

PRIVATE LESSONS :-

Campuses may allow private music tutors to conduct lessons on campus during school hours and after-school. Private lesson tutors will sign a "building use" contract and will pay the District the required usage fee. Private lesson tutors will collect their own fees and give the student a receipt for any money accepted.

Upon application to and approval from the appropriate music teacher, students may take a 30-minute private music lesson, once a week, during his or her scheduled music class or lunch period. Students may not be dismissed from any other class in order to take a private music lesson.

Private lessons will not be a requirement for admission to any class, performing group or student organization.

Criteria for selection Since not all students will be able to schedule private lessons during the school day, the following criteria will be used to decide those eligible for services:

- 1) Students for whom after school and/or evening transportation to and from school is not available.
- 2) Students involved in more than one extracurricular activity requiring after school participation.
- 3) Students who wish to audition for district, region and state performing groups and solo/ensemble competition.
- 4) Students (seniors) who will be auditioning for college music scholarships.

This directive refers only to individual instruction and does not address outside consultants/clinicians who work with groups within the music class. Consultants and/or clinicians are contracted personnel and perform a service different from private or one-on-one lessons.

In addition, local Board policy (DBF) states: "Teachers shall not privately tutor their own students for pay, except during the summer months." All music teachers are expected to adhere to this policy. Music teachers may, however, teach students from other schools.

ASSESSING BUILDING USE FEE FOR PRIVATE MUSIC TEACHERS

All private music lesson teachers using school district facilities are directly responsible to the lead music teacher while on campus. Lead teachers will make certain that all private music lesson teachers are familiar with building policy concerning the use of the building. The school's music teacher should closely monitor the work of all private music teachers as they work with students.

The building use fee for private music teachers shall be \$9.00 per semester -- \$18.00 per year. Please follow the procedures below for each private lesson teacher who comes to your campus:

1. The Renter (private music teacher) must notify campus personnel in charge of the calendar what day(s) and times they will be on campus to teach lessons.

2. The Renter calls the Workers' Compensation Office (713/740-0258) to request that a "Use of Facilities Request" be filed for them.

3. The Workers' Compensation Office will contact the campus to verify the day(s) and times the teacher will be on campus and to receive confirmation to write a contract. Contracts will be mailed to the individual private lesson teacher.

4. Contracts must be returned to the Workers' Compensation Office with the fee (may be a check).

5. The contract is pending until all five (5) copies are signed and the four (4) appropriate copies returned to the Workers' Compensation Office. The four (4) copies must be returned to the Workers' Compensation Office within ten (10) working days or the contract may be voided.

6. Payment is due five (5) working days prior to the date the Renter is first scheduled to be on campus to teach lessons.