



**Abilene Independent School District
Supplemental Music Lesson Program
2006-07**

PROUD
to be in
AIISD

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Abilene Independent School District

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Abilene ISD Supplemental Music Lesson Program

It is the goal of the Abilene Independent School District's fine arts programs to provide the very best learning experiences for every student. One such experience is the opportunity for a student to study privately with a professional instructor. This enrichment program will make this opportunity available to all music students in grades 6–12. The Supplemental Music Lesson Program serves a twofold purpose. First, it allows interested students to receive individual musical training. Secondly, it improves the performance level of the individual student, positively impacting the organization in which the student participates.

The following guidelines were approved by the AISD Board of Trustees on September 29, 2003:

1. Supplemental Music Lesson Program instructors will be selected by the AISD secondary music personnel from applications that are processed in the AISD personnel office. Instructors' names must appear on the list of *Approved Instructors* before they are eligible to teach on AISD campuses.
2. The lessons are optional. Lessons are not a prerequisite for membership in any organization.
3. Students who choose to participate in the Supplemental Music Lesson Program are taught once per week during the music class or before or after school.
4. Scholarships which offset the cost of the lessons will be available for students. Scholarships will be offered based on merit and need. *Scholarship Application* forms are available through the program director.

The purpose of this document is to provide the necessary tools for the district-wide implementation of the Supplemental Music Lesson Program. The campus program directors, the instructors, and the students and parents comprise the essential personnel of the program. Their individual participation and commitment to the program will determine the success of this enrichment opportunity for AISD students.



**Abilene ISD Supplemental Music Lesson Program
2005-2006
Monthly Instructor Report**

Private Instructor	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May
Abilene HS Band										
Kyle Fry	0	2	2	2	2	2	2	3	3	
Juliet Pane-Smith		1	1	1	1	0	0	0	0	0
Jenny Reece	0	0	0	0	0	0	0	0	0	
Allison Spencer	5	5	5	5	5	4	4	4	3	3
Marcia Straughn		9	9	9	9	9	9	8	8	
John Walker	10	11	11	12	10	10	9	9	9	8

Abilene HS Orchestra										
Jessica Bruner			1	1	1	0	0	0	0	0

Cooper HS Band										
Kathryn Andrews			1	1	1	1	1			
Becca Baggenstoss		3	2	7	6	9	9	9	9	
Greg Bush	1	1	1	1	1	1	2	3	3	3
Charles Coltman	1	1	1	1	1	1				
Clay Johnson	2	2	2	2	2	3	3	3	3	3
Josilyn Link	1	1	1	1	1	1				
Michelle Neal		1	1	1	1	4				
Juliet Pane-Smith						2	2	2	2	2
Jenny Reece	1	1	1	1	1	1	1	1	1	1
Becky Ruffu	2	2	2	2	2	1	1	1	1	0
Allison Spencer			2	2	2	4	5	5	5	4
Josh Stephens				1	1	0				
Marcia Straughn					2	2				
John Walker			1	1	1	2	2	2	2	2
John Whitaker	1	1	1	1	1	1				
Mark Wilcox	1	1	1	1	1	1	1	1	1	1

Cooper HS Orchestra										
Jessica Bruner		2	4	4	4	4	4	4	4	4
Tido Janssen	1	1	1	1	1	1				

Clack MS Band										
Kathryn Andrews			2	2	2	2	3	1	1	0
Tamey Angley	1	1	1		1	1				
Becca Baggenstoss		4	4	4	4	3	3	3	3	
Michelle Neal		1	1	1	1	1				
Jenny Reece				2	2	2	2	2	2	2
Allison Spencer	6	6	6	6	6	6	6	6	6	6
Beth Tullo	1	1	1	1	1	1	2	2	2	2

Private Instructor	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May
Franklin MS Band										
Betsy Colwell		1	1	1	1	1	1	1	1	1
Kyle Fry		1	1	1	1	1	1	2	2	
Juliet Pan-Smith						1	1	1	1	1
Allison Spencer	5	5	7	5	5	5	5	5	5	3
Marcia Staughn		2	2	2	2	2	2	2	3	

