

# Private Music Lesson Program Handbook



# TABLE OF CONTENTS

Introduction.....	3
Enrollment.....	4
Scholarship Requirements.....	5
Scholarship Application.....	6
Attendance Record.....	7
Monthly Scholarship Summary.....	8
Monthly Statement.....	9
Procedures for Instructors.....	10

**Abilene Independent School District**

241 Pine Street • Abilene, Texas 79601 • (325) 677-1444

## **Private Music Lesson Program**

It is the goal of the Abilene Independent School District's fine arts programs to provide the very best learning experiences for every student. One such experience is the opportunity for a student to study privately with a professional instructor. This enrichment program will make this opportunity available to all music students in grades 6–12. The Private Music Lesson Program serves a twofold purpose. First, it allows interested students to receive individual musical training. Second, it improves the performance level of the individual student, positively impacting the organization in which the student participates.

The following guidelines were approved by the AISD Board of Trustees on September 29, 2003:

1. Private Music Lesson Program instructors will be selected by the AISD Secondary music personnel from applications that are processed in the AISD fine arts office. Instructors' names must appear on the list of *Approved Instructors* before they are eligible to teach on AISD campuses.
2. The lessons are optional. Lessons are not a prerequisite for membership in any organization.
3. Students who choose to participate in the Private Music Lesson Program are taught once per week during the music class or before or after school.
4. Scholarships which offset the cost of the lessons will be available for students. Scholarships will be offered based on merit and need.

The purpose of this document is to provide the necessary tools for district-wide implementation of the Private Music Lesson Program. The campus program directors, the instructors, and the students and parents comprise the essential personnel of the program. Their individual participation and commitment to the program will determine the success of this enrichment opportunity for AISD students.



# Private Music Lesson Program Enrollment

(to be completed by the parent and returned to the program director)

The Abilene ISD Private Music Lesson Program offers individual instruction to students who are enrolled in its instrumental and vocal music programs.

Please read the information carefully before enrolling your child and keep it for future reference. If you have any questions, please call your child’s band, choir, or orchestra director.

Use your child’s legal name to complete the enrollment form. Return it to the campus director prior to the first lesson. **Checks should be made payable to the instructor.**

Please retain the attached policies for future reference.

**Please print or type.**

Student’s Legal Name \_\_\_\_\_ Grade \_\_\_\_\_

Father’s Name \_\_\_\_\_ Mother’s Name \_\_\_\_\_

Home Phone \_\_\_\_\_ Mobile Phone \_\_\_\_\_

Work Phone (father) \_\_\_\_\_ Work Phone (mother) \_\_\_\_\_

Mailing Address \_\_\_\_\_

City and Zip Code \_\_\_\_\_

E-Mail Address \_\_\_\_\_

School (circle)    AHS    CHS    Clack MS    Craig MS    Madison MS    Mann MS

Band, Choir, or Orchestra (circle one)    Instrument \_\_\_\_\_

Instructor Assigned (to be filled in by director) \_\_\_\_\_

Scholarship Award (to be filled in by director) \_\_\_\_\_

I have read and understand the policies concerning the Private Music Lesson Program.

By my signature below, I understand that an unexcused absence will result in my student being charged the full cost of the lesson.

Parent’s Signature \_\_\_\_\_

## Private Music Lesson Program Scholarship Requirements

Abilene ISD secondary music programs are committed to providing scholarship opportunities for students enrolled in the Abilene ISD Private Music Lesson Program. These scholarships are designed to encourage students who might not otherwise have the opportunity to study music privately. Scholarships are intended for students who have indicated a sincere desire to become better musicians and contribute their talents to the strengthening of their own musical organization. Private study is a very important means to becoming musically proficient.

Students must meet the requirements listed below in order to qualify for these scholarships.

- Students must be enrolled in the secondary music program.
- Students must submit a completed *Scholarship Application* form to their campus director.
- Scholarships awarded may be used for study only in the Abilene ISD Private Music Lesson Program.
- Students must remain academically eligible in order to retain the scholarship privilege.
- Scholarships will be awarded based on merit and need.
- Scholarship funds will be paid directly to the instructor.
- Scholarship funds will not be paid for unexcused absences from lessons.

