

2020-21 Private Lessons *(Revised July 2020)*

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

Remote Private Lesson Instruction: (Only option currently available, as of July 2020)

1. **Obtain, complete, & return 2020-21 Private Lesson Application from our website.** (<http://www.conroeisd.net/department/ci/fine-arts>). Return by email (svein@conroeisd.net) or postal service (Fine Arts Office 3205 West Davis, Conroe TX 77304).
2. **Complete request for background check.** (<http://www.conroeisd.net/parents/get-involved/>) **DO NOT** select a specific campus, select Fine Arts/Private Tutor. Your approval will not be routed to Fine Arts if you chose a campus.
3. **You will be notified by email when you have been approved to begin remote private lessons.**

Face to Face Private Lesson Instructions: (Unavailable until further notice)

1. **Obtain, complete, & return 2020-21 Private Lesson Application from our website.** (<http://www.conroeisd.net/department/ci/fine-arts>). Return by email (svein@conroeisd.net) or by postal service (Fine Arts Office 3205 West Davis, Conroe TX 77304).
2. **Complete request for background check.** ([conroeisd.net/parents/get-involved/](http://www.conroeisd.net/parents/get-involved/)) **DO NOT** select a specific school(s) but select Fine Arts/Private Tutor. Your approval will not be routed to Fine Arts if you chose a campus.
3. **Submit a \$100, non-refundable, Building use fee by check/cash. Sorry, we do not accept other payment methods.**
4. **Schedule an appt with Fine Arts Department to have an ID badge issued. Previous years badges will no longer be acceptable. After the above steps have been completed, you will be approved to begin in person private lessons.**

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.

❖ 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

Help Page

Follow website instructions at <https://apps.conroeisd.net/Volunteer/>

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

Email Address
Email Address

Driver's License Information
License Number Texas

Volunteer Affiliation(s)

- Booster Club
- Business Partner
- Community Organization Partner
- Parent, Guardian, or Grandparent
- Project Mentor
- PTA
- Retiree
- CISD Student
- College Student
- Other

Club Name
Partner Name
Partner Name

Lessons Teacher

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

Available Schools
Select from the list below and click 'Add' after each campus.

- Caney Creek High School
- Collins Intermediate School
- Conroe 9th Grade High School
- Conroe High School
- Cox Intermediate School
- Creighton Elementary School
- Cryar Intermediate School
- David Elementary School
- Deretchin K-6 School
- Fine Arts/Private Tutor
- Ford Elementary School
- Galatas Elementary School
- Giesinger Elementary School
- Glen Loch Elementary School
- Grangerland Intermediate School

Add

Remove

If you have a student(s) at one of these sch

Student Name(s)