the music should be made often, lightly and only in pencil. In the event that a student causes irreversible damage to, or misplaces music, that student is responsible for providing the replacement cost of the piece(s). Students are welcome to take music home to study; however, you are responsible for returning the music in an acceptable condition.
6. Students should contribute positively to the class environment; everyone is expected to participate every day. Students are expected to be attentive while sitting or standing with correct playing posture.
7. Restroom privileges should be used sparingly and not abused. Only one student is permitted to be out of the room at any given time. A student must sign out/in on the clipboard and carry a hall pass.
8. Students are expected to return all materials and equipment to the correct position before leaving class. This includes, but is not limited to, the placement of chairs and music stands.
9. Instruments not assigned to a student, audio/video equipment, and director's desk are off limits to students without permission of the director. Students may use the practice rooms for musical purposes, and only with permission.
10. All electronic devices, including phones and laptops, are to be put away and silenced unless specifically permitted to be in use by the director.

### Consequences

If you choose to not adhere to the classroom expectations, you must accept the consequences. Disruptive behavior may result in one or more of the following responses. However, students who commit gross insubordination or violent behavior, etc. will be immediately removed from class and referred to the Dean of Students.

1. Verbal warning
2. Parental phone conference
3. Referral to Dean
4. Removal from class/band program

Membership in band is not required and should be considered a privilege. Each member must take the responsibility to be positive and interested in working hard for the betterment of the entire ensemble. Students who, by their actions, display that they are not interested in putting forth such effort will jeopardize their membership in band. **In addition to these procedures, all students must follow the policies as defined in the Clay High School.**

## Tri-M Music Honor Society



Tri-M Music  
HONOR SOCIETY

As members of the CHS Music Department, you have an exciting opportunity to join a community of thousands of other student musicians through induction into the Tri-M Music Honor Society.

Tri-M is the international music honor society for high school students. It is designed to recognize students for their academic and musical achievements, reward them for their accomplishments and service activities, and to inspire other students to excel at music and leadership.

**Membership in Tri-M is open to students in grades 10-12. Students are nominated for membership based upon their scholarship, character, leadership, and service. The 2023-2024 Induction Ceremony will be held in October 2023, in the Learning Commons.**

The requirements for maintaining your membership in the Tri-M Music Honor Society are as follows:

- Be enrolled in a school-sponsored music ensemble and/or actively participating in an after-school extra/co-curricular music ensemble or performing group.
- Complete three, non-paid community service hours per nine-week grading period. Eligible activities will be reviewed during the Tri-M meetings.
- Maintain a cumulative GPA of 3.0 and a 3.5 GPA in all music classes attempted. If the cumulative GPA falls below the minimum requirement, the student will be placed on probation for one semester. If the cumulative GPA is not restored to the minimum requirement by the end of the probation semester, the student will be removed from membership.
- Serve in a school or community leadership role at least one time per school year. Verification of leadership experience will be required. Eligible leadership activities will be reviewed during the Tri-M meetings.
- Maintain a character of the highest integrity, always seeking to demonstrate respect, responsibility, trustworthiness, fairness, caring, and citizenship. Any student receiving an ISS or OSS will be removed from membership.
- Attend at least 3 out of 4 after school quarterly Tri-M meetings during the school year.

Students that are Tri-M members during their senior year and have at least one prior year of active participation will be awarded Tri-M honor cords to wear at graduation.

## Financial Obligations

The majority of fees for band students will be assessed at the beginning of their freshman year of school in the form of required uniform/instrument supplies.

### Band Uniform Accessory Fees

White Gloves	\$5
Spats	\$8
Black Socks	\$2
Band Tee Shirt S-XL	\$7
Band Tee Shirt 2XL-3XL	\$8
Tuxedo Shirt	\$18-25
Bow Tie	\$3
Tuxedo Buttons (Set of 4)	\$1
DrillMaster Shoes	\$40
Flag Corps Shoes	\$55

### Replacement Cost for Band Uniform/Parts

Tux Coat	\$100
Tux Pants	\$75
Majorette Uniform	\$200
Flag Corps Uniform	\$250
Marching Coat	\$300
Marching Pants	\$20
Garment Bag	\$10
Hanger	\$5
Hat	\$40
Spats	\$5
Plume	\$15
(plus additional fee for shipping/handling)	

### Additional Dry-cleaning

Before major band trips/events, students may be required to have their uniform dry-cleaned, at their own expense, so that the uniform is presentable for public performance.

