KATY ISD
PRIVATE LESSON PROGRAM
INSTRUCTOR GUIDELINES

Welcome to the Katy ISD Private Lessons Program!

If you have questions, please do not hesitate to contact the Fine Arts Office.

Phone: 281-396-2270

laurarbich@katyisd.org
georgedarcher@katyisd.org

PLP LEVELS & MAXIMUM FEE SCALE

	Fee Scale (30-minute lesson)	Non-Degreed	Bachelor's degree	Master's degree	Doctorate or Artist Level
Level 1	$24	0-3 years	X	X	X
Level 2	$26	4-6 years	0-3 years	X	X
Level 3	$28	7-9 years	4-6 years	0-3 years	X
Level 4	$30	10+ years	7+ years	4+ years	0+ years

PLP INSTRUCTOR APPROVAL PROCESS

1. ***Submit all paperwork outlined below***
2. ***Pass criminal history check***
3. ***Fulfill fingerprinting check through Katy ISD screening program***
4. ***Pay annual $70 facility usage & administrative fee to the Katy ISD Fine Arts Department***

***Required* paperwork includes:**

- General Information Form
- Consent for Criminal History Check
- Affidavit
- PLP Application
- PLP Agreement
- Bodily Injury Waiver

The Fine Arts Department will provide a list of all approved instructors to all Katy ISD junior high and high school music directors.

INSTRUCTION DATES/TIME

⇒ Private Lessons run August 1st - June 1st

⇒ Lessons are only allowed outside of instructional hours. Either before school begins or after school has been dismissed for the day.

⇒ Katy ISD does not manage any virtual lessons.

ELIGIBLE STUDENTS

Only Katy ISD students in grades 6-12 and currently enrolled in the following respective school organizations are eligible for the Private Lessons Program:

Band *(Band Instruments only)*
Choir *(Vocal)*
Orchestra *(String Instruments only)*

FINDING NEW STUDENTS

Refer to contact phone list of Katy ISD Fine Arts Secondary Music Directors found in your beginning of year welcome letter/packet.

ASSIGNING STUDENTS

Campus Directors will receive ***Student Application Form*** from interested students. Directors will forward a copy of form to PLP Instructor for each assigned student. Please make Fine Arts Office aware if you have not received a form for each of your assigned students.

COLLECTING FEES

Collection of student fees is the PLP instructor's responsibility. Instructors are encouraged to collect all fees at the beginning of each month.

Monthly collection of fees is strictly a transaction between PLP instructor and student.

ATTENDANCE RECORDS

PLP Instructor must record attendance on ***Student Attendance Record*** for each day's lessons scheduled (form found on campus). Please check forms for:

- 1 form/day
- All fields filled in
- Legible writing
- Leave white copy for campus director to sign and forward to Fine Arts office
- PLP instructor keeps yellow copy

MARKING STUDENT ATTENDANCE

- ***Present (P)*** - student is in attendance and receives a lesson

- ***Excused (E)*** - student is not in attendance but has provided instructor with 24-hour notice of absence. Make-up lesson may be scheduled or will not be charged if no makeup can be agreed up- on.

- ***Unexcused (U)*** - student is absent and has not notified the instructor for 24 hours prior to lesson time. Student/parent will be charged for an unexcused lesson. (PLP Instructor and parent/ guardian are responsible for settling any disputes regarding unexcused absence).

FALSIFICATION of attendance sheets, or failure to remit balance due for facility and administration fees by the PLP Instructor, will result in dismissal of the Instructor.

STUDENT COST

PLP Instructor is to collect a fee (not to exceed their approved teacher payment level) per each 30 minutes for instruction provided (P) and unexcused lesson (U) reported. Lessons provided through Katy ISD's Private Lesson Program are subject to Teacher Payment Schedule for assigned level and are nonnegotiable per district agreement.
Refer to PLP LEVELS & MAXIMUM FEE SCALE on the previous page.

INSTRUCTOR COST

Private Lesson Instructors are required to pay a one-time flat fee of $70.00 to the Katy ISD Fine Arts Department to cover facility usage and administrative fees for the school year.

Mail Payment to:
Katy ISD - Fine Arts
Private Lesson Program
PO Box 159
Katy, TX 77492

If you wish to pay online, please let us know and we can share that electronic payment link with you.

You will not be placed on the Approved Instructor List until your fee has been paid.

IRS TAX REPORTING

This is the responsibility of the PLP Instructor to keep and maintain his/her copy of the attendance sheets and Katy ISD PLP invoices, for IRS reporting purposes.

Katy Independent School District
Fine Arts Department
P. O. Box 159
Katy, TX 77492-0159