



Rockwall

INDEPENDENT SCHOOL DISTRICT

Guidelines for Music Private Lessons

The purpose of Music Private Lessons is to:

- Enhance the quality of music education in Rockwall ISD
- Provide individualized instruction for music students.
- Increase the achievement level of all music students
- Assist students in the mastery of essential skills and knowledge as set forth by the Texas Education Code and musical goals as set forth by the supervising music faculty and Rockwall ISD.

General Guidelines:

Music Private Lessons are available to any student participating in a band, choir, or orchestra program. Participation in Music Private Lessons is voluntary.

The Rockwall ISD Music Private Lesson program is administered by the Director of Fine Arts and the Rockwall ISD music faculty.

Prospective Music Lesson Teachers will be recruited, interviewed and recommended by Rockwall ISD music faculty. All Music Private Lesson teachers must be approved by the head high school band, choir or orchestra director prior to an official application submission.

All students who participate in the private lesson program must first complete an application form with the signature of a parent/guardian. The application is available through the Rockwall ISD music faculty.

Music Private Lessons may be taught during music class, lunch, before or after school. No lessons will be scheduled during academic classes.

Effective June 1st, 2023 the Music Private Lesson fee will be \$25 per lesson. Fees are paid directly to the Private Lesson teacher in advance. A music lesson is between 20 to 30 minutes long depending on the campus schedule. Non-payment, returned checks or repeated late payments are grounds for dismissal from the private lesson program.

Private Lesson teachers are responsible for maintaining detailed records including the number of lessons taught to individual students, monies collected from students for services provided, and student signature and/or initials.

Students are expected to provide all instructional materials (books, music, etc.). Music Private Lesson Teachers are asked to be mindful of the cost of these items and must be in compliance with copyright laws and UIL guidelines.

Students are expected to notify Music Private Lesson teachers at least 24 hours in advance of missing a scheduled lesson. The Music Private Lesson teacher and/or Rockwall ISD music faculty may make

exceptions, such as in the event of sudden illness or emergency. The Music Private Lesson teacher may provide makeup lessons subject to agreement with the students and parents/guardians and the availability of the Music Private Lesson teacher.

Unexcused absences will not be refunded or made up by the Music Private Lesson teacher. The teacher will be paid for the lesson by any monies collected. Unexcused absences will consist of, but not limited to, forgetting about lessons, unnotified absences (sickness, trips, etc.) or choosing to do another activity during scheduled lesson time.

Excused absences will be made up or a credit given as determined by the Music Private Lesson teacher. Examples of excused absences might include but are not limited to, with advance notice; school sponsored trips, sickness, school testing, school change of scheduling, circumstances out of student's control (fire alarm, school lockdown, etc.).

Music faculty members are responsible for communicating with Music Private Lesson teachers in advance about campus specific change of schedule as a result of testing, pep rallies, or other events.

If a student decides to withdraw from private lessons, the parent/guardian must give notice at least two weeks in advance in writing (email will suffice) to the Music Private Lesson teacher and music faculty member.

Music Private Lesson teachers must notify the supervising music teacher when a student becomes delinquent in payment by 2 weeks. Music Private Lesson teachers must postpone student's lessons until the outstanding balance has been paid.

Rockwall ISD nor the individual campus program are responsible for any missed payments. Music Private Lesson teachers are expected to communicate directly with the parent/guardian if payment is not made.

Music Private Lesson Teacher Guidelines:

Individuals interested in teaching music private lessons in Rockwall ISD should request an application packet from a Rockwall ISD music faculty. This application packet will include an Independent Contractor Application, Rockwall ISD Background Check form, W-9 (updated annually and with change of address) and Guidelines for Private Music Lessons. Rockwall ISD conducts the same background check on Music Private Lesson teachers that is done for full time employees. Fingerprinting is required.

No Music Private Lesson teacher application will be sent to the Director of Fine Arts without the approval of the head high school band, choir, or orchestra director.

Music Private Lesson teachers will abide by all Rockwall ISD policies and regulations. They are responsible to the supervising music faculty, campus principal, and the Director of Fine Arts.

Music Private Lesson teachers are not allowed to teach on any Rockwall ISD campus until the Human Resources Office has given final approval.

Music Private Lesson teachers are required to dress and act in a professional manner toward students, parents, and all staff members. The Texas Educator's Code of Ethics ([Found Here](#)) and Rockwall ISD Professional Ethical Conduct, Practices, and Performance can be found on the Rockwall ISD website on the About Us tab Policies and Procedures section.

Music Private Lesson teachers are expected to adhere to the District approved student communication policy. Remind is the preferred method of communication.