## School Instruments

Students will have the opportunity to borrow an instrument owned by Oregon City Schools for use during the school year. School owned instruments are at a first come basis and by need of a student and their family. Please note that specialty instruments like a tuba, sousaphone, baritone, bass clarinet, etcetera will also be made available to students to borrow once they are at the high school level. All non-specialty instruments will not be available to borrow past the 8<sup>th</sup> grade so that they are available for new incoming 5<sup>th</sup> grade band students.

Students using school instruments must follow the rules below:

1. Students must document any issues with the instrument, accessories, or case at the time of the school year rental. Any major or minor dents, scratches, missing pads, parts, required accessories, etcetera need to be documented on the sign out form.
2. The school is not responsible for providing reeds, cork grease, drum sticks, or oil for brass instruments.
3. Students using school owned instruments are responsible for the care and security of the instrument(s) they have signed out. Instruments are to be kept clean, in working order and secure when not in use. Any wear and tear beyond normal usage or excessive repairs will be the responsibility of the student and parent. If the instrument is returned with issues that have not been documented, the student will be charged for the cost of the repair to the instrument.
4. Students are expected to maintain care for the instrument, accessories, and the case throughout the school year. The school instruments are given out in good playing condition without issues. If anything happens to the instrument, accessories, or case throughout the course of the school year, it is the responsibility of the student to have the instrument repaired by Rettig Music, Dr. Dave's Band Aide, or All Star Music. This



includes but is not limited to pads falling off, corks being replaced, chipped or cracked mouthpieces, and dents in instruments.

5. Instruments returned in poor condition with issues will be sent to the music store for repair and the charge will be added to the student's fee account for the next school year.

## Grading Policy

Your grade will be compiled based on your individual ability in the following two categories.

- **Music History/Theory/Evaluation 25%** - This will be comprised of any material that is related to music history/theory. This could include music history assignments or quizzes. This will be administered 100% through Schoology.
- **Playing Tests 75%** - A minimum of a one-day notice will be given for playing tests which can cover new material not worked on before in class or covered music. Every playing test will be individually administered using the web based SmartMusic application. If a student does not have access to internet at their homes, playing tests can be taken before school, after school, or during their Stride period. Students should read all directions given in the SmartMusic application before taking a test to properly perform the test. A student must play their instrument to count as a submission, forgetting their instrument and submitting a take just to get an extension will not be allowed.
- **Extra Credit** – Since students have the opportunity to retake assignments and assessments to earn a higher grade, extra credit is not offered.
- **Reassessment** – Students are allowed a single retake any assignment/playing test up to a 100% A, as long as they turned in the initial assignment/playing test during the grading window. The only exception is if a sight-reading playing test is being given. For sight-reading playing tests, no reassessment will be allowed.
- **Grace Period** – After an assessment window has closed, students will be given a two-day grace period to complete an assignment for up to 75% credit. After that grace period has passed, any assignment turned in can only earn up to 50% credit. The only exception to this policy is if the student has an excused absence from school. In that case, the student has only an extension equal to the number of days of the excused absence.

## Student Leadership Opportunities

### Section Leaders

The directors choose the section leaders according to their seniority, leadership abilities, attitude, and performance abilities. Attendance at all summer band rehearsals and all performances is a prerequisite for being chosen and maintaining the position of section leader. Section leaders are expected to assist any member of their section having difficulty in playing and/or marching. They should also instill pride in each member of their section by insisting upon proper posture, foot movement, attendance, attitude, and appearance.

