

# Band Instrument Use Handbook

Tempe Elementary School District #3



Dear Instrumental Student and Parent(s)/Guardian(s),

Congratulations on your acceptance into your school's music program! The endeavour that you are embarking on is both rewarding and challenging, and supports lifetime learning and appreciation of the musical performing arts. Tempe Elementary School District has a long tradition of supporting music. This includes providing high quality instruments that are maintained and supported to yield the longest possible use in the classroom and at home. In addition, the district equips each program with an acceptable amount of accessories to ensure a successful experience for every music student. These include but are not limited to method books, reeds, ligatures, valve oil, slide grease, etc.

Your student has been selected to use a district owned instrument. The information contained in this handbook provides important details to ensure the longevity, safe, and appropriate use of the instrument. In order for you to use a district owned instrument, as well as take an instrument home, it is necessary for you to read the handbook, then sign and date the Instrument Use Agreement (IUA). Please keep one copy for your records and return the signed IUA promptly. Contact your director/instructor with questions.

## Band Director/Instructors

### **Aguilar/Curry/Fuller/Holdeman/Nevitt/Thew/Wood:**

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## **Taking Care of the Instrument**

Students are responsible for the general care of the instrument issued by the district. By following the guidelines below you will be able to appropriately maintain and guarantee the longevity of the instrument.

### **General Instrument Care Guidelines**

- Use care in handling the instrument, parts, and accessories (treat it like a baby).
- Always keep the instrument in its case when not in use.
- If you need to walk away from your instrument, place it in a safe place. It should never be balanced on its bell.
- Be sure there is nothing on the instrument before closing the lid (e.g. pencil, sheet music, accessories).
- Do not remove, damage or alter any labels or barcodes attached to the instrument.
- Do not deface, scratch, mark, or intentionally damage the instrument.
- Before cleaning your instrument consult your music director/instructor. Instruments should only be cleaned with approved instrument cleaners when necessary.
- Instruments should only be used by the student, not other family members or friends.
- You should never leave your instrument unattended (bus stop, patio, park).
- Instruments should never be left in a car.
- Keep instruments away from the following:
  - Extreme temperatures (sun, heating/air conditioning vents, car trunks)
  - Pets
  - Small children

### **Specific Daily Instrument Care**

- Flute/Piccolo - Using an appropriate rod and cloth, run through the entire body of the instrument, starting with the foot joint and ending with the head joint.
- Oboe - Remove reed, place in reed case. Then using a silk swab turn instrument upside down and drop weight through the bell, carefully pull entire swab through the body of the oboe.
- Bassoon - Remove the reed, place in reed case. Remove bocal, Then using a silk swab drop weight through the bell, carefully pull entire swab through the body of the bassoon.
- Clarinet - Remove reed, place in reed case. Place ligature in case. Then using a cloth swab turn instrument upside down and drop weight through the bell, carefully pull entire swab through the body of the clarinet.
- Bass Clarinet - Remove reed, place in reed case. Place ligature in case. Then using a cloth swab run through the neck and mouthpiece of the instrument.
- Alto, Tenor, and Bari Sax- Remove reed, place in reed case. Place ligature and mouthpiece in case. Then using a cloth swab drop weight through the bell, carefully pull entire swab through the body of the sax.

### **Specific Monthly Instrument Care**

- Woodwind instruments should be wiped down with an appropriate polishing cloth. All corks should be greased. Mouthpiece (clarinet, bass clarinet, and saxophones) should be washed.
- Brasswind instruments should be wiped down with an appropriate polishing cloth. Mouthpiece should be washed. Valves might need to be oiled. Slides might need to be greased. Over oiling of valves can lead to many more problems than oiling valves at appropriate intervals.

## Specific Semester Instrument Care

- Brasswind instruments should be fully disassembled over winter recess and cleaned. Cleaning kits are available for check-out. There are several resources available on YouTube to teach this process, however consult with your band director/instructor before cleaning your instrument.

## Reed Care for Woodwind Instruments

- Tempe Elementary School District provides a reasonable, responsible, and acceptable amount of reeds for the average student to be successful throughout the school year.
- You should either keep your reed in the case issued with the reed or in a specifically designed case for the reed.
  - This case protects the reed against chipping.
  - Allows the reed to dry properly.
  - Allows for swabbing of the instrument.
  - Allows the mouthpiece to dry properly.
- You should have at least two usable reeds in your case at all times. Rotating between the reeds ensures that there is a good back-up ready to go.
- Once a reed reaches the end of its usefulness (ie. chipped, split, or just too old to make a quality sound) it should be thrown away and replaced.
- Reeds are a very expensive part of playing a woodwind instrument and learning to take care of them is vital to the success and longevity of the player. Depending on the instrument, reeds can range from \$1.25 to \$15.00 for a single reed. Again, Tempe Elementary School District provides a reasonable amount of reeds free of charge.

