



KELLER INDEPENDENT SCHOOL DISTRICT
DEPARTMENT OF FINE ARTS

The Keller ISD Fine Arts Enrichment Program

Policies and Procedures

Enrichment 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 Keller ISD Fine Arts Enrichment Program is administered by the Director of Fine Arts and the KISD fine arts staff.

Prospective enrichment teachers will be recruited, interviewed and recommended by KISD music, theatre, art, and dance 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 a KISD teacher or the KISD Fine Arts web site at <http://finearts.kellerisd.net/finearts/>

Lessons are taught in practice rooms and classrooms of schools during fine arts classes, lunch hour, before or after school, and during normal operating hours of the building. No lessons will be scheduled during a student's academic classes.

The private lesson fee is \$16.00 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 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 enrichment teachers may provide makeup lessons subject to agreement with the students and parents.

The enrichment teachers 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 enrichment teacher. 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.

Enrichment teachers and students will both be required to make every effort to keep appointed lesson times. Enrichment teacher's time may be limited as to instruction hours so make up lessons will be at the discretion of the enrichment teacher. 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.

Enrichment Teachers

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

All private teachers are required to submit a criminal history background check. The TEA required Criminal History Review of Contractors includes fingerprinting which must be completed prior to approval as an enrichment instructor.

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

Attendance at an orientation meeting with the Director of Fine Arts each year is mandatory. A meeting is scheduled at the beginning of the school year or the enrichment teacher may schedule an appointment with the Director of Fine Arts.

Each approved enrichment teacher will pay an annual non-refundable fee of \$25 to cover expenses related to the administration of the program such as criminal background check and a KISD picture identification badge.

Enrichment teachers are strongly encouraged to obtain liability insurance which can be purchased through Texas Music Educators Association or National Federation of State High School Associations.

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

All enrichment teachers will be required to get a KISD picture identification badge and wear it while on campus. These badges may be obtained from the Education Center located at 350 Keller Parkway, Keller, 76248. It is recommended that teachers call first to make certain that someone will be available to make your badge.

Approved teachers' names, telephone numbers and teaching areas will be listed on the KISD Intranet so that fine arts 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.

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

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

Enrichment teachers will communicate with directors concerning absences, student progress, and common goals to enhance student's learning experience.

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 KISD for the remainder of the year.

KISD Fine Arts Teachers

Fine arts teachers must make copies available to the enrichment teachers for the purposes of copying registration forms, invoices and music materials pertaining to the program.

Fine arts teachers should do their best to keep the enrichment teachers informed of changes in school scheduling, testing dates and school functions such as field trips, testing, etc.

Music directors should also make Region music and tapes available to music enrichment teachers as soon as possible.

Fine arts teachers must keep lesson forms available to enrichment teachers.

Fine arts teachers must collect and return to the Director of Fine Arts the monthly lesson logs for each private teacher.

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

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

Fine arts teachers should maintain professional behavior toward their enrichment teacher.

Scholarships: Directors may use activity funds, booster funds or fundraising money to contribute to scholarships for worthy students as they are available. A student receiving a scholarship will pay the instructor directly for his/her portion of the fee owed. The enrichment teacher will complete a detailed

invoice for lessons taught which are to be paid by scholarship funding and turn it into the KISD fine arts teacher. Payment for the scholarship will be administered out of the campus or booster club account. Directors should place a Purchase Order into the system for a specified amount prior to the first lesson being taught.