### Band Officer Positions

#### President

- Responsible for organizing and overseeing all activities of the band organization
- Welcoming visiting bands and/or other music groups to school sponsored events
- In charge of the planning and band banquet ceremony
- Attend band parent meetings at which student input would be beneficial

#### Vice President

- Assist the President with all band activities

- Keep in close contact with the director regarding band activities
- Attend with the President, band parent meetings at which student input would be beneficial

### **Election of Officers**

The election of certain officer positions (President and Vice President) will take place prior to the school year. These positions are voted upon by peer members of the band.

## **Performance Expectations**

### **Performance Call Time**

Performance call is defined as the time that students are required to be dressed in designated performance attire and at the performance site prior to the performance. Parents and students will be notified of performance call times well in advance of each performance. Performance call can be a time when each student is excited, energy levels are high and attention levels are low. This is a time, however, during which each student must exhibit the greatest amount of self-control. Each student should do their best to maintain a controlled atmosphere and follow instructions carefully. Doing so will help ensure a great performance, which will provide a positive experience for everyone.

### **Performance Requirements**

- Arrive at scheduled performance call time
- Dress properly for each performance
- Display appropriate etiquette on and off stage
- Demonstrate a grasp of musical concepts and perform the music as learned in class.
- Be professional - How you act on and off the field/stage reflects more than just yourself. Your behavior is a reflection of Clay Band Program and all of Clay High School.

## **Bus and Travel Guidelines**

- Students are expected to abide by the Student Rights and Responsibilities outlined in the Clay High School Code of Conduct at all times.
- Students must ride the bus to and from any scheduled band event.
- Students may only leave from an event with their parent or legal guardian, provided a note/email has been given to the director prior to the event and before leaving Clay High School. For legal reasons, last minute phone calls will not be accepted. Notes presented after leaving Clay High School will not be accepted and students will be required to return on the bus. Also, parents/guardians must check out students with a director in person before the student will be allowed to leave the event.
- Students who exhibit disruptive behavior or cause disciplinary actions to be used may not be allowed to participate in future trips/performances during the year at the discretion of the director(s) and principal.

## **Required Materials**

In band, required materials are necessary to participate and be part of the learning process. These materials range from instrument specific accessories, such as reeds, to fully charged Chromebook. Please refer to the following list for what is required.

### **All Students**

- Chromebook that is charged
- Pencil – we do not write on music with pen
- Headphones – in ear or over the head, preference by the student
- Water Bottle, not required but recommended
- Flip Folder – for marching and pep band
- Lyre – for marching and pep band
- All sheet music distributed
- Method Book
  - Tradition of Excellence Bk. 2 by Ryan Nowlin and Bruce Person (9<sup>th</sup> and 10<sup>th</sup> Grade)
  - Tradition of Excellence Bk. 3 by Ryan Nowlin and Bruce Person (11<sup>th</sup> and 12<sup>th</sup> Grade)

### **Woodwinds**

- At least 3 working reeds – Rico Royal at a minimum thickness of #3 or Vandoren at a minimum thickness of #2.5
- Cork Grease
- Ligature – basic metal or the recommended rubber Rovner brand ligature
- Mouthpiece
- Instrument in working condition

### **Brass**

- Slide oil – Trombones Only
- Valve oil – Trumpets, Euphoniums, and Tubas
- Rotor oil – Horns in F
- Tuning slide ring – Trumpets only
- Mouthpiece
- Instrument in working condition

### **Percussion**

- Stick bag
- Drum sticks – Vic Firth SD1 General or its equivalent by Promark, Mike Balter, or Ludwig
- Keyboard Mallets – Vic Firth M3 Keyboard Mallets or its equivalent by Promark, Mike Balter, or Ludwig
- Phenolic Keyboard Mallets – Vic Firth M6 Phenolic Keyboard Mallets or its equivalent by Promark, Mike Balter, or Ludwig
- Timpani Mallets – Vic Firth T1 Timpani Mallets or its equivalent by Promark, Mike Balter, or Ludwig Bass drum and specialty mallets will be provided unless they are neglected.

