

## **MISD policies for lessons held at school campus**

MISD has set guidelines for how lessons held at campus must be paid for and kept track of.

### **Accounting Procedures**

At the beginning of each month, you must pay your private teacher directly. Your private teacher must issue you a receipt for lesson payments received. If you are absent, your private teacher will track that absence to assure you receive credit for absences according to the attendance policy. It is the student and parent responsibility to notify the private teacher of an absence. Students will be charged if the private teacher is not informed of the student absence in advance.

### **Student's Responsibility for Payment**

You are responsible for paying lesson fees directly to your private teacher. Make checks payable to him or her. You must pay for all lessons in advance. Your teacher reserves the right not to teach a lesson for which you haven't paid. If you have repeated late payments, non-payment, or returned checks, you may be dismissed from the private lesson program.

Partial scholarships may be available for students needing financial assistance through the booster club. Every student receiving a scholarship and his/her parent or guardian must sign the "Private Lesson Scholarship Contract" in addition to the MISD contract prior to receiving the scholarship.

### **Attendance Policy**

Private teachers must give you at least 24 hours' notice for all cancelled lessons. In case of emergency, they must notify you at the earliest possible opportunity. Private teachers must make up any lesson they cancel.

If you are late for a lesson, your teacher is not obligated to extend the lesson beyond the normal ending time or make up the lost time at a later day. If your teacher is late for a lesson, your teacher must either extend the ending time or make up the lost time at a later date.

### **Supervision**

Your campus Orchestra director will oversee all aspects of the private lesson program. Raise any problems or concerns with him or her early on. You will need to sign an MISD agreement to show that you acknowledge the MISD guidelines for lessons given at school.

### **Interacting with private teachers**

You can show your private teacher how much you value his or her contribution to your musical education by doing the following:

- Pay your teacher on time. He or she has bills to pay at home too.
- Honor your teacher's policies about missed lessons and notification. Your teacher is coming to the campus to teach your child. Let your teacher know directly if your

child isn't going to be in school for a lesson. Set up the best method for communication early.

- Treat your private teacher as the professional he or she is. Most have at least two college degrees related to their instrument. They have a wealth of knowledge they are willing to share with your child.
- Please do not contact your Orchestra directors to pass a message to your private teacher about your child. We may not receive that message until after we have met their class.
- Ask your child how their lesson went and what they will be working on; this reinforces what needs to be practiced. The hard part about practice is getting started and focusing on the right goals.
- If your child's private teacher has spent extra time and effort in helping your child get ready for a special event, acknowledge this positive influence with a written note or perhaps a gift card, if you are so inspired.

### **List of Private Teachers**

You are not limited to taking private lessons on the school campus. Not all teachers are available to teach during the school day, and there are many fine teachers who teach only out of their home studios.

Please contact your director if you would like suggestions for a private teacher for your child. There are many different learning and teaching styles. You should be looking for the one who will inspire your child to new musical heights and achievements. We want all MISD students to reach their full musical potential during their musical journey. Private lessons can certainly help your child achieve those goals.

### **How to Get the Most out of Your Lesson**

Keeping a record of your home practice will help you remember to get everything done for your next lesson so you do not skip working on your scale, your listening, or practice just one thing too much so that you don't have time for anything else.

By writing things down during your lessons, you can remember more easily what to do when you practice at home. This should help your practicing be of higher quality. What did your teacher ask you to think about when you do the exercise or piece? Was it just playing the notes in the exercise, or was it watching the straightness of your bow, saying the note names, or making sure your fingers stayed nice and relaxed? Of course we have to play the notes right, but let's not forget **how** we do that!

If you write things down in your lessons, this can also show you whether you're really learning what your teacher is teaching you. When you look at your notebook, do you see the

same thing written again and again, week after week? If so, then reexamine your practice routine to see why you are not accomplishing your goals and objectives.

Private lessons is a wonderful opportunity to expand your musical skills and challenge yourself technically and musically on your instrument. Make the most of this opportunity that will enable you to be the best you can be!