

William B. Travis High School Private Lesson Program General Policies & Procedures

Scheduling:

- Scheduling with a private lesson teacher will be done as quickly as possible.
- An occasional delay in placement might occur due to teacher availability.

Lesson Location:

- Private lessons will usually take place at the current school of enrollment (or facility agreed upon by teacher / parent).

Billing

- Payment is due before the 28th of current month.
- Lesson rates are \$17 per 30-minute lesson,
- Payment checks should be paid directly to the instructor.

Financial Statement

- Lack of personal financial resources may not prohibit a student from participating in the private lesson music program.
- Please contact Mr. Carter should you have any questions regarding this matter.

Absence from Lessons:

- Once assigned a lesson time, students are expected to attend.
- *No show/ No call* is an unexcused absence for lessons.
- Unexcused lessons will be charged to the student.
- A student who wishes to be excused from his/her lesson should contact **the private lesson teacher** at least 24 hours in advance. **(Contacting a director or school attendance office does not excuse an absence.)**
- It is important that students obtain their assigned private teacher's phone number and/or email so that contact can be made easily.
- **STUDENTS/Parents are responsible for making contact with their teacher in order to be granted an excused absence.**
- Notice for absences for school events should also be given (Private Lesson

teachers are not employees of FBISD and are unaware of "special event" days).

- Emergency situations on the day of the lesson will be the only excuse for failing to give the required 24-hour notice. However, the teacher must still be notified. Failure to do so, will result in the account being charged for the lesson.
- Keep your private lesson teacher informed of what is coming up (Pep rallies, testing, field trips – it is your responsibility to cancel/reschedule lessons).

Termination of Private Lesson program:

- Students should inform their directors and private lesson teacher of their intention to terminate lessons **in writing**.
- Lessons are designed primarily to teach fundamental concepts and utilize the characteristic literature of a particular instrument rather than to rehearse music a student is performing in a school organization.
- Students may be asked to furnish outside materials.

Commitment

- Students and parents are asked to commit to the private lesson program for the entire YEAR, if you find it necessary to terminate lessons we ask that this be done at semester break (**must be in writing**) if possible..
- We ask that lessons not be dropped until semester ends because teachers have reserved time for your student in their schedule.

Student Commitment

- If you, as a parent, commit time and money to this program, we suggest that you be insistent that your student practice daily at home.
- This will prohibit students and parents from feeling as if they are spending money indiscriminately.