



Dexter Community Schools Private Lesson Teacher Information Packet

TO: Prospective Private Teachers

FR: Dexter Community Schools

RE: Policies and Procedures for Teaching Private Lessons

For security purposes, all private teachers must complete the following steps before they begin to teach:

1. A Criminal Background Check: This is to ensure the safety of our students. No teacher will be allowed to give private lessons without clearing the background check.
2. Fingerprinting: Michigan law requires all private lesson teachers to be fingerprinted using the Livescan system, the system used by the public schools. In order to work with our students, you must be fingerprinted. There is a cost involved, but once you are fingerprinted your prints can be shared with other school districts as long as there has not been a break in service.

To complete both steps above, you must contact Tara Basso in Human Resources:

Tara Basso
Human Resources Coordinator
2704 Baker Road
Dexter, MI 48130
bassot@dexterschools.org
734-424-4100 Ext: 1012

Signing up New Students

The band directors will contact you with the names and numbers of potential students. If you are unable to schedule any of the students, please let the referring band director know so the names can be passed on to another teacher. Our goal is to find a private teacher for each interested student as quickly as possible. Time is of the essence.

Supervision and Building Security

Parents and students arriving for lessons must enter the buildings via the main entrance; this entrance remains unlocked until 9pm. The band room will serve as a waiting area until the lesson begins. Once the lesson is finished, students waiting to be picked up should again wait in the band room. **All other areas of the school buildings are “off limits”. No parent, student, or private lesson teacher should prop any door open to allow entrance into the building by others. Parents are ultimately responsible for their own children, and private teachers are responsible for their own students**

Scheduling/Reserving Space

Room reservations are handled by the Dexter Community Education office and requests are submitted [online](#). By having lessons captured on our master facility calendar, the district is able to better manage door schedules and custodial needs.

There are two 15-week lesson sessions: September-December and January-April, and space is reserved/assigned on a daily basis. The rate is \$75/day per session to reserve space; for instance, if you teach every Monday & Wednesday for Session 1, it is \$150. There are no refunds or credits for days that you don't use.

Teaching Room Assignments

Teachers will be assigned to a permanent room so that parents and students will know where to report. Requests for specific room are granted on a first-come, first-served basis. Band student lessons will be in the band room immediate area.

Maintenance of Students/Schedules

Once you have set up your schedule please provide us with a copy by emailing it to moorek@dexterschools.org. The band director reserves the right to assign teaching spaces.

Cancellations/Notification

It is the responsibility of private teachers and parents to communicate directly with one another without involving the school office. Be sure that you have all of your students' parent contact numbers, and that your students know your number. All cancellations should be made a minimum of 24 hours in advance. If parents fail to notify the private teacher in advance they are expected to pay for the lesson. ***Conversely, private teachers need to make every attempt to notify parents at least 24 hours in advance of any lesson changes.***

School Closed

If school is closed due to vacation, inclement weather, etc., private lessons for that day will be canceled. Stay tuned to local media for school closing information. Information can also be obtained on the school's website. If school is closed for a scheduled holiday during the school year, there will be no lessons. However, there are several non-student days and early release days scheduled during the year when teachers are present in the building, and lessons can be held on these days.

Fees/Payments

- * Un-degreed/undergraduate teachers may charge \$30 for 30-minute lesson
- * Degreed teachers may charge \$32 for 30-minute lesson.
- * Parents pay teachers directly and are responsible for maintaining their own records.

Private Lesson Program Curriculum

Students in grades 5-8 use a method book in class. Students in grades 5-12 are also responsible for learning concert music. Private teachers should always be aware of classroom assignments and assist students with them. We also encourage teachers to supplement classroom methods with study or etude books of their own choosing. Students should purchase these books either from the private teacher or a music store. In grades 7-12 most students participate in solo and ensemble festival. We encourage all private teachers to assist students in music selection and preparation. Mill Creek has a good selection of grade 7-8 solo and ensemble repertoire that you can arrange to have copies of, although original music should remain at the school. The dates for District (January or February) and State Solo & Ensemble Festival (March) can be found at dexterbands.org/calendar. High School students receiving a first division at district festival are eligible to attend State Solo and Ensemble. State festival soloists in grades 10-12 must take a proficiency exam consisting of scales, sight-reading and a prepared solo. Contact the High School Band Director for detailed information. Private teachers help with this task is essential!!

BAND PROGRAM CONTACT INFORMATION:

Ken Moore	734-424-4240 ext 7120	moorek@dexterschools.org
Andrew Damman	734-424-4160 ext 5126	dammana@dexterschools.org
Rachel Wilson	734-424-4160 ext 6221	wilsonr@dexterschools.org

ORCHESTRA PROGRAM CONTACT INFORMATION:

Matt Deloria	734-424-4240 ext. 7145 or 5125	deloriam@dexterschools.org
Alison Campbell	734-424-4150 ext. 5125 or 6310	campbella1@dexterschools.org

COMMUNITY EDUCATION CONTACT INFORMATION (for reserving space questions):

Rose Jerome	734-424-4180 ext. 1410	jeromer@dexterschools.org
Samantha Brandt	734-424-4180 ext. 1401	brandts@dexterschools.org