Lincoln MS Band										
Kathryn Andrews			2	2	2	2	2	2	2	2
Chris Coltman							1	1		
Betsy Colwell		1	1	1	1	1	1	1	1	1
Kyle Fry		3	4	4	4	5	5	6	6	
Allison Spencer	6	6	6	6	6	5	5	5	5	4
Marcia Straughn						1	1	1	1	
Beth Tullo	2	2	2	2	2	2	2	2	0	
John Walker		1	1	1						

Madison MS Band										
Kathryn Andrews			3	3	3	3	4	4	4	0
Tamey Angley	6	6	6	5	5	6				
Becca Baggenstoss		4	4	5	5	7	7	7	7	0
Betsy Colwell					2	2	2	2	2	2
Jenny Reece					1	1	1	1	1	1
Allison Spencer	1	1	1	1	1	1	1	1	1	1
Marcia Straughn		2	5	5	5	5	5	5	5	
Beth Tullo							1	1	1	

Mann MS Band										
Chris Coltman							2	2		

Clack MS Orchestra										
Jessica Bruner		1	3	3	3	2	2	2	1	1

Madison MS Orchestra										
Jessica Cohea		3	3	3	2	2	2	2	2	0
Hoi-Meng Lei (Linda Lei)		2	2	2	2	2	2	2	2	

Abilene HS Choir										
Jenni Kennedy									1	

Cooper HS Choir										
Jenni Kennedy		4	4	4	3	3	3	3	3	3
Joy Welsh Brooks		3	3	3	3	3	3	2	2	2
Brett Woodall		8	9	7	9	10	10	10		

TOTAL	54	114	136	140	142	153	143	142	127	63
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Abilene ISD Supplemental Music Lesson Program 2006-2007 Guidelines for Directors

1. Introduce the Supplemental Music Lesson Program by distributing the *General Information* as well as the *2006-2007 Enrollment*, *2006-2007 Scholarship Requirements*, *2006-2007 Scholarship Application* forms, and the *2006-2007 Billing/Payment Schedule* for all interested students. **Emphasize the criteria for scholarship receipt.**
2. Select instructors from the 2006-2007 list of *Approved Instructors*.
3. Collect and process the *2006-2007 Scholarship Application* forms. Mail the *2006-2007 Award Letter* to each applicant prior to the implementation of the program.
4. Collect the *2006-2007 Enrollment* form from each participant in the Supplemental Music Lesson Program. Assign the instructor who is to teach each student. Copy the *Enrollment* form and give it to the instructor to whom the student is assigned. Include the scholarship amount on the *Enrollment* form. A student may not receive a lesson until a completed *2006-2007 Enrollment* form is on file with the campus director.
5. Make arrangements for the building to be open as required by the instructor. A band, choir, or orchestra director must be on campus when lessons are taught.
6. The instructor is to turn in the *2006-2007 Attendance Record* monthly for your signature. Copy it and return it to the instructor for billing purposes. The campus director must complete the *2006-2007 Monthly Scholarship Summary* and send the summary to the booster treasurer to pay at the end of the monthly billing period.
7. Advise the instructor of materials that will supplement your program. Share with the instructor your preferred method books, teaching techniques, and counting system. Communicate your teaching terms and expressions with the instructor.
8. Be willing to assist instructors in locating materials for students.
9. Lesson time is to be used for working on lesson material, not on classroom repertoire. However, you may occasionally request that an excerpt from the classroom repertoire be used as a teaching vehicle.
10. At concerts and meetings and in printed matter, give appropriate recognition and credit to instructors for their contributions.
11. Look upon instructors as professional colleagues and let students know that you respect the instructors and the Supplemental Music Lesson Program.
12. Stay in touch with the instructors to be certain that both of you have all pertinent information on the students' progress.



Abilene ISD Supplemental Music Lesson Program 2006-2007 General Information

It is the goal of the Abilene Independent School District's fine arts programs to provide the very best learning experiences for every student. One of these learning experiences is the opportunity for a student to study privately with a professional instructor. This enrichment program will make the opportunity for private instruction available to all music students in grades 6–12. The Supplemental Music Lesson Program serves a twofold purpose. It allows interested students to receive individual musical training. Secondly, it improves the performance level of the individual student, positively impacting the organization in which the student participates.

