2020-21 Private Lessons (Revised July 2019)
Private lessons may be offered to CISD instrumental/vocal music students. This page contains the guidelines that are to be followed for this program:

CISD Band/Choir/Orchestra Director Responsibilities

The band/choir/orchestra directors at their campus are responsible for coordinating their private lesson program:

Specifically:

➢ Securing approval for private lesson program through their building principal.

➢ Recruiting private lesson music teachers (all recommended private lesson teachers must come from the CISD approved list of teachers through the process outlined below).

➢ Scheduling facilities for private music lessons. A “Building Facility Use Application” form should be turned in by the band/choir/orchestra director after the private lesson schedule is established.

➢ Scheduling the supervision of private lesson teachers (private lesson teachers may not be left unsupervised in the building).

Private Lesson Application Process

1) Potential Private lesson teacher obtains application from Fine Arts website
   http://www.conroeisd.net/department/ci/fine-arts/

2) Potential Private lesson teacher fills out form and returns it to Fine Arts office by mail, in person to:
   Fine Arts Office 3205 West Davis, Conroe TX 77304 or email to svein@conroeisd.net

3) Potential Private Lesson teacher completes website instructions at https://apps.conroeisd.net/Volunteer/ (See Help page below)

4) Fine Arts office submits application to HR for background check.

5) HR Notifies Fine Arts office when a Private Lesson teacher has been cleared to begin teaching.

6) Fine Arts Office notifies Private Lesson Teacher of approval status.

7) Private Lesson teacher comes to Fine Arts Office and pays $100.00 per year, non-refundable fee to CISD. In CASH OR CHECK ONLY. We cannot accept Debit or Credit Cards

8) Private Lesson teacher is issued a CISD badge, which must be worn while teaching lessons.

9) Campus/Program is notified that the Private lesson teacher has been cleared to start teaching

10) Private Lesson teacher’s name will be added to the approved lesson teacher list, available through the CISD Fine Arts website.

CISD Private Lessons Program Policies

➢ Private lesson teachers may not start teaching until: 1) the Private Lesson Application process has been completed 2) they have paid the building usage fee directly to the Fine Arts Office and have been issued a badge; 3) they have been notified by the Fine Arts office that they are cleared to teach.

➢ Lesson Rates (fees) for private music lessons will be at the discretion of each private lesson teacher. Fees and payment arrangements are made between Private Lesson Teacher and parents. CISD personnel are not involved.

➢ No private lessons may be provided to non-CISD students under this arrangement.

➢ Any problems concerning rescheduling of lessons or Private Lesson teacher absenteeism will be handled at the building level by the band/choir/orchestra director.

➢ Private Lesson teachers must wear a CISD badge while teaching lessons. This badge is the property of CISD. Teachers may keep their badge from year to year.

➢ At no time will any building keys be issued or loaned to ANY private lesson teacher. It is the responsibility of the band/choir/orchestra teacher to ensure the security of the facility.

➢ No lessons are to be taught on Sundays or scheduled CISD holidays.
CISD Private Lessons Program Policies (continued)

❖ CISD Teachers may not specifically recommend only one teacher for a lessons program on their campus. For lessons taught on CISD Campuses, CISD teachers may only recommend teachers who have completed the Lessons application process and are on the approved list.

❖ Upon request, the Private Lesson teacher must supply to the band/choir/orchestra director, and to the CISD Fine Arts Office, a current list and schedule of CISD students who are their private students at CISD campuses.

❖ Application process must be renewed each school year.

For CISD Teachers who wish to teach lessons
Procedure:

1) CISD Teacher obtains application from Fine Arts website
   http://www.conroeisd.net/department/ci/fine-arts/
   and returns it to Fine Arts office by mail, in person to:
   Fine Arts Office 3205 West Davis, Conroe TX 77304   or email to svein@conroeisd.net
2) Campus/Program is notified that the Private lesson teacher has been cleared to start teaching
3) Private Lesson teacher’s name will be added to the approved lesson teacher list, available through the Fine Arts website.

Policies:

❖ CISD teachers may teach private lessons, but may not teach students enrolled in their classes/programs, (Board Policy Manual-Section DBD) or potential future students within the vertical feeder program.

❖ This applies all year even when school is not in session.

❖ CISD teachers may not use their classrooms for private lesson instruction.

   Variation from any of these policies must be requested in writing from the Fine Arts Office
Follow website instructions at [https://apps.conroeisd.net/Volunteer/](https://apps.conroeisd.net/Volunteer/)

On third screen, check “other” and specify “Lessons Teacher”

On fourth screen, choose “Fine Arts/Private Tutor” and click ADD