*Scholarship Award Letters* will be mailed prior to the student's first lesson of the school year. Scholarship awards will terminate at the conclusion of each school year.



# Private Music Lesson Program Scholarship Application

(to be completed by student and parent and returned to campus director)

Student Name \_\_\_\_\_

Parent Name \_\_\_\_\_

Address \_\_\_\_\_ Zip Code \_\_\_\_\_

Home/Cell Phone \_\_\_\_\_ Daytime Phone \_\_\_\_\_

I am applying for a music scholarship for the following reason(s): \_\_\_\_\_

\_\_\_\_\_

I want to study privately because \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I understand that being awarded a music scholarship is a privilege. I will do my best to earn that privilege by being a responsible ensemble member. I commit to do the following things: practice, attend all performances, be present for all required rehearsals, remain academically eligible, and participate in all fundraising activities. I realize that my failure to adhere to this commitment may result in the forfeiture of this scholarship.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

I understand that a music lesson scholarship is a privilege. I will see that my child takes full advantage of this opportunity. I realize that the money to provide scholarships is derived from fundraising efforts. I recognize that one factor in the allocation of scholarship awards is the student's commitment to the program. I have read the student agreement above and will help my child fulfill that commitment. I understand that I must be a member of the organization's parent-support group, and that you will send me a list of the volunteer opportunities in which I may participate.

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

### For campus program use only

Instructor \_\_\_\_\_

Awarded \$ \_\_\_\_\_ per lesson



## Private Music Lesson Program Attendance Record

Instructor Name \_\_\_\_\_ Weekly Billing Period \_\_\_\_\_

Campus \_\_\_\_\_

Day	Date	Student Name	Student Signature
<b>Monday</b>			
<b>Tuesday</b>			
<b>Wednesday</b>			
<b>Thursday</b>			
<b>Friday</b>			

I certify that these hours are correct.

\_\_\_\_\_  
Instructor Signature

\_\_\_\_\_  
Director Signature







## Private Music Lesson Program Monthly Statement

Student Name \_\_\_\_\_

Total Cost per Lesson (check one)

\$10     \$15     \$18     \$20     \$22

Instructor \_\_\_\_\_

Student Scholarship per Lesson \$ \_\_\_\_\_

Date(s) of Lesson(s) 1. \_\_\_\_\_  
2. \_\_\_\_\_  
3. \_\_\_\_\_  
4. \_\_\_\_\_  
5. \_\_\_\_\_

Total Lesson Cost	\$ _____
Less Total Scholarship	- _____
Total Amount Due	\$ _____

Comments \_\_\_\_\_

Advance payment is due to the instructor on the first lesson of the month. Address all billing inquiries to your child's instructor. Checks should be made payable to

Instructor's Phone \_\_\_\_\_

Address \_\_\_\_\_

E-mail Address \_\_\_\_\_

City/Zip \_\_\_\_\_



## Private Music Lesson Program Monthly Statement

Student Name \_\_\_\_\_

Total Cost per Lesson (check one)

\$10     \$15     \$18     \$20     \$22

Instructor \_\_\_\_\_

Student Scholarship per Lesson \$ \_\_\_\_\_

Date(s) of Lesson(s) 1. \_\_\_\_\_  
2. \_\_\_\_\_  
3. \_\_\_\_\_  
4. \_\_\_\_\_  
5. \_\_\_\_\_

Total Lesson Cost	\$ _____
Less Total Scholarship	- _____
Total Amount Due	\$ _____

Comments \_\_\_\_\_

Advance payment is due to the instructor on the first lesson of the month. Address all billing inquiries to your child's instructor. Checks should be made payable to

Instructor's Phone \_\_\_\_\_

Address \_\_\_\_\_

E-mail Address \_\_\_\_\_

City/Zip \_\_\_\_\_

**Abilene Independent School District**

241 Pine Street • Abilene, Texas 79601 • (325) 677-1444

**Private Music Lesson Program  
Procedures for Instructors**

- Once you have completed the application requirements, your name will appear on the list of *Approved Instructors* (refer to the *PMLP Checklist*).  
All PMLP forms are attached hereto and located on the AISD Website, [www.abileneisd.org](http://www.abileneisd.org) under “Departments”, then “Fine Arts”, then under the folder containing documents for “Private Music Lesson Instructors”.

