

The GISD Music Enrichment Program Policies and Procedures

Enrichment lessons are available to any student participating in a middle school or high school music course in the GISD. Participation is completely voluntary.

The GISD Music Enrichment Program is administered by the Director of Fine Arts and the GISD music staff.

School programs will apply to participate in the program (ex. The West Garland Band will submit an application to participate in the program.)

Prospective enrichment teachers will be recruited, interviewed and recommended by GISD music teachers.

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 enrichment teacher or GISD teacher.

Lessons are taught in practice rooms and classrooms of schools during music classes, lunch hour, before or after school, and on weekends. No lessons will be scheduled during academic classes.

The private lesson fee is \$25.00 per lesson. Fees are paid directly to lesson teachers.

Students provide all instructional materials (books, music etc.) Enrichment teachers are asked to be mindful of the cost of these items.

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

The METs 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 MET. 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 teacher. The teacher will be paid for the lesson by any monies collected. Unexcused absences will consist of, but not limited to, forgetting about lessons, unnotified absences (sickness, trips, etc.) 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.

Teachers and students will both be required to make every effort to keep appointed lesson times. At times METs will be absent. MET's time may be limited as to instruction hours so make up lessons will be at the discretion of the MET. Teachers are not required to give make-up lessons, so students should be encouraged not to miss unnecessarily.

Teachers are strongly urged to temporarily postpone student's lessons if they are behind in payments for more than 5-6 lessons until that account is caught up to date.

Music Enrichment Teachers

A person interested in teaching in the GISD will get an application packet from either the music teacher on the campus, the Director of Fine Arts or the GISD Fine Arts Website. This packet will include an application, program information, and the GISD Volunteer Background Check form.

After the paperwork has been processed, the private teacher will be approved to teach in the GISD. In order for a teacher to be approved, they must have the recommendation of a GISD music teacher.

Private instructors will abide by school policies and regulations. They are responsible to the Director of Fine Arts, the supervising music teacher and the building principal.

All enrichment teachers will be required to get a GISD picture identification badge and wear it while on campus. These badges may be obtained free of charge from the Office of Auxiliary Personnel located at the Harris Hill Administration Building, 501 S. Jupiter Road, Garland 75042. It is recommended that teachers call first to make certain that someone will be available to make your badge. 972-487-3074.

Approved teachers' names, telephone numbers and teaching areas will be listed on the GISD Intranet so that music teachers can contact private teachers for their campus. The list will be continuously updated. Students interested in taking lessons will get teacher names from their directors.

METs are required to dress and act in a professional manner toward directors, students and parents.

METs will be expected to tutor students in competition music as well as other appropriate literature.

METs will communicate with directors concerning absences, student progress, and common goals to enhance student's musical experience.

Music Enrichment Teachers will be required to turn in a monthly report to the campus directors detailing the number of lessons taught, students taking lessons and amounts collected. Specific due dates will be set in advance. After the third time that monthly reports are turned in late, the private teacher's name will be removed from the approved list and they will not be allowed to teach in the GISD for the remainder of the year.

GISD Music Teachers

Directors must make copies available to the METs for the purposes of copying registration forms, invoices and music materials pertaining to the program.

Directors should do their best to keep the MET informed of changes in school scheduling, testing dates and school functions such as field trips, testing, etc. that would affect the MET from performing their duties by means of posting a school calendar and verbal communication in advance.

Directors should also make Region music and tapes available to METs as soon as possible.

Directors must keep lesson forms available to METs.

Directors should assist METs if requested in collection of overdue student accounts. The MET is there at your request to aid your program. If your students are not acting in good faith with the MET, a word from you could make all the difference.

Directors should communicate with the METs regarding common goals, individual student's progress, problems and concerns to ensure a productive musical experience for the student.

Directors should maintain professional behavior toward their MET

Scholarships: Directors may use Activity Funds, Booster Funds or Fundraising money to contribute to scholarships for worthy students as they are available.

Group Lessons: No more than two students per group will be allowed to take a lesson at the same time. The fee will be \$9.00 per student. METs must obtain permission from the school music director before teaching group lessons. These lessons will be permitted for economic or unavailability of teaching staff only.