## Personal Appearance at Performances

- Long hair must be up for the entire football game. This includes flag corps, majorettes, and the drum major during marching season. Anything holding up your hair must be black or the same color of your hair. Hair must be worn up off the collar when in uniform during marching season. During concert season, hair must be worn off of the face.
- Piercings/earrings – Only posts or studs will be allowed for all performances in both the concert and marching seasons. This is for safety and continuity of the band. It is highly discouraged to get a new piercing during marching season. If the piercing/earring cannot be removed before the performance, then a sports safe piercing retainer may be used instead to protect the student from potential injury.
- All other jewelry is not to be worn at performances including watches.

## Performance Attire Policy

It is important to project a positive first impression and create a lasting visual image of our bands. We want to represent our school and our community in a sharp and professional manner in all performance situations. New band students are responsible for purchasing the designated performance attire accessories at the beginning of the school year. Once purchased, the performance attire accessories belong to the student and he/she is responsible for cleaning and upkeep. Most students are able to use their performance attire for all four years of enrollment in band.

### Uniform

This uniform is loaned to the student at no cost. Students wearing school owned uniforms are responsible for the care and security of the uniform assigned to them. Uniforms are to be kept clean and secure when not in use. **Any wear and tear beyond normal usage or excessive damage will be the responsibility of the student and parent.** If the uniform is returned with issues that have not been documented, the student will be charged for the cost to repair or replace the uniform. If the uniform is not clean and/or wrinkled at the time of the performance or if the student does not have all parts of the uniform, the student may not be allowed to perform at the request of the director(s) resulting in an unexcused absence. Certain accessories will be available for purchase before performances at the original price. No loaners of any uniform pieces will be provided.

If the uniform needs to be cleaned, students are required to take the uniform to a dry-cleaning service at their own expense. Under no circumstance should these uniforms be washed in a personal washer/dryer because they could cause serious damage to the uniform resulting in a replacement cost to the student.

### List of uniform parts assigned to each student:

- |                         |             |
|-------------------------|-------------|
| • Marching Jacket/Pants | • Hat       |
| • Tuxedo Jacket/Pants   | • Hat Box   |
| • Bag                   | • Spats     |
| • Hangers               | • Synch Bag |

Additional uniforms/accessories will be assigned to students who successfully audition to be the drum major or members of the majorettes and flag corps sections. The same policies as above also apply to the uniforms for the drum major, majorettes, and flag corps.

## **Required Performance Attire Accessories**

### **White Gloves**

White gloves are worn by students who play woodwind and brass instruments during the marching season only. They can be washed in a home washer/dryer if they start to get dirty/smelly. (Required accessory purchased by the student)

### **Black Zildjian Gloves**

These gloves are worn by only the drumline section during marching events. (Required accessory purchased by the student)

### **Black Shoes**

Students are required to wear a black drillmaster shoe. (Required accessory purchased by the student)

### **Clay Band Tee Shirt**

This goes under the marching uniform. (Required accessory purchased by the student)

### **Tuxedo Shirt**

This shirt is used during concert season. It is also required that each student wear a plain white undershirt. (Required accessory purchased by the student)

### **Spats**

These go over your shoes during marching season only. (Required accessory purchased by the student)

### **Black Socks**

These should be solid black crew height socks. Brand logos should not appear on the socks. (Required accessory purchased by the student)

### **Synch Bags (Marching Events Only)**

These are to be used for carrying water bottles and small personal items that do not fit underneath a uniform.

## **Flag Corps/Majorette/Drum Major Policies**

Majorettes, drum major, and members of the Flag Corps are members of the marching band and will be responsible for the same policies of all band members. Auditions for majorettes, drum major and flag corps are held in the spring for the following school year. Students must be enrolled in band to qualify for acceptance into either group upon a successful audition. Students must have successfully completed one year of high school band in order to audition as the drum major. Students that do not attend or finish tryouts will not be part of the aforementioned sections.

The drum major, majorettes and flag corps members will earn their grade based on their in-class performance ability on an instrument and not based on their section's specific technique. However, if a student is not able to perform a routine at the time of the performance, the director may choose to not let that student participate during a game/song until the routine is learned.