**Setting Up Lessons**

- Contact the campus director to determine his/her interest in your instructor services (refer to the *Directory*).
- Contact the student and parents that show interest in taking lessons to schedule the lesson time. Be proactive regarding lesson schedules, the school calendar, and other conflicts due to student activities. **Provide your contact information to your students** so that they can contact you. Check your messages daily.
- Make arrangements with the director for the building to be open if you plan to arrive early or stay after school hours. A band, choir, or orchestra director must be in the building when lessons are being taught.

**Billing**

- Prepare and mail the first *Monthly Statement* for each student, subtracting any scholarship funds awarded from the final balance.** You are responsible for the collection of lesson fees. The following rate structure will be used to determine instructor rates for a half-hour lesson (lessons can be 25 minutes if taught during a 50 minute class period). AISD will not set or limit the rate structure for 45 or 60 minute lessons.

\$22	Doctoral Degree in Music
\$20	Master’s Degree in Music
\$18	Bachelor’s Degree in Music
\$15	Bachelor’s Degree not in Music
\$10	Non-degreed instructors

*Statements must indicate the dates that lessons will be given as well as the amount due.*

- Students are to be taught a full scheduled lesson. Start on schedule and dismiss your students on time so as not to shortchange another student's lesson time. (Group lessons are not to be used as a means to make up for missed lessons.)

## Attendance

- Use a new *Attendance Record* for each calendar week of lessons. Please make sure the dates of the lessons are recorded accurately. Students must sign the *Attendance Record* each time they receive a lesson. The instructor may not sign a student's name. If scholarships are paid by activity funds, you will also need to complete pink time sheets for each week of lessons.
- Turn in your original *Attendance Record* forms monthly to the director, along with pink time sheets (if necessary). **Failure to give the director the *Attendance Record* forms monthly could jeopardize their ability to pay you the scholarship money.** Retain a copy of the *Attendance Record* forms for billing purposes. You will receive scholarship reimbursement only for those lessons which are actually taught.
- Mark an unexcused absence with a "U". A student who receives an unexcused absence will be billed for the lesson and will not receive a makeup lesson. Students are to notify instructors at least 24 hours in advance to be excused from a lesson. Failure to do so will result in an unexcused absence. Scholarship funds will not be awarded for unexcused lessons. Emergencies due to illness and other extenuating circumstances will be addressed on a case by case basis. It is the instructor's responsibility to check messages regularly and to document all correspondence with students and parents on the *Attendance Record*.
- Students can be dismissed from the program after two unexcused absences. If the instructor wishes to drop a student from the program, the director and parent should be notified prior to termination.
- It is important that the lessons be given on a regular schedule. If you are unable to teach on a scheduled day, notify the student, parent, and the director in advance. Arrange for the makeup lesson as soon as possible. (A director should not be asked to notify your students unless there is an emergency.)

## Teaching Material

- Use materials that supplement the music curriculum. You are encouraged to check with the program director or Director of Fine Arts regarding preferred method books, teaching techniques, and counting system. The instructor should compare teaching terms and expressions in order to be consistent with the AISD curriculum.
- The instructor should demonstrate proper tone, technique, and pedagogy at every lesson. Music reading skills, including sight reading, should be taught weekly.

- Instructor should teach students how to practice and how to establish a practice routine.
- Instructor is to accept responsibility for motivating students as well as for presenting materials, methods, and concepts.
- Instructor is to maintain close contact with directors and is to be in agreement before making pedagogical recommendations to students.
- Lessons should be reserved for the teaching of supplemental material. Class repertoire may be used to reinforce musical concepts occasionally, but such instances should be kept at a minimum.
- Instructors should keep a record of your assignments and give a copy to the student.
- Expectations of a student's progress should be based on individual ability and not on the level of the ensemble in which the student is enrolled.

### **Conduct**

- Be extremely professional in your conduct, language, and attire.
- Wear an AISD ID badge at all times when on any AISD campus. Follow campus procedures regarding signing in and out.

