

## Parent Information on Policies and Procedures

Please take a moment to read the information below with the detailed information about the program. If you have any further questions, your child's fine arts teacher will be happy to answer them.

- Private lessons are available to any student participating in a middle school or high school fine arts course in the KISD. Participation is completely voluntary.
- The KISD Private Lesson Program is administered by the Director of Fine Arts and the KISD fine arts staff.
- The private instructors have been recruited, interviewed, and recommended by KISD fine arts teachers.
- Lessons are taught in practice rooms and classrooms of schools during fine arts classes, lunch hour, before or after school. No lessons will be scheduled during academic classes.
- The private lesson fee is \$19.00 per lesson. Fees are paid directly to lesson instructors.
- Students provide all instructional materials (books, music etc.)

All students who participate in the program must first complete an application form with the signature of a parent/guardian. These forms are available from either a music private instructor or KISD teacher.

Students are expected to notify music private instructors at least **24 hours** in advance of missing a scheduled lesson. The instructor and/or supervising director may make exceptions in the event of sudden illness or emergency. The music private instructor may provide makeup lessons subject to agreement with the students and parents.

The private instructors are allowed to set their own attendance policy as long as it adheres to the following:

- Excused absences will be made up or a credit given as determined by the private instructor. Excused absences will consist of, but not be limited to, school sponsored trips, sickness (with proper notice), school testing, school change of scheduling, circumstances out of student's control (fire alarm, school bus late, etc.)
- Unexcused absences will not be refunded or made up by the instructor. Unexcused absences will consist of, but not limited to, forgetting about lessons, absences (sickness, trips, etc.) without notification, or choosing to do another activity during scheduled lesson time.

Students may stop taking lessons at the end of any month. A student may be dropped by an instructor, with approval of the supervising director, for excessive absences, failure to make satisfactory progress or unacceptable behavior.

Instructors are strongly urged to temporarily postpone student's lessons if they are behind in payments until that account is caught up to date.