1. Supplemental Music Lesson Program instructors are selected by the AISD secondary music personnel from applications that are processed in the AISD personnel office. The AISD director of fine arts shall send the campus directors the list of *Approved Instructors*.
2. The Supplemental Music Lesson Program is available for all music students in grades 6–12. The campus director shall introduce the Supplemental Music Lesson Program to all students, providing them with the *2006-2007 Enrollment* form, the *Scholarship Application*, the *2006-2007 Scholarship Requirements*, and the *2006-2007 Billing/Payment Schedule*. The scholarship applicant shall receive his 2006-2007 Award Letter in the mail. Scholarship awards will terminate at the conclusion of each school year.
3. The lessons are not a prerequisite for membership in any organization.
4. Students who choose to participate in the Supplemental Music Lesson Program are taught once per week during the music class or before or after school.
5. The total cost for each lesson is \$15 (degreed instructors) or \$10 (non-degreed instructors) per 25-minute lesson. Lessons will be billed monthly in advance of the lessons. All financial transactions are the responsibility of the Supplemental Music Lesson Program instructor. (Refer to the *2006-2007 Billing/Payment Schedule*.)
6. The instructor will mail you a statement. Please pay the balance at the first lesson of each month. Make your check payable to the student's instructor.
7. Scholarships which offset the cost of the lessons will be available for students based on merit and need. Scholarships will be offered based on merit and need. *Scholarship Application* forms are available through the campus program director. A student who meets the requirements may apply for a partial scholarship to offset the tuition cost of the Supplemental Music Lesson Program. (Refer to *Abilene ISD Supplemental Music Lesson Program 2006-2007 Scholarship Requirements*.)

8. Scholarship recipients must commit to do the following:
 - a. They must practice.
 - b. They must attend all performances.
 - c. They must be present for all rehearsals beyond the school hours.
 - d. They must remain academically eligible.
 - e. They must participate in all fundraising activities.
9. Failure to adhere to this commitment may result in the forfeiture of any scholarship.
10. Funds for the scholarships will be provided by the organization's parent support group. Parents of scholarship recipients will be asked to support this group through becoming members, being willing to help when called, and having their children participate enthusiastically in all fundraisers.
11. Policies regarding missed lessons are as follows:
 - a. With prior notification, a student who is absent from school will be given an opportunity to schedule a makeup lesson with the instructor.
 - b. A student who misses a lesson without 24-hour prior notification will be financially accountable for the entire fee for that lesson. No scholarship money will be applied to offset the cost of missed lessons.
 - c. The student will receive the *Abilene ISD Supplemental Music Lesson Program 2006-2007 Directory* at his first lesson. To cancel a lesson, the student is to contact the instructor at least 24 hours in advance. If you have a morning emergency and if the instructor cannot be reached, contact the campus director.



Abilene ISD Supplemental Music Lesson Program 2006-2007 Enrollment

(to be completed by the parent and returned to the program director)

The Abilene ISD Supplemental Music Lesson Program offers individual instruction to students who are enrolled in its instrumental and vocal music programs.

A copy of the *Supplemental Music Lesson Program General Information* is attached to this form. Please read the information carefully before enrolling your child and keep it for future reference. If you have any questions, please call your child's band, choir, or orchestra director.

Use your child's legal name to complete the enrollment form. Return it to the campus director prior to the first lesson. **Checks should be made payable to the instructor.**

Please retain the attached policies for future reference.

Please print or type.

Student's Legal Name _____ Grade _____

Father's Name _____ Mother's Name _____

Home Phone _____ Cell or Other Phone _____

Work Phone (father) _____ Work Phone (mother) _____

Mailing Address _____

City and Zip Code _____

E-Mail Address _____

School (circle) AHS CHS CMS FMS LMS Madison MS Mann MS

Band, Choir, or Orchestra (circle) Instrument _____

Instructor Assigned (to be filled in by director) _____

Scholarship Award (to be filled in by director) _____

I have read and I understand the policies concerning supplemental music lessons.

Parent's Signature _____



Abilene ISD Supplemental Music Lesson Program 2006-2007 Scholarship Requirements

Private study is a very important means to becoming musically proficient. The _____ (program support group) is committed to providing scholarship opportunities for students enrolled in the Abilene ISD Supplemental Music Lesson Program. These scholarships are designed to encourage students who might not have the opportunity to study music privately otherwise. Scholarships are intended for students who have indicated a sincere desire to become better musicians and contribute their talents to the strengthening of their own musical organization.

