



TOMBALL I.S.D. PRIVATE MUSIC LESSON PROGRAM PRIVATE TEACHER GUIDELINES

PERSONNEL PROCEDURES

In order to teach in Tomball I.S.D. we must have the following information on file:

1. Application
2. W - 9 Form (Request for Taxpayer Identification Number)
3. Background Check

You may come to the music office at the Central Administration Building to turn in these forms or leave them with a choir or band director. Returning teachers need only update changes in personal information as applicable.

RETURNING TEACHERS

If you were employed as a Private Lesson Teacher in Tomball ISD last school year then it is only necessary to complete the top half of the first page of the Teacher Application. You will not need to get a new ID Badge if you still have yours from last year. If you have misplaced your ID Badge please follow the procedure below to obtain a new one.

ID BADGES:

ID Badges are required to enter any Tomball ISD campus. Complete the TISD Badge Authorization form and have it signed by Brad Bouley, Director Fine Arts. You may obtain an ID Badge by contacting Mayra Cortes in the Personnel Office at 281-357-3100 ext. 211. You will need to go to her office, located in the Central Office Building at 221 W. Main Street in Tomball, to have your badge made. Badges are made Monday through Friday, from 8:00 – 12:00 and 1:00 – 4:00.

STUDENT INFORMATION

The director will give you a list of students to teach with their telephone numbers. You should contact the student and parent and let them know what days you are going to teach and what time slots you have available. Be sure the parent is notified of the lesson day and time as well as the student.

Be sure and obtain as many phone numbers as appropriate for the parents of each student so you can get in touch with them in the event of an unexcused absence or in the event that you have to cancel a lesson.

At the student's first lesson make sure the student has your number and the best time to reach you so they can contact you. It is recommended that you have an answering machine so parents and students can leave messages. Check your machine before you start your lesson day. Please have an appropriate greeting on your machine.

A student may not receive a lesson until an enrollment form **and** deposit are on file for each student. The enrollment form is vital for the efficient processing of the lesson program. A student may not receive a lesson until their name appears on your attendance sheet indicating that they are enrolled and have a deposit on file. **You will not be paid for lessons given to a student unless the enrollment form and deposit are on file in the music office.**

LESSONS

A director (band or choir) must be on campus when lessons are taught.

Students are to be taught a **full 25-minute** lesson.

Check with the director on preferred method books, teaching techniques, and counting system. Compare teaching terms and expressions used with the director. Communicate with the director if a student is confused or there is a question over any of these areas.

Stay on schedule when teaching.

Any day you do not teach please notify in advance the student, **and the director at the school where you teach.** In an emergency the director must be called so your students can be notified. **Remember students are required to notify you in the event of an absence or they must pay for the lesson. Please give them the same consideration.**

ATTENDANCE SHEETS

You will get your attendance sheets from the directors. **Please fill in these sheets completely and accurately.** Make sure that the **date the lessons are given** is marked at the top of the attendance sheet. The date printed on the form refers to when the attendance sheet was printed not necessarily the actual lesson date. Attendance sheets that do not contain all of the necessary information will be returned to the director. A delay in payment can result if attendance sheets have to be returned.

Use a new attendance sheet for each day of lessons. Do not put lessons from more than one day on the same attendance sheet. Please make sure the date of the lesson is recorded accurately. Parents receive a statement with the date of each lesson. An incorrect date can cause confusion for parents when they are billed for a lesson on a day when the student could not have taken a lesson.

Students must sign the attendance sheet each time they receive a lesson. Students that are absent and do not notify you should be marked with **U** for an unexcused absence. **A student that receives a U or an "unexcused absence" will be billed for the lesson. Do not schedule a make up lesson for an unexcused absence.** Students are to notify you a day in advance to be excused from a lesson. **This rule does not apply to a student who has an emergency, gets sick during the night before or day of a lesson.** The parent or student should leave word on your answering machine as to why they can not take a lesson. It is important that you check your machine and with the band or choir director before you start teaching lessons for the day. If a student does not attend a lesson and you have not been notified, mark the student unexcused. **Attempt to contact the parent during the lesson time.** Call them using the phone numbers you obtained from the student at their first lesson. Leave a message if you are unable to reach them and ask them to call you to discuss the unexcused absence.

The name of the person you talked to or the phone number where you left a message and the time should be documented on the attendance sheet. In order to be paid for a second consecutive unexcused absence, contact with the parent is required. After two consecutive unexcused absences, you and the parent should decide if the student is going to continue taking lessons. If a disagreement appears to be developing notify the director immediately.

When a parent drops a student from the program or you drop a student due to excessive absences, please notify the director first.

Turn in your attendance sheets each day for the director to sign and turn in to the music office. Please do not hold attendance sheets, it may delay your check by one month.

The billing procedure and payroll procedure, will not work unless attendance sheets are carefully completed and have every student accounted for.

SUSPENDED STUDENTS

If a student's account is past due, that student will be "**Suspended**" from lessons until payment is received. The word "Suspended" will appear on the line in place of the student signature on the attendance sheet. **No lessons may be given to the student during the suspension period.** As soon as payment is received in the Music Office the "Suspended" will be removed from the attendance sheet and lessons for that student may resume. **Do not take a student's word that a payment has been made or that it is was for the correct amount.** You will not be paid for lessons given to suspended students unless we are able to collect the entire amount due.

If after one month of suspension a student does not make a payment to bring his/her account current the student will be withdrawn from the program.

The band or choir directors should print attendance sheets daily to reflect the most current status of a student.

PAYROLL INFORMATION

For 25-minute lesson the teacher receives \$19.25.

Paychecks are mailed by the end of each month for the lessons you taught the previous month. Each month you will receive a printout with the names of students and the number of lessons they received. Please review for accuracy.

It is important to keep the music office informed if you move or change phone numbers. You must let payroll know in writing when you have an address change. If you send your new address to the private lesson office we can take care of this for you.

MUSIC OFFICE: The number for the Music Office is (281) 357-3100 ext. 247.

Email: bradleybouley@tomballisd.net