

Clark Middle School Band Private Lesson Teacher Handbook

Thank you for your interest in teaching private lessons at Clark Middle School. This document is intended to be a definition of professional expectations associated with this position. If any item is unclear, please feel free to contact us. Please consult the website Clarkband.org, for updated schedules and forms.

Band Director, Ben Katz
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Assistant Band Director, John Timpani
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Overview & Expectations

The purpose of our private lesson program is to give the band students the opportunity to study with a professional musician. You provide the students with many qualities to emulate: a characteristic sound, proper breathing, posture, proper hand position, technical ability, and superb musicianship. We do not have your depth of knowledge in all instrument families. You are also responsible for nurturing the love of the instrument by encouraging concert/recital attendance, historical background, and performance practice. Private teachers are expected to challenge the students who are advanced and remediate the weaker students. There is no such thing as a “one-size-fits-all” curriculum in a private teaching studio, as this is the time where individual needs of the student are paramount.

In accordance with Frisco ISD regulations, all Private lesson teachers are required to submit information for a criminal background check and must obtain, at their own expense, “Teacher Liability Insurance.” A year’s insurance from either the [NFHS Music Association](#) or the [Texas Music Educators Association](#). This insurance is for your protection and for the protection of the school district. The band directors can provide you with the appropriate forms. Private teachers are expected to appear for their scheduled lessons on time, dressed business casual. **No shorts or jeans during the school day please.**

Schedule

The school day begins at 8:25am and ends at 3:35pm. Clark Middle School has band every day for 46 minutes divided into 8 periods a day. Private teachers have the freedom to set their own schedule for before school (starting at 7:30) and during school lessons. A band director must be present on campus for any afternoon/evening lessons. Daily after school lessons until **5:00pm** are acceptable; however, on **Tuesdays**, a band director may stay as late as **7:00pm** for you to teach if necessary.

Clark students taking lessons **during the school day** will receive a **23 minute lesson** at the same price as a 30 min. lesson. Consequently, students who lose instructional time taking lessons during the school will be given a **FREE** make-up lesson, by the instructor, at the end of each semester. This is so you can avoid the hassle of accounting of prorated lesson fees. We have had this policy since the school opened and have had no parent complaints.

The Clark Band Boosters graciously provide financial assistance to qualified students who wish to take private lessons. Students must fill out a Scholarship Application Form and be approved by the booster scholarship committee before being placed on scholarship. **The band booster scholarship will pay half (\$10) of the weekly fee, with the remaining half the responsibility of the student.** The boosters will not pay for missed lessons. The students must pay the full amount to the teacher for any missed lessons. Private teachers will need to complete a Scholarship Reimbursement Form to be reimbursed for half the

lessons. **These forms are due in the appropriate box (on top of the file cabinet) by end of each month.**

Compensation

Compensation is derived entirely from the student payment for lessons. The rate for all private lessons at Clark Middle School is **\$20.00** per half hour lesson. **The students pay the teacher directly!** It is entirely up to the teacher to accurately account for and collect money. Band directors will provide you with a collection envelope to aid you in collecting money. Parents should be encouraged to pay **one month** in advance for their lessons. We suggest the before their last lesson of the month, e-mail them the night before as a reminder of the new month.

Lesson Attendance Policy

Since we are dealing with middle school students, there exists a fine line between understanding the maturity level and irresponsibility. The following is our policy on lesson attendance:

Excused Student absence: You are contacted either 24 hours before the missed lesson or less than 24 hours if able to rearrange your schedule to fill the time slot. No harm, no foul.

Unexcused Student absence: The **first unexcused absence** that is a no show and no prior communication is forgiven and the teacher should remind the parents and student. You should contact the parent **immediately** and remind of the consequences of future unexcused absences. For **second unexcused absence and subsequent absences**, the student is charged for the lesson.

You are responsible for setting your own schedule. You are also responsible for personally notifying students if you will not be able to attend a lesson. Please, provide your schedule of students to a band director, and list any **available spots** so that may assist you in filling them.

Communication

Please communicate with the parent or legal guardian directly with a phone call, text or e-mail. Do not communicate directly with a student through text, or any other form of on-line communication unless you set-up a third party contact program such as [Remind101](#).

If you choose do so, then you must CC your communication with the parent or legal guardian.

Failure to do so, may result in immediate termination

Please avoid any conversation not pertinent to the student's musical experience.

If you need assistance setting up a Remind101 application, please see a band director.

Resignation/Termination

We understand that many of our private teachers are college students and have schedules which fluctuate from semester to semester and year to year. Should a private teacher become unable to continue teaching private lessons at Clark Middle School it is expected that: (1) they give two weeks or more notice; & (2) help recruit a replacement by providing the band directors with the names and telephone numbers of suitable replacements.

The band director or school principal reserves the right to terminate the private lesson teaching of Clark students (either on or off campus) for any reason including, but not limited to the following: Moral turpitude, fraudulent accounting of funds, abusive teaching, pedagogical disagreements, habitually missing lessons, belligerence, and theft.

Signature Page

Please sign and return this page to us before teaching your first lesson at Clark Middle School.

I, _____ understand the policies and guidelines for teaching private lessons for the Clark Middle School Cougar Band.

Name PRINTED

Signature

Date

Mailing Address: _____

City _____ ZIP CODE _____

Email Address _____

May we publish your telephone # and e-mail on our web site? _____

Please check which number you would prefer we post on-line.

Home Phone (_____) _____

(or)

Cell Phone (_____) _____

Liability Insurance Carrier _____