Students must meet the requirements listed below in order to qualify for these scholarships.

- Students must be enrolled in the _____ program.
- Students must submit a completed *Scholarship Application* form to the campus director.
- Scholarships awarded may be used for study only in the Abilene ISD Supplemental Music Lesson Program.
- Students must remain academically eligible in order to retain the scholarship privilege.
- Scholarships will be awarded based on merit and need.
- Scholarship funds will be paid directly to the instructor.

Scholarship Award Letters will be mailed prior to the student's first lesson of the 2006-2007 Abilene ISD school year. Scholarship awards will terminate at the conclusion of each school year.



Abilene ISD Supplemental Music Lesson Program 2006-2007

Scholarship Application

(to be completed by student and parent and returned to campus director)

Student Name _____

Parent Name _____

Address _____ Zip Code _____

Home Phone _____ Daytime Phone _____

I am applying for a music scholarship for the following reason(s): _____

I want to study privately because _____

I understand that being awarded a music scholarship is a privilege. I will do my best to earn that privilege by being a responsible ensemble member. I commit to do the following things: I will practice, attend all performances, be present for all rehearsals beyond the school hours, remain academically eligible, and participate in all fundraising activities. I realize that my failure to adhere to this commitment may result in the withdrawal of this scholarship.

Student Signature _____ Date _____

I understand that a music lesson scholarship is a privilege. I will see that my child takes full advantage of this opportunity. I realize that the money to provide scholarships is derived from the fundraising efforts of the _____. I recognize that one factor in the allocation of scholarship awards is the student's commitment to the program. I have read the student agreement above and will help my child fulfill that commitment. I will also support the _____ in its activities. I understand that I must be a member of the _____ and that you will send me a list of the volunteer opportunities in which I may participate.

Parent Signature _____ Date _____

For campus program use only

Instructor _____

Awarded \$ _____ per lesson



**Abilene ISD Supplemental Music Lesson Program
2006-2007
Billing/Payment Schedule**

<u>Lessons Begin</u>	<u>Lessons End</u>	<u>Payment Due</u>
August 28	September 1	August 28
September 5	September 29	September 5
October 2	October 31	October 2
November 1	November 30	November 1
December 1	December 20	December 1
January 9	January 31	January 9
February 1	February 28	February 1
March 1	March 30	March 1
April 2	April 30	April 2
May 1	May 24	May 1

A monthly statement will be mailed to you prior to the first lesson of each month. Your payment is due by the first lesson of each month. If payment is not received by the due date, the student's lessons may be suspended until payment is received. At that time, lessons will resume. If payment is not received within 30 days, the student may be permanently withdrawn from the supplemental music lesson program.

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Abilene ISD Supplemental Music Lesson Program
2006-2007
Award Letter

(to be completed by the campus director and mailed to the parent)

(Date)

Dear Parent:

Your child, _____, has been awarded a scholarship in the amount of \$_____ per lesson. Your child's instructor will be _____. The total cost for each lesson is \$_____. Your cost per lesson will be \$_____.

The instructor will mail you a statement following the final monthly lesson. Please pay the monthly balance at your student's first lesson each month. Make your check payable to the student's instructor. A student who misses a lesson without 24-hour prior notification to the instructor will be financially accountable for the full cost of that lesson.

The money used for scholarships is raised through the fund-raising efforts of the booster club. In consideration of their efforts, I ask that you support this group through becoming a member, being willing to help if called, and having your child participate enthusiastically in all fund-raisers.

Your child also needs to practice and be prepared for each lesson.

Sincerely,

(director)

Parent's Signature _____



Abilene ISD Supplemental Music Lesson Program
Abilene ISD Supplemental Music Lesson Program
2006-2007
Attendance Record

Instructor Name _____
Campus _____

Weekly Billing Period _____

Day	Date	Student Name	Student Signature
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			

I certify that these hours are correct.

Instructor Signature

Director Signature



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Abilene Independent School District

241 Pine Street • Abilene, Texas 79603 • (325) 677-1444

Dear Applicant:

I appreciate your interest in the Abilene Independent School District's Supplemental Music Lesson Program. This packet provides the forms you will need to complete in order to apply to serve as an independent music instructor for the 2006-2007 school year.

