

Dear Private Music Lesson Instructor:

Please find enclosed a form that you must complete and return to the Fine Arts office. An online payment of \$20.00 is required for the *Private Lesson Instructor Administrative Fee* prior to submitting the enclosed form. Our District assesses this fee that permits you to use FBISD facilities and/or charge students for your services. This fee is required whether you are offering lessons face-to-face or in an online format. Additionally, you must submit *proof of liability insurance*. The following private lesson program guidelines must be strictly followed:

1. Private instructors possessing a bachelor's, master's, or doctoral degree in music may charge a maximum of \$30.00 per lesson.
2. Private instructors not possessing a bachelor's, master's, or doctoral degree in music may charge a maximum of \$27.00 per lesson.
3. High school students teaching middle school students may charge \$15.00 per lesson.
4. Any teacher wishing to charge a fee greater than \$30.00 for weekly private music lessons must obtain prior approval from the Director of Fine Arts.
5. Private music lessons, as part of the music enrichment program, shall be allowed under the guidance of the campus program director, campus administration, and the Department of Fine Arts. These private music lessons shall be limited to the music rooms of the corresponding campus.
6. After July 1, 2025, and prior to any lessons being provided to students, a Criminal History Application must be completed at www.fortbendisd.com, select Careers, select Criminal History Checks, and complete the *Volunteer Criminal History Application*. A new Criminal History Application must be submitted each year.
7. *All private instructors will be required to show proof of professional liability insurance with limits of at least \$1 million and the insurance policy must extend coverage for sexual misconduct.* The insurer must carry an AM Best Rating of "A-VII" or greater. All rental fees and the requirements for general and auto liability coverage shall be waived. An annual administrative fee, as set by the District, will be assessed to each private instructor, and paid online. Scheduling will be coordinated at the campus with the program director where the private music lessons are taught.
8. All financial arrangements are to be handled between the private lesson instructor and the students. Fort Bend ISD does not receive money from students nor disperse payment to private lesson instructors.
9. A Fort Bend ISD professional employee or adult volunteer must always supervise the music area when private music lessons are being taught.
10. Private music lessons may be taught before, during, and after regular school-day hours.
11. Private music lessons occurring during the regular school-day hours will last 25-30 minutes. Private music lessons occurring outside of regular school-day hours will last 30 minutes.
12. Available private music lesson slots will be assigned on a first come, first served basis.
13. No lessons will be taught during school holidays.
14. Students are expected to provide at least 24 hours' advance notice if they will miss a regularly scheduled private lesson. Private lesson instructors will extend the same courtesy to students.
15. The private lesson instructor will be responsible for recommending and acquiring any materials for purchase by their students.

Thank you for agreeing to provide this valuable service to our students this year. I hope that you find your experience with Fort Bend Independent School District to be enjoyable and rewarding. If I can assist to you in any way, please call me at 281-634-1124.

Sincerely,

James Drew
Director of Fine Arts

PRIVATE MUSIC LESSON INSTRUCTOR INFORMATION

NAME: _____

ADDRESS: _____

CITY: _____ ZIP: _____

EMAIL ADDRESS: _____

INSTRUMENT(S) TAUGHT: _____

TELEPHONE NUMBER: _____ - _____
AREA CODE

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All Private Music Lesson Instructors are required to submit a new Criminal History Application electronically each year (after July 1, 2025). The form is available at www.fortbendisd.com, select Careers, select Criminal History Checks, and complete the *Volunteer Criminal History Application*.

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The \$20 Private Lesson Instructor Administrative Fee required to teach private music lessons in Fort Bend ISD schools. This fee is assessed yearly per instructor. The \$20 fee covers all programs in FBISD where you teach students, in either a face-to-face or an online format. The fee is payable online at <https://fortbendisd.revtrak.net/Fine-Arts/fine-art-fees/#/v/fine-arts-private-lesson-instructor-fee>. **Please return this form once the fee has been paid online.**

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Enclosed is my proof of Professional Liability Insurance with limits of at least \$1 million with coverage extended for sexual misconduct.

PLEASE LIST ALL SCHOOLS IN FORT BEND ISD WHERE YOU TEACH FACE-TO-FACE OR ONLINE:

NAME OF DIRECTOR/CAMPUS SUBMITTING FORM: _____ / _____

This form should be submitted with your proof of liability coverage to the campus director (band, choir, or orchestra) where you are providing private lessons. Payment of the \$20 Administrative Fee and submission of the Criminal History Application must be completed online prior to submitting this form.

*Fine Arts Teachers – Return this form with required documentation to
James Drew, Director of Fine Arts, by Friday, September 12, 2025.*

PRIVATE MUSIC LESSON PROGRAM

Fort Bend Independent School District's Department of Fine Arts has an approved private music lesson program, which occurs before, during, and after regular school-day hours using the following guidelines:

1. Students may take one private music lesson per week for a fee not to exceed \$30.00 for teachers possessing a bachelor's, master's, or doctoral degree in music, \$27.00 for teachers not possessing a bachelor's, master's, or doctoral degree in music, and \$15.00 for high school students teaching middle school students. Prior approval by the Director of Fine Arts must be obtained by any teacher wishing to charge a fee greater than \$30.00 for weekly private music lessons.
2. Private music lessons occurring during the regular school-day hours will last 25-30 minutes. Private music lessons occurring outside of regular school-day hours will last 30 minutes.
3. Private instructors shall include university students, music instructors, professional musicians, or staff members. Staff members are not permitted to offer private music lessons for a fee to students enrolled in the program at the school where they are employed. They may, however, teach students from another Fort Bend ISD school outside of regular work hours. Regular teacher work hours are defined as follows: High School, 7:30 AM—2:45 PM; Middle School, 8:55 AM—4:10 PM.
4. Private music lesson times will be assigned to students on a first come, first served basis, with no regard to ability. Students may request lesson times and private instructors will make every effort to accommodate student requests when scheduling lessons. Specific lesson times, however, cannot be guaranteed.
5. Students are not required to take private music lessons. If they desire to do so, every effort will be made to find a qualified private instructor for them.
6. No private music lessons will be scheduled during school holidays.
7. All private instructors first must meet with the campus program director and be vetted prior to teaching private music lessons to any students at any FBISD campus.
8. Each year, all private instructors teaching in Fort Bend ISD schools must complete an online Criminal History Application, a Private Instructor Information Form, pay a \$20 Private Lesson Instructor Administrative Fee, and provide proof of liability coverage. (Liability limits must be at least \$1 million, and the policy must extend coverage for sexual misconduct; the insurer must carry an AM Best Rating of "A