

**Instructor Fee Scale:**

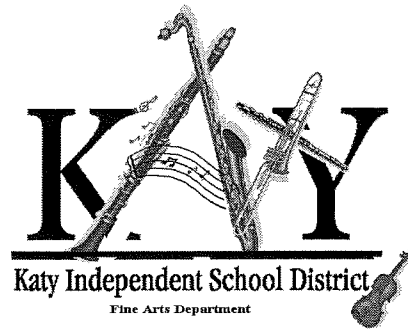
Level 1.....\$18.50 per lesson

Level 2.....\$20.50 per lesson

Level 3.....\$22.50 per lesson

Level 4.....\$24.50 per lesson

Lesson = 30 minutes of instruction.



Welcome to the Katy ISD Private Lessons Program! Information concerning the program is provided in this pamphlet. If you have questions, please do not hesitate to contact the Private Lessons Office at 281-396-2380.

**PLP Level Distinctions:**

**Level 1:**

Non-Degreed  
0 - 4 years of experience

**Level 2:**

Bachelor Degree  
5 - 9 years of experience

**Level 3:**

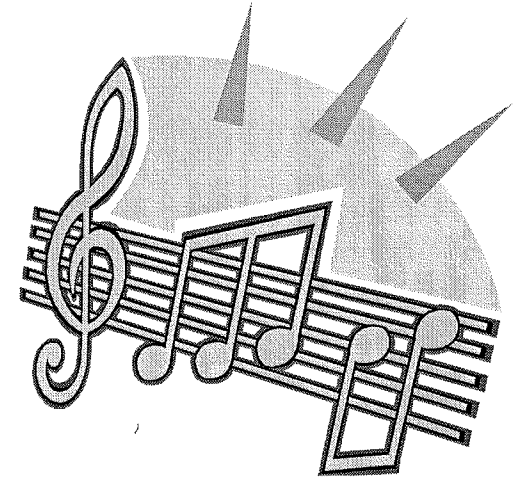
Master Degree  
10-14 years of experience

**Level 4:**

Doctorate Degree  
or Artist Level  
15 + years of experience

*Inspire Lifelong Engagement  
in the Arts*

**Parent/Student  
Guidelines**



**Katy ISD  
Private Lessons  
Program**

*Katy Independent School District  
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Katy, TX 77492-0159*

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Fax: 281-644-1813  
laurabich@katyisd.org  
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## ***INSTRUCTOR SAFETY SCREENING***

Private Lesson Instructors (PLI) have completed all required paperwork and are approved to teach students in grades 6-12 on any Katy ISD campus.

### This paperwork includes:

Instructor Private Lesson Application  
Instructor Private Lesson Program Agreement  
Criminal History Check  
Fingerprinting  
Bodily Injury & Property Damage Waiver

***All lessons are monitored by a Katy ISD employee.*** Katy ISD provides a list of all approved instructors to all Katy ISD junior high and high school music directors.

## ***ELIGIBLE STUDENTS***

Only Katy ISD students in grades 6-12 currently enrolled in their respective music organizations are eligible for the Private Lessons Program.

***Band (Band Instruments)***  
***Choir (Vocal)***  
***Orchestra (String Instruments)***

## ***INSTRUCTION DATES/TIME***

- KISD Private Lesson Program starts Aug 1 and runs through May 31.
- Lessons may not begin until after school has been dismissed for the day.

## ***SIGNING UP***

- **Student** desiring private lessons instruction must complete a *Student Application Enrollment Form*. Forms will be sent home by campus directors to interested students.
- **Parent** - fill out all information carefully and legibly so that PLP instructor can contact you.
- **Student** - Return form to Music Director
- **Student/Parent** - will receive a copy of Student Application Enrollment Form with PL Instructor assigned as their instructor.
- **Private Lesson Instructor** - will contact parents to decide on lesson schedule, payment level, contact information and a possible 4 week deposit at first instructor/student meeting. See **INSTRUCTOR FEE SCALE** on back.

## ***SCHEDULING STUDENTS***

Music directors will receive ***completed*** form from student, review information and choose the best PLP instructor for student. The form will be forwarded to PLP Instructor. The PLP Instructor will contact parent and together decide upon a suitable schedule for instructor and student to begin lessons.

## ***WHAT IF I DO NOT HEAR FROM PRIVATE LESSON INSTRUCTOR IN A REASONABLE AMOUNT OF TIME?***

- Make sure that student has turned in form to music director
- Give directors 2 weeks time (after form is turned in) to process all the forms and interview PLP Instructors
- Contact the music director on campus
- After all the steps above are completed with no resolution, contact the Fine Arts Private Lesson Office at 281-396-2380.

## ***ATTENDANCE***

The PLP Instructor will record attendance on tracking sheets for each day's lessons. Copies of the form are turned in to campus music director for signature and verification and then forwarded to the Fine Arts Office.

Student lesson attendance is to be recorded according to the following criteria:

- ***Present (P)*** - student is in attendance and receives a lesson from the PLP instructor and is charged according to beginning/ending lesson time.
- ***Excused (E)*** - student is not in attendance but has provided instructor with 24 hour notice of absence, so that a make-up lesson may be scheduled, or will not be charged for the lesson if no make up can be scheduled.
- ***Unexcused (U)*** - student is absent and has not notified the instructor for 24 hours prior to lesson time. Student/parent will be charged for an unexcused lesson. (PLP Instructor and parent/guardian are responsible for settling any disputes regarding unexcused absence).

## ***FEES***

The PLP Instructor will collect a fee according to the teachers payment level (see inside of brochure to find payment level) per each 30 minutes of instruction given (P) or unexcused lessons charged (U) from student/parent. **Lesson fees may be collected at the beginning of each month at PLI's discretion.** Excused absences can be rescheduled per arrangement between student/instructor. **Monthly collection of fees is strictly a transaction conducted between PLP Instructor and student.**