Instructor Documents Following

**Abilene Independent School District**

241 Pine Street • Abilene, Texas 79601 • (325) 677-1444

## Applicant Checklist

I appreciate your interest in the Abilene Independent School District's Private Music Lesson Program. This packet provides the forms you will need to complete for application to serve as an independent music instructor.

The following items are required in order for you to become an instructor in the AISD Private Music Lesson Program:

- (1) Instructor Application
- (2) Instructor Agreement – (signed and submitted annually)
- (3) Transcript from your highest degree earned (unofficial copy)
- (4) Fingerprinting from AISD approved vendor
- (5) Orientation meeting with Director of Fine Arts
- (6) AISD ID badge
- (7) You are encouraged to obtain professional liability insurance. The Texas Music Educators Association membership form and application for liability insurance are available at [www.tmea.org](http://www.tmea.org).

As a reminder, those on the approved list of music instructors are eligible to conduct lessons in our schools. The same instructors are also eligible to receive scholarship funds for private lessons through our music booster organizations or campus activity accounts.

Thank you for your interest in becoming an instructor in the Abilene ISD Private Music Lesson Program. Please let my office know if you require assistance as we are here to help.

Sincerely,



Jay Lester  
Executive Director of Fine Arts



**Private Music Lesson Program  
Instructor Application  
P.O. Box 981  
Abilene, TX 79604**

Please print or type.

<b>Last Name</b>	<b>First Name</b>	<b>M.I.</b>	<b>Date</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Street</b>			<b>Apt #</b>
<input type="text"/>			<input type="text"/>
<b>City</b>	<b>State</b>	<b>Zip Code</b>	<b>Area Code</b> <b>Home Phone</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>E-mail Address</b>			<b>Area Code</b> <b>Cell Phone</b>
<input type="text"/>			<input type="text"/>

<b>Primary Instrument:</b> _____
<b>Instrument(s) You Will Teach:</b> _____
<b>Other Private Teaching Specialization:</b> _____
<b>Total Years Teaching Experience:</b> _____
<b>Degree(s):</b> _____ <b>Major:</b> _____ <b>Year:</b> _____ <b>Institution:</b> _____
<b>Degree(s):</b> _____ <b>Major:</b> _____ <b>Year:</b> _____ <b>Institution:</b> _____
<b>Degree(s):</b> _____ <b>Major:</b> _____ <b>Year:</b> _____ <b>Institution:</b> _____

Private Teaching Experience (please list)					
From	To				
Month/Year	Month/Year	District	School	Director	Phone

Professional Training (please list)			
From	To		
Month/Year	Month/Year	Teacher	Instrument

Professional References			
Name	Position	Phone	Email

I affirm that the above information is true and accurate. \_\_\_\_\_

Signature



## Abilene ISD Private Music Lesson Program Instructor Agreement 8-1-21 to 7/31/22

The district recognizes the importance of the independent music instructor and how they provide musical enrichment to the students enrolled in the music programs of the district. The instructor agrees to the following conditions:

1. The instructor agrees not to exceed the maximum allowable charge per 25-minute lesson, currently \$22 (Doctoral degree in Music), \$20 (Master of Music), \$18 (Bachelor of Music), \$15 (Bachelor's degree not in music), or \$10 (non-degreed instructors). Instructors will be responsible for their own tax accounting.
2. The instructor agrees to handle all billing directly with the parent/student. Scholarship awards will be paid in arrears by the organization booster club or the campus activity fund.
3. The instructor agrees to be available to provide musical instruction to students enrolled in a choir, band, or orchestra program of the district.
4. The instructor agrees to cooperate with the campus director in the scheduling of lessons so that lessons do not conflict with the student's other academic or extra-curricular pursuits.
5. The instructor agrees to prescribe instructional materials to the student that meet district curriculum standards and are accessible to the student at a reasonable cost.
6. The instructor agrees to attend all scheduled music lessons unless prevented by illness or other good cause. When lessons must be missed, the instructor will give students reasonable notice of not less than twenty-four (24) hours, except in cases of emergency. In all cases, the instructor will notify the student, parent, and the program director.
7. The instructor agrees to communicate with the director periodically about any upcoming changes that could potentially alter the daily schedule of classes.
8. The instructor agrees to comply with all applicable laws, Board policies, and rules pertaining to, but not limited to, dress code, conduct, and the use and/or possession of drugs, alcohol, tobacco, or weapons on district property.
9. The instructor agrees to follow the *Code of Ethics and Standard Practices for Members of the Texas Music Educators Association*. These can be found at [www.tmea.org](http://www.tmea.org).
10. The instructor is encouraged to procure and maintain liability insurance which would cover any activity described in this agreement and to indemnify and hold the district harmless from all claims, demands, causes of action, judgments, and liabilities which may arise out of or in connection with this agreement.
11. The private music lesson program is under the direct supervision of the campus music director and the campus principal. All district rules and/or campus regulations are expected to be followed.
12. This agreement may be terminated at any time by either party.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director of Fine Arts

