

McKINNEY ISD MUSIC PRIVATE LESSON TEACHER CONTRACT

I. **Conditions of employment**

All private instructors are considered private contractors for McKinney ISD and as such are expected to follow all applicable procedures and guidelines. Teachers must agree to allow the MISD to perform reference and criminal history checks. As per standard contracted services agreements, the private instructor will not be considered an employee of the district and will not be entitled to employee benefits. MISD's only commitment to the instructor is to make available school property for the purpose of private instruction and to award the teacher fair compensation for such instruction. Teachers are to dress in an appropriate manner and display professionalism at all times. Teachers are to maintain a regular schedule with few interruptions of service for absence or tardy. The MISD reserves the right to terminate this agreement with just cause at any time by notifying the teacher as to the reason or reasons for termination. Each director will make the final decision on such terminations.

II. **Scheduling and Recruitment**

Lessons will be scheduled at the mutual convenience of the teacher, student, and director. Lessons may be scheduled before or after school or during the student's class. No lessons will be scheduled during other academic time. Lessons scheduled before and after school must be arranged with the campus director, as an MISD music staff member must be on campus during lesson times. Teachers will be given the opportunity to recruit students during the students' music class at the beginning of the school year or upon taking the teaching position if this occurs after the start of the year.

III. **Cost per lesson**

Each lesson will cost the student \$17.00. The teacher will receive the full \$17.00. In rare cases the student may take abbreviated lessons for an abbreviated cost if scheduling warrants. All modifications to the time and/or payment schedule must have prior approval of the Director.

IV. **Accounting procedures**

At the beginning of each month the teacher will be paid directly by the student. (see paragraph V for further details). Private Lesson Teachers are required to issue a receipt to the student for lesson payments received. If a student is absent, the teacher will track that absence to assure credit is given for absences as per the attendance policy. All Private Lesson records should be retained throughout the year and are subject to audit. All tracking of IRS related income generated by the Private Lesson Program is the responsibility of the Private Lesson Teacher.

V. **Students' responsibility for payment**

The student is responsible for payment of the lesson fees directly to the Private Lesson Teacher. All lessons MUST be paid in advance. Teachers reserve the right not to teach a lesson for which payment has not been received. Repeated late payments, non-payment, or returned checks are grounds for dismissal from the private lesson program. All checks are to be made payable to the private teacher. Partial scholarships may be available for students in need of financial assistance through the parent booster club organization. Every student receiving a scholarship and his/her parent or guardian must sign the "Private Lesson Scholarship Contract" in addition to this contract prior to receiving the scholarship.

VI. **Attendance Policy**

Teachers must give students at least 24 hours notice for all cancelled lessons. In the event of an emergency, notification must be made at the earliest possible opportunity. Teachers will be required to make up any lesson they cancel. If a student is late for a lesson, the teacher is under no obligation to extend the lesson beyond the normal ending time or to make up the lost time at a later date. If a teacher is late for a lesson, the teacher must either extend the ending time or make up the lost time at a later date.

VII. **Supervision**

The campus Music Director(s) will oversee all aspects of the private lesson program. Any problems or concerns need to be addressed to the Director at the earliest opportunity.

VIII. Criminal History Check

All private lesson teachers must fill out the Criminal History Check and turn it in to the MISD Human Resources Department. This form is only available through the director at each campus or the Office of Human Resources. No private lesson teacher will be allowed to teach on any MISD campus until clearance from MISD has been issued based upon the Criminal History Check.

I have read the above contract and agree to adhere to its terms and conditions:

X

Teacher _____ Date _____

PLEASE PRINT:

Name: _____

Address: _____

City: _____ **St:** _____ **Zip:** _____

Home Phone: _____ **Cell:** _____

SS #: _____ **e-mail:** _____

Professional References: [list 3 with title and phone number]

1. _____

2. _____

3. _____