You must be on the official, cleared list of independent music instructors that is sent to the campus director by the director of fine arts in order to be eligible to conduct lessons in our schools. Instructors who taught lessons in the program during the 2006-2007 school year must pick up a new packet, provide proof of their renewal of professional liability insurance, submit a new application, and sign the *2006-2007 Instructor Agreement* in order to remain on the list of *Approved Instructors*.

The following items are required in order for you to become an instructor in the AISD Supplemental Music Lesson Program:

- (1) A completed *Instructor Application* form must be on file in the AISD fine arts office.
- (2) A completed *Criminal History Record Information* must be on file in the AISD personnel office.
- (3) A signed *Instructor Agreement* must be on file in the AISD fine arts office.
- (4) You must provide proof of professional liability insurance. The Texas Music Educators Association membership form and application for liability insurance are available at www.tmea.org. It is recommended that you apply for TMEA insurance as quickly as possible to ensure prompt completion of the paperwork. You may forward your receipt for liability coverage to me at barbara.perkins@abileneisd.org.

You must attend an orientation meeting in the board room of One AISD Center at 241 Pine Street at 4:00 p.m. on August 28, 29, 30, or 31. Thereafter, orientation sessions will be held by appointment only in the office of the director of fine arts.

As an independent music instructor, you will handle your own billing and collection, charging the standardized rate of \$15 (degreed) or \$10 (non-degreed) per lesson, which is payable directly to you. For billing, you will use the *Abilene ISD Supplemental Music Lesson Program 2006-2007 Monthly Statement*, following the *Billing/Payment Schedule*.

Thank you for applying to be an independent music instructor in the Abilene ISD Supplemental Music Lesson Program.

Sincerely,

Barbara Perkins



Abilene ISD Supplemental Music Lesson Program 2006-2007 Instructor Agreement

The district recognizes that the individual music instructor serves students enrolled in the music programs of the district. The instructor agrees to the following conditions:

1. The instructor agrees not to exceed the maximum allowable charge, currently \$15 (degreed) or \$10 (non-degreed) per 25-minute lesson. Instructors will be responsible for all tax accounting incurred.
2. The instructor agrees to handle all billing directly with the parent/student.
3. The instructor agrees to be available to provide musical instruction to any student enrolled in a choir, band, or orchestra program of the district.
4. The instructor agrees to cooperate with the campus director in the scheduling of lessons at a time that does not conflict with the student's other academic pursuits.
5. The instructor agrees to prescribe instructional materials for the student that meet district curriculum standards and are accessible to the student at a reasonable cost.
6. The instructor agrees to attend all scheduled instructional sessions unless prevented by illness or other good cause, and to give students reasonable notice of not less than twenty-four hours, except in cases of emergency, when lessons must be missed. In all cases, the director is to be notified when the instructor will not be meeting scheduled lessons.
7. The instructor agrees to provide a monthly report of all students taught to the director of fine arts at barbara.perkins@abileneisd.org.
8. The instructor agrees to comply with all applicable laws, Board policies, and rules pertaining to, but not limited to, dress, conduct, and the use and/or possession of drugs, alcohol, tobacco, or weapons on district property.
9. The instructor agrees to follow the Code of Ethics of the Texas Certified Teachers (www.sbec.state.tx.us) and the Texas Music Educators Association.
10. The instructor agrees to procure and maintain liability insurance which would cover any activity described in this agreement and to indemnify and hold the district harmless from all claims, demands, causes of action, judgments, and liabilities which may arise out of or in connection with this agreement.
11. The supplemental music lesson program is under the direct supervision of the campus principal. All local rules and/or regulations are expected to be followed.
12. This agreement may be terminated at any time by either party.

Instructor

Date

Associate Superintendent for Personnel
Abilene Independent School District

Date



**Abilene ISD Supplemental Music Lesson Program
Instructor Application
P.O. Box 981
Abilene, TX 79604**

Please print or type.

