LEVITTOWN PUBLIC SCHOOLS

Musical Instrument Maintenance Guidelines

The following will constitute guidelines for the Levittown Public Schools regarding the use of musical instruments:

1. Instrument Maintenance Fee

The instrument maintenance fee is defined as a charge made for the maintenance of district-provided musical instruments. It is not a participation fee. Instruments will be made available solely to students who are enrolled in an appropriate music program of the Levittown Public Schools.

The fee will include the instrument itself and such accessory items as to make the instrument playable, such as mouthpiece, reed, neck strap, etc. as applicable to the particular instrument. Accessories will be provided for "start-up" purposes only, and as expendable accessories are used up during the year, replacement costs will be borne by the student.

The fee is $85.00 per school year payable as soon as possible but no later than Friday, 10/23/2026. Payments made after this date will be assessed a late fee of $20. **Instruments cannot be issued until the appropriate payment and signed contract have been received.**

The fee is non-refundable, either in whole or in part, regardless if the student moves or decides to quit. Payment may be made on the district website (www.levittownschools.com) via MySchoolBucks.com.

Any student (with the exceptions noted elsewhere in this document) who uses a district-provided instrument is required to pay the fee, even if such is solely for in-school use (the student does not intend to take the instrument home). Students who quit playing their instrument prior to the end of a school year are required to promptly return it to the appropriate music teacher.

In no way is the use of a school instrument required. The use of privately owned instruments and/or privately rented instruments is encouraged.

2. Damage to the Instrument

The assignee or his/her parents will pay for the cost of any damage caused by the assignee. This includes direct abuse/misuse of the instrument or neglect, either in the care of the instrument or in failure to notify the instructor of any needed repairs. Levittown Public Schools does not accept responsibility for such damage, even if it occurs on school property or in one of our approved storage facilities.

The cost of repairs stemming from normal usage will be incurred by the school district. Normal usage will be defined as any repair that in the opinion of the instructor is not described in the above paragraph.

3. Storage of Instruments

Any instrument stored in any school facility is done so at the risk of the student. Levittown Public Schools does not accept responsibility for any instrument lost or stolen on school property, including in any of our approved storage facilities.

4. Loss or Theft of an Instrument or Accessories

In the event that an instrument is lost or stolen, the cost of replacing the instrument, or actual replacement of the instrument, will be the responsibility of the assignee. The assessed replacement cost, may or may not be the same as the original cost of the instrument due to inflationary price increases.

A replacement charge, or actual replacement, will also be assessed for any missing accessories, which are expected to be returned along with the instrument. Levittown Public Schools does not accept responsibility for any instrument lost or stolen on school property, including in any of our approved storage facilities.

5. Use of More Than One Instrument by a Student

There will be no additional charge for the use of more than one instrument, if the teacher requests such use.

If requested by the student, the additional instrument(s) may be obtained in accordance with normal procedures, subject to availability.

Depending upon availability, students who play larger instruments i.e. Tuba, Baritone, French Horn, String Bass and Cello are normally provided with an extra instrument for at home practice at no additional charge, **if available** in our district-owned inventory.

6. Enrollment in the Music Program by More than One Student From the Same Family

Each student may obtain an instrument according to normal procedures. Instrument Maintenance charges will be on a per instrument basis.

7. Summer Use of Musical Instruments

Upon special parental request, musical instruments will be made available to students for the summer at no further charge according to the following guidelines:

A. Summer use of a musical instrument will be made available only to those students who have obtained instruments from the school district during the preceding school year, and/or enroll in the Levittown Summer Music Program. In addition, non-summer students must be enrolled in a school district music program for the upcoming school year.

B. Availability of the instrument will be in accordance with the number of instruments in the school's own inventory, excluding instruments rented by the district from outside sources (these instruments have to be returned in June).

C. Priority will be on a first-come, first-served basis.

D. Students who will be changing schools (elementary to middle school or middle to high school) may only request instruments for summer use from the school they will be attending in the fall.

E. The instrumental music teacher will keep strict records, including a new Musical Instrument Maintenance Contract (even though no funds will be collected for summer use).

8. Financial Hardship and Further Questions

In case of financial hardship, summarize the difficulty in writing and send it, through the school music instructor, to the Director of Fine Arts for consideration.

Revised 6/23/2026

LEVITTOWN PUBLIC SCHOOLS

MUSICAL INSTRUMENT MAINTENANCE CONTRACT

Payments made after Friday, 10/23/2026 date will be charged a $20 late fee.

Instruments will be sent home upon receipt of payment and this signed maintenance contract.

Student's Name	**Date**
Student's Address	**Telephone Number**
	School

Instrument	Maintenance Fee	Receipt Number
	$85.00	
Make	Serial Number	School Number
Condition of instrument:		

I hereby agree to hold myself personally responsible for any damage or loss to this instrument while it is assigned to me.

I agree to hold myself responsible for all instrument accessories issued to me, and will replace them if they are lost or stolen.

I also understand that any repair expense for which I am responsible will be billed to me directly by the district–approved repair vendor.

I have read, understand, and agree to all provisions of the "District Music Instrument Maintenance Guidelines" that has been provided to me along with this contract.

Parent's/Guardian's Signature	Music Instructor's Signature

All maintenance fees are for the full school year and are *non-refundable*.

PAYMENTS ARE MADE ON THE DISTRICT WEBSITE THROUGH MYSCHOOLBUCKS.COM PLEASE FORWARD THE RECEIPT TO YOUR CHILD'S MUSIC TEACHER WITH THIS DOCUMENT