\_\_\_\_\_  
Date

**AISD Band, Choir, and Orchestra Directors**

<b>Campus</b>	<b>Director</b>	<b>Telephone Number</b>	<b>Email Address</b>
<b>BAND</b>			
AHS	Jonathan Kraemer	677-1731, ext. 1827	jonathan.kraemer@abileneisd.org
AHS	Tyler Jacks	677-1731, ext. 3255	tyler.jacks@abileneisd.org
AHS	Christina Hurlbut	677-1731, ext. 7738	christina.hurlbut@abileneisd.org
CHS	Matthew Raines	691-1000, ext. 1706	matthew.raines@abileneisd.org
CHS	Jessica Fox	691-1000, ext. 4354	jessica.fox@abileneisd.org
CHS	Patrick Stevenson	691-1000, ext. 1830	patrick.stevenson@abileneisd.org
Clack MS	Pearl Gonzales-Owens	692-1961, ext. 5751	pearl.owens@abileneisd.org
Clack MS	Lance Mosley	692-1961, ext. 3044	lance.mosley@abileneisd.org
Craig MS	Dale Pfrimmer	794-4100, ext. 3081	dale.pfrimmer@abileneisd.org
Craig MS	Alanna Curley	794-4100, ext. 5559	alanna.curley@abileneisd.org
Madison MS	Paula McGrew	692-5661, ext. 7217	paula.mcgreg@abileneisd.org
Madison MS	Jenny Reece	692-5661, ext. 7290	jennifer.reece@abileneisd.org
Mann MS	Amber Moore	672-8493, ext. 1272	amber.moore@abileneisd.org
Mann MS	Emma Hoover	672-8493, ext. 8438	emma.hoover@abileneisd.org
<b>CHOIR</b>			
AHS	Wendy Weeks	677-1731, ext. 8956	wendy.weeks@abileneisd.org
AHS	Remel Derrick	677-1731, ext. 1681	remel.derrick@abileneisd.org
CHS	Cara Naizer	691-1000, ext. 8025	cara.naizer@abileneisd.org
CHS	Josh Westman	691-1000, ext. 3700	joshua.westman@abileneisd.org
Clack MS	Benjamin Hinkie	692-1961, ext. 8101	benjamin.hinkie@abileneisd.org
Craig MS	Lyndsey Ransford	794-4100, ext. 8115	lyndsey.ransford@abileneisd.org
Madison MS	Maddison Jones	692-5661, ext. 8802	maddison.jones@abileneisd.org
Mann MS	Ginnylou Murphey	672-8493, ext. 5909	ginnylou.murphey@abileneisd.org
<b>ORCHESTRA</b>			
AHS/CHS	Darcy Radcliffe	677-1731, ext. 2284	darcy.radcliffe@abileneisd.org
AHS/CHS	Fred Grigg	677-1731, ext. 7750	lawrence.grigg@abileneisd.org
Clack MS	McKenzie Rangel	692-1961, ext. 8524	mckenzie.rangel@abileneisd.org
Craig MS	Ali Blackwell	794-4100, ext. 1112	ali.blackwell@abileneisd.org
Madison MS	Candi Ice	692-5661, ext. 8235	robin.ice@abileneisd.org
Mann MS	Caitlin Clark	672-8493, ext. 2146	caitlin.clark@abileneisd.org