- An appropriate shirt/undergarment must be worn under the flag corps/majorette uniforms. This shirt/undergarment will be defined by the section's advisor prior to performances so that the section looks uniform.

- Section specific earrings will be required and defined by the section's advisor prior to performances so that the section looks uniform (only 1 post per ear).
- Make-up - lipstick, blush and eye shadow will be defined by the section's advisor prior to performances so that the section looks uniform.
- Pantyhose/Tights requirements will be defined by the section's advisor prior to performances so that the section looks uniform.

Students can be removed from the Flag Corps/Majorettes or as the Drum Major at the discretion of the band director(s) for the following reasons:

- Absence from rehearsals and/or performances
- Inability to properly perform routines
- Lack of equipment/uniform appearance
- Failure to follow rules and policies

## **Drumline Policies**

- Students that do not attend or finish tryouts will not be part of the percussion section.
- Students that do not make the percussion line are encouraged to play a brass or woodwind instrument in the Clay Band.
- Students that make the drumline may also be required to purchase additional sticks/mallets specific to the instrument they auditioned to play.
- Students that make the drumline are required to attend all additional drumline practices.
- Students must be enrolled in band and play in the percussion section in order to try out for the drumline.

## **Remind Application**

This tool will be utilized to notify parents and students of updated scheduling, uniform, grading, travel times, and additional information during the course of the year. A separate remind application will be created for out of state trips. Please sign up using the information on the following page. All students are required to sign up using the remind application in order to attend after school band functions both home and away.

## **Communication Policy**

Students are required to check their school email at least once a day when school is in session. Important reminders and updates will be sent to student email accounts and guardian emails that are provided to PowerSchool. It is recommended that guardians make sure that their contact information is up to date in PowerSchool. All students will be required to fill out a student cell phone number form. This information will be kept private and will be accessed only by the band directors. Student cell phone numbers will only be used in the event of an emergency situation in the event that a student does not respond to the remind application.



# Sign up for important updates from J. Kuzdzal.

Get information for Clay High School right on your phone—not on handouts.

Pick a way to receive messages for Clay High School Band:

**A** If you have a smartphone, get push notifications.

On your iPhone or Android phone, open your web browser and go to the following link:

[rmd.at/jkuzy](https://rmd.at/jkuzy)

Follow the instructions to sign up for Remind. You'll be prompted to download the mobile app.

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**B** If you don't have a smartphone, get text notifications.

Text the message [@jkuzy](#) to the number **81010**.

If you're having trouble with **81010**, try texting [@jkuzy](#) to **(419) 434-9624**.

\* Standard text message rates apply.

Don't have a mobile phone? Go to [rmd.at/jkuzy](https://rmd.at/jkuzy) on a desktop computer to sign up for email notifications.

## School Instrument Loan Agreement

Student Name \_\_\_\_\_

Parent/Guardian \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_

The instrument below is loaned to the above student from \_\_\_\_\_ to \_\_\_\_\_.

Instrument \_\_\_\_\_ Make/Model \_\_\_\_\_

Serial Number \_\_\_\_\_ Finish \_\_\_\_\_

Replacement Value \_\_\_\_\_ Condition \_\_\_\_\_

Accessories: Case \_\_\_\_\_ Mouthpiece \_\_\_\_\_ Strap \_\_\_\_\_ Ligature \_\_\_\_\_

Miscellaneous/Comments \_\_\_\_\_

I agree that the instrument loaned to my child will be properly cared for and returned on the agreed date. In case of loss or damage to the instrument or its accessories while in the possession of my child, I further agree to pay for the repair or replacement of the instrument and or its accessories with the same make and model at full retail cost.

By signing below, I am showing that I have read and fully understand the terms of this agreement.

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Director Signature \_\_\_\_\_ Date \_\_\_\_\_

Issue Date \_\_\_\_\_ Return Date \_\_\_\_\_

Returned Condition \_\_\_\_\_