## Instrument Case

- The Instrument and any accessories should always be transported in the provided case.
- Although the case is reinforced to help protect the instrument against minor bumps, it is not guaranteed to prevent damage. It remains the student's responsibility to care for and protect the instrument.  
**Nothing** should ever be placed on top of the instrument or case; this will maintain the longevity of the instrument and case.
  - Do not rest your feet on it.
  - Do not sit on it.
  - Do not place your backpack on top of it.
  - Do not place any other object on top of it.
- Do not write or put personal stickers on the case
- Sheet music and method books should **only** go in a case if it has a designated area for sheet music separate from the instrument.

# Maintenance and Potential Repairs

## **Maintenance**

- Along with providing instruments, method books, and accessories, Tempe Elementary School District provides standard repairs that coincide with using an instrument at no cost to the user.
- Throughout the year an instrument might come out of alignment or adjustment.
- As soon as you feel that the instrument is no longer playing as easily as it was at the beginning of the year, please bring the instrument to your director/instructor.
- Parents should **never** attempt to repair or adjust an instrument themselves.

## **Repairs**

- Instruments that are broken or fail to work properly should be immediately turned into the director/instructor.
- If an instrument is being repaired for an extended period, in rare cases, a loaner instrument may be issued to the student. If a student receives a loaner instrument, a new IUA form must be signed before use.
- If it is determined that an instrument has been broken or damaged due to neglect, as determined by the music director/instructor or contracted district repair personnel, it may result in the loss of using a district provided instrument.
- Any repair deemed necessary to restore the instrument to acceptable playing condition from said negligent action, may be billed to the family.
- **District owned instruments should never be taken to a instrument repair shop.**

# School Expectations

- The student is required to bring the instrument to all music classes.
- The student's continued use of the instrument is dependent on progress assessed by your music director/instructor during periodic evaluations throughout the school year.
- Participation in day and evening concerts are a requirement for the continued use of the instrument.
- Demonstrating safe and reliable instrument care is a requirement for the continued use of the instrument.
- The director/instructor will provide additional school expectations.

# Home Expectations

## **Taking the Instrument Home**

- Instruments may be taken home once the following conditions are met.
  - Parents/guardians and students have signed and returned the IUA.
  - Demonstration of correct handling of the instrument by the student.

## **Practicing Expectations**

- Practice doesn't make Perfect, Perfect Practice makes Perfect.
- The purpose of taking home an instrument is to practice the concepts learned in class.
- Please encourage your student to play for you! Students, play for your family!
- Find a safe and distraction free area to practice. Don't forget posture matters.

- The student should practice every evening after attending music class so that you maintain learned concepts, tone quality, and musical technique.
- In the beginning of the year this will be a relatively short amount of time (10-15 minutes at a time). As the year progresses, the student should be able to practice 30 or more minutes in one setting. Your director/instructor will share practicing expectations.

## **Returning the Instrument**

- All district owned instruments must be returned at the request of school personnel. Students will return instruments:
  - When transferring to a new school.
  - After the final concert of the school year (typically before the last week of school).
  - During school inventory checks.
  - At the request of the director/instructor or school administration for any other reason.
- If the instrument is not returned at scheduled check-in times, parents/guardians will be contacted to return the instrument. Continued use of a school instrument will depend on prompt adherence to this policy.
- Any lost or stolen instruments or accessories will result in the parent/guardian being charged the replacement cost listed on the IUA.

## **Summer Instrument Use**

- Tempe Elementary provides the possibility for continued use of a school instrument over the summer.
- To use an instrument over the summer the following will need to take place.
  - The instruments will need to be returned after the final concert for inventory.
  - The student will need to be enrolled in one of the following:
    - Tempe Elementary School District Summer Enrichment Music Program
    - City of Tempe Summer Music Program
    - Private Lessons
    - Summer Music Camp
  - The student will need to be returning to the same school in the fall.
  - A new IUA will need to be completed.

## **Lost, Stolen or Severely Damaged Instruments**

- In the event that an instrument is lost or stolen, notify the music director/instructor immediately.
- Often times the sooner we can respond to a possible lost or stolen instrument the higher chance we have at getting the instrument returned.
- If an instrument is lost or stolen, a police report should to be filed as soon as possible. Ask the police for a copy of the report and give it to the director/instructor.
- If the district instrument is lost, stolen or damaged beyond repair through negligence, the parent/guardian will be responsible for the cost to replace the instrument.
- In the event that the district instrument needs to be replaced, it will be replaced with a new instrument that meets the quality expectations of Tempe Elementary School District.
- The replacement cost for your instrument and accessories are listed on the IUA.