Once approved by the Human Resources Office, a record of the Music Private Lesson teacher's names, telephone number, email address, and teaching areas will be kept on file by the Director of Fine Arts. This record is only available to Rockwall ISD music faculty and appropriate District administration. Students interested in taking private lessons will receive contact information from Rockwall ISD supervising music faculty.

The approval for a Music Private Lesson teacher may be removed at any time by Rockwall ISD supervising music faculty or the Director of Fine Arts. Reasons for removing approval include but are not limited to:

- Attendance Concerns
- Communication Concerns
- Failure to follow Rockwall ISD policies and regulations
- Lack of sufficient student progress

All approved Music Private Lesson teachers are required to get a Rockwall ISD picture identification badge and wear it at all times on campus. These badges may be obtained free of charge from the Human Resources Office located at the Administration Building, 1050 Williams St. Rockwall TX 75087. An appointment must be made in advance through the supervising music faculty.

Music Private Lesson teachers that are approved by the supervising music faculty to receive an electronic entry badge must complete the Rockwall ISD approved Vector training. Access to the Vector training will be sent via email to the individual lesson teacher by the Rockwall ISD human resources department with the approval of the Director of Fine Arts.

If you need to be on campus but do not have your badge, check-in at the front office to get a temporary badge. Contact Keyra Rodriguez for replacement of a lost badge (keyra.rodriguez@rockwallisd.org).

If a Music Private Lesson teacher stops teaching lessons for Rockwall ISD the badge must be returned. The badge may be returned to the supervising music faculty member or the Director of Fine Arts.

Music Private Lesson teachers will be expected to tutor students in competition music such as All-Region, Solo and Ensemble and UIL music. In addition, it is expected that students also receive instruction specific to their instrument or voice on warm-ups, range development, tone production, technique, etc.

It is the responsibility of the Rockwall supervising music teacher to inform the Music Private Lesson teacher of any unexpected schedule changes. It is the responsibility of the Music Private Lesson teacher to regularly communicate with the Rockwall ISD supervising music teacher about any school scheduling that may affect private lessons.

Music Private Lesson teachers must maintain an accurate record with student initials indicating lessons received. This record must be made available upon request of the supervising music faculty or parent/guardian. In the event of a dispute between a parent/guardian and a private lesson teacher regarding services rendered and monies collected, Rockwall ISD music faculty will defer to records kept by the private music teacher to settle the dispute.

Facilities and resources may only be used to teach current students of Rockwall ISD.

Rockwall ISD Supervising Music Faculty Guidelines

Supervising music faculty must make copies available to the Music Private Lesson teacher for the purposes of copying registration forms, invoices and music materials pertaining to the program.

Supervising music teachers should keep the Music Private Lesson teacher informed of changes in school scheduling, testing dates and school functions such as field trips, testing, etc. that would affect the Music Private Lesson teacher from performing their duties by means of posting a calendar and verbal or written communication via email in advance.

Supervising music teachers may assist Music Private Lesson teachers in collection of overdue student accounts for a period of no more than two weeks. Any request for assistance in collecting outstanding monies must be made in a timely fashion, not to exceed 30 days past the due date for services rendered. Rockwall ISD is not responsible for payment for any overdue student account.

Supervising music teachers should communicate with the Music Private Lesson teachers regarding common goals, individual student's progress, problems and concerns to ensure a productive musical experience for the student.



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Music Private Lessons Student and Parent Agreement

Student Information:

Name of Student _____ Grade _____

Student email _____ Student phone _____

Instrument _____

Address _____

Name of Student's Parent/Guardian _____

Parent email _____ Parent phone _____

Preferred communication:

Phone time: AM or PM

Email

Previously in lessons? _____ Desired teacher _____

I have read and understand the policies, procedures, practices, and financial requirements outlined in the Rockwall Independent School District Independent Contractor Guidelines for Music Private Lesson Teachers. I agree to adhere to these guidelines as a condition for voluntary participation in the music private lesson program and understand that failure to meet attendance expectations or financial obligations will result in the student being removed from the music private lessons.

I consent for the above information to be shared with the private teacher for my student's instrument.

Parent/Guardian signature _____ Date _____



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Independent Contractor for Music Private Lessons Agreement

I have read and understand the policies, procedures, practices, and financial expectations outlined in the Rockwall Independent School District Independent Contractor Guidelines for Music Private Lesson Teachers. I agree to adhere to these guidelines as a condition for being allowed to teach music private lessons on Rockwall ISD campuses. I understand that failure to meet attendance expectations or follow financial expectations will result in denial to teach music private lessons on Rockwall ISD campuses.

Printed Name

Signature

Date

Campus Music Teachers will retain a copy of the signed form on file through the duration of the school year. A new Acknowledgement Form must be completed each school year.