Last Name		First Name		M.I.	Date
Street			Apt.#	E-Mail Address	
City		State	Zip Code	Area Code	Home Phone
Social Security Number				Area Code	Cell Phone

Primary Instrument _____
Instruments Taught _____
Other Specialization _____
Private Teaching

Private Teaching Experience (Please List)					
From	To	District	School	Director	Phone
Month/Year	Month/Year				

Professional Training (Please List)			
From	To	Teacher	Instrument
Month/Year	Month/Year		

Professional References			
Name	Position	Phone	Address

For Personnel Office Use Only	
Date Application Received ___/___/___ / Date Cleared ___/___/___	<input type="checkbox"/> Agreement
	<input type="checkbox"/> Security Clearance
	<input type="checkbox"/> TMEA Insurance

I affirm that the above information is true and accurate.

Signatures



Abilene ISD Supplemental Music Lesson Program
2006-2007
Monthly Statement

Student Name _____

Instructor _____

Date(s) of Lesson(s) 1. _____
2. _____
3. _____
4. _____
5. _____

Total Cost per Lesson (please circle) \$10 \$15
Student Scholarship per Lesson \$ _____

Total Amount Due \$ _____

Comments _____

Monthly statements will be mailed following the final lesson of the month. Advance payment is due to the instructor on the first lesson of the month. Address all billing inquiries to your child's instructor. Checks should be made payable to _____.

Instructor's Phone _____
Address _____
City/Zip _____



Abilene ISD Supplemental Music Lesson Program
2006-2007
Monthly Statement

Student Name _____

Instructor _____

Date(s) of Lesson(s) 1. _____
2. _____
3. _____
4. _____
5. _____

Total Cost per Lesson (please circle) \$10 \$15
Student Scholarship per Lesson \$ _____

Total Amount Due \$ _____

Comments _____

Monthly statements will be mailed following the final lesson of the month. Advance payment is due to the instructor on the first lesson of the month. Address all billing inquiries to your child's instructor. Checks should be made payable to _____.

Instructor's Phone _____
Address _____
City/Zip _____



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Abilene ISD Supplemental Music Lesson Program 2006-2007 Guidelines for Instructors

1. Your name will appear on the list of *Approved Instructors* once you have completed the application requirements (refer to the *Applicant Letter*).
2. Contact the campus director to determine his interest in your instructor services (refer to the *Directory*).
3. **Accept the *Enrollment* forms for the students who are assigned to you by the director.** You may not teach a lesson to a student until you have received that completed form.
4. Contact the student and parents to schedule the lesson time. Be aggressive in learning schedule conflicts. You are being provided an *AISD 2006-2007 Calendar*.
5. Make arrangements with the director for the building to be open. A band, choir, or orchestra director must be in the building when lessons are taught.
6. Once you have determined the first month's schedule of lessons, go over the tuition charge with each student. **Prepare and mail the first *Monthly Statement* for each student, subtracting the scholarship amount awarded in the final balance.** You are responsible for the collection of fees. For each 25-minute lesson, you charge \$15 (degreed instructor) or \$10 (non-degreed instructor). You will mail the itemized *Monthly Statement* for advance payment immediately following the final monthly lesson. The statement must indicate the dates that lessons will be given as well as the amount that is due.
7. **Give the students a copy of the *Supplemental Music Program Directory* at the first lesson** so that they can contact you. Check your messages daily.
8. Students are to be taught a full 25-minute lesson. Be on time. Start on schedule and dismiss your students on time to meet their class schedules.
9. Use a new *Attendance Record* for each calendar week of lessons. Please make sure that the dates of the lessons are recorded accurately. An incorrect date causes 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 Record* each time they receive a lesson. The instructor may not sign a student's name. Mark an unexcused absence with a "U". A student who receives an unexcused absence will be billed for the lesson. Do not schedule a makeup lesson for an unexcused absence. Please fill in these records completely and accurately. The billing procedure will not work efficiently unless *Attendance Record* forms are carefully completed, accounting for every lesson.

10. **Turn in your original *Attendance Record* forms monthly to the director to sign and pass on to the booster club treasurer. Failure to give the director the *Attendance Record* forms monthly could jeopardize the booster club's ability to pay you the scholarship money.** Retain a copy of the *Attendance Record* forms for billing purposes. You will receive scholarship reimbursement only for those lessons which are actually taught. The student is responsible for the entire cost of lessons for unexcused absences.
11. Students are to notify you at least one day in advance if they wish to be excused from lessons. This policy does not apply to a student who has an emergency or gets sick during the night before or day of a lesson. The parents or students should leave word on your answering machine or contact the director explaining the reason that they cannot take a lesson. It is important that you check your messages before teaching lessons daily. If a student is absent and you have not been notified, the student has an unexcused absence. If you are unable to reach the parents during the lesson time, leave a message, asking them to call you to discuss the unexcused absence. The name of the person to whom you talked or the phone number where you left a message and the time should be documented on the *Attendance Record*. In order for you to be paid for a second consecutive, unexcused absence, contact with the parent is required. After two consecutive, unexcused absences, you and the parents should decide if the student is going to continue taking lessons. Notify the director immediately if a student's lessons are terminated.
12. It is important that the lessons be given on a regular schedule. If you are unable to teach on any scheduled day, please notify the student and the director in advance. Arrange for the makeup lesson at that time. A director should not be asked to notify your students unless there is an emergency. Students are required to notify you in advance of any absence. If they fail to do so, they must pay for the lesson.
13. Use materials that supplement the music program. Prior to beginning the lessons, check with the director on preferred method books, teaching techniques, and counting system. Compare teaching terms and expressions used with the director.
14. Teach reading skills; the student probably should see something new every lesson.
15. Help students know how to practice and help them to establish a practice routine.
16. Accept responsibility for motivating students as well as for presenting materials, methods, and concepts.
17. Maintain close contact with directors; be sure you are in agreement before recommendations are made to students.
18. Use lesson time for working on lesson material, not on band/choir/orchestra music. However, an excerpt from their classroom repertoire may be used occasionally at the request of the campus director or student or as a teaching vehicle.
19. Keep a record of your assignments and give a copy to the student.
20. Expectations of a student's progress should be based on individual ability and not on the level of the ensemble.
21. Be extremely professional in your conduct, language, and attire.
22. **Provide a monthly summary of the number of students taught per campus to the director of fine arts (barbara.perkins@abileneisd.org).**



Abilene ISD Supplemental Music Lesson Program 2006-2007 Directory

(to be completed by instructor and distributed to student)

Name of Instructor _____

Phone Number(s) _____

E-Mail Address _____

Best Time to Call _____

AISD Band, Choir, and Orchestra Directors

Band	Campus	Director	Telephone Number
	AHS	Paul Walker	677-1731, ext. 1614
	AHS	Steve Moro	677-1731, ext. 1249
	AHS	David McKnight	677-1731, ext. 1614
	CHS	Clay Johnson	691-1000, ext. 7294
	CHS	Becca Baggenstoss	691-1000, ext. 1870
	CHS	Carl Hooper	691-1000, ext. 8130
	CMS	Bob Anderson	692-1961, ext. 7989
	FMS	Paula McGrew	677-3791, ext. 7217
	LMS	Cecil Darby	672-3279, ext. 7743
	Madison MS	Jeff Bellgardt	692-5661, ext. 8868
	Mann MS	Joe Stephens	672-8493, ext. 7369

Choir

AHS	Terri Godfrey	677-1731, ext. 7478
AHS	Mary Lynn Hokett	677-1731, ext. 8789
CHS	Dianne Hawley	691-1000, ext. 2961
CHS	D'Anna Smith	691-1000, ext. 5389
CMS	Laura Grametbaur	692-1961, ext. 1271
FMS	Elayne Palmer	677-3791, ext. 2166
Lincoln MS	Dawn Sickbert	672-3279, ext. 8047
Madison MS	Jenny Doggett	692-5661, ext. 8381
Mann MS	Carrie DeVries	672-8493, ext. 5526

Orchestra

AHS	Darcy Radcliffe	677-1731, ext. 2284
CHS	Darcy Radcliffe	691-1000, ext. 2284
CMS	Cindy Miller	692-1961, ext. 8825
FMS	Madlyn Mitchell	677-3791, ext. 8136
LMS	Carol Darby	672-3279, ext. 8273
Madison MS	Heather Talty	692-5661, ext. 2708
Mann MS	Madlyn Mitchell	672-8493, ext. 8136

To cancel a lesson:

- (1) Contact the instructor directly 24 hours in advance.
- (2) If you have a morning emergency, contact the campus director if the instructor cannot be reached.