



# Birdville ISD Private Lesson Program

## Instructor Information

### 2022-23

#### PROGRAM HIGHLIGHTS

- ❖ Teachers have control over billing and collecting procedures with full and immediate access to billing information and payments.
- ❖ Students pay teachers directly.
- ❖ There is no facility usage fee.
- ❖ Lesson fee is \$20.00 per 30-minute lesson for degreed teachers.

#### All teachers must:

- ☐ Complete a Vendor Contract each year.
- ☐ Complete a Criminal Background Check each year.
- ☐ Complete a fingerprinting process in the state of Texas **one time**.
- ☐ Provide proof of Liability Insurance each year

**Teachers are not cleared to work with students until notified by the BISD Fine Arts Office.**

#### BISD PICTURE ID BADGE

- ❖ For **new** teachers:
  - Email Rick Tice at [rick.tice@birdvilleschools.net](mailto:rick.tice@birdvilleschools.net) to make appointment for creating a badge. Badges are \$5.00.
- ❖ For **returning** teachers:
  - A new "2022-23" sticker that goes on your ID badge will be mailed to the home address provided on your contract.

**Your BISD Picture ID Badge must be worn at all times while on BISD property.**

#### LIABILITY INSURANCE

- ❖ All private lesson teachers are required to have liability insurance.
- ❖ Insurance is available through TMEA ([www.tmea.org](http://www.tmea.org)) or NFHS Music Association ([www.nfhs.org](http://www.nfhs.org))

**Proof of insurance must be sent to Fine Arts by Friday, October 17th.**

## GETTING STARTED

- ❖ Private Lesson student enrollment forms are distributed to the students by the director.
- ❖ Parents interested in enrolling their child in the PLP must complete the form and return to the director.
- ❖ Director fills out financial aid information and copies the forms for the teacher and retains the originals for his/her files.
- ❖ Teachers begin scheduling.
- ❖ The starting date for teaching is set by the director.

## INVOICING PROCEDURES

- ❖ Teachers may set your own consistent billing cycle...
  - Prior to the lesson each month
  - After the lessons have been taught each month
  - Pay per lesson
- ❖ Teachers are encouraged to email statements to parents

*The #1 concern expressed by parents regarding private lessons is a lack of clear and consistent communication from the teacher. To parents, the quality and quantity of direct communication with them is perceived as a reflection of the quality of work with their student.*

## PRIVATE LESSON PROGRAM FORMS & INFORMATION

- ❖ Birdville ISD Fine Arts website
- ❖ [www.birdvilleisd.net/fa](http://www.birdvilleisd.net/fa) (Departments/Private Lesson Program)

## LESSON LOG SHEET

- ❖ Fill in all information monthly.
- ❖ Students MUST initial each lesson
- ❖ Directors MUST sign log
- ❖ Separate the log sheets by school each month
- ❖ **Email signed log sheet to:**
  - [birdvillebandboostersinc@gmail.com](mailto:birdvillebandboostersinc@gmail.com) (Band)
  - [birdvillechoirboostersinc@gmail.com](mailto:birdvillechoirboostersinc@gmail.com) (MS Choir)
  - **HS choir booster club treasurer (HS Choir)**
- ❖ Logs for financial aid payments should be turned in by the 2nd Friday of every month.
- ❖ Do not let multiple months accumulate before submitting logs for payment.
- ❖ Financial Aid begins and ends at the directors discretion.

## **LESSON RATE DETAILS**

- ❖ Degreed teachers - \$20.00
- ❖ Non Degreed teachers – \$14.00
- ❖ High School Students (teaching beginners only) - \$10.00

**Students on Financial Aid are held responsible for full payment of unexcused lessons.**

## **TEACHING EXPECTATIONS**

- ❖ Be consistent with your schedule and demand the same of your students. We anticipate regular attendance on the part of the students and the teachers.
- ❖ Treat the PLP as a business. Expect students to let you know when they will not be at their lesson. Let students know when you must be gone.
- ❖ Teach students HOW to practice – take time in a few lessons to ask them to practice as if you were not in the room.
- ❖ In collaboration with the directors, accept responsibility for motivating your students through positive reinforcement.
- ❖ Try to make up lessons that are missed.
- ❖ Communicate regularly with parents and directors about student progress.
- ❖ Maintain accurate records including student and parent contact info.
- ❖ Make copies of ALL billing statements, lesson logs and student information.
- ❖ Lesson time should NOT be spent at the copy machine. Copy machines are off limits to teachers and students during lessons.
- ❖ Lessons should focus on technique and good practice habits.
- ❖ Primary literature studied should not be their class music.
- ❖ Communicate regularly with directors about class and campus schedules to avoid lesson conflicts.
- ❖ Be professional in terms of conduct, language and dress when on campus.
- ❖ Be familiar with and follow the Texas Educators' Code of Ethics ([click here](#))

➤ In particular, Standard 3.9 states:

**The educator shall refrain from inappropriate communication with a student or minor, including, but not limited to, electronic communication such as cell phone, text messaging, email, instant messaging, blogging, or other social network communication. Factors that may be considered in assessing whether the communication is inappropriate include, but are not limited to:**

- (i) the nature, purpose, timing, and amount of the communication;
- (ii) the subject matter of the communication;
- (iii) whether the communication was made openly or the educator attempted to conceal the communication;
- (iv) whether the communication could be reasonably interpreted as soliciting sexual contact or a romantic relationship;
- (v) whether the communication was sexually explicit; and
- (vi) whether the communication involved discussion(s) of the physical or sexual attractiveness or the sexual history, activities, preferences, or fantasies of either the educator or the student.

## **DIRECTOR RESPONSIBILITIES**

- ❖ Make sure the building is open and available to all teachers.
- ❖ Work cooperatively with private teachers as professional colleagues.
- ❖ Establish clear and routine forms of communication for information, particularly about *changes in school schedules*.
- ❖ Provide an area where private teachers can communicate with students.
- ❖ Clearly communicate curricular expectations for alignment between classroom and lesson.
- ❖ Actively promote student involvement in private lessons.
- ❖ Establish clear procedures for where to enter the building.

***Thank you for sharing your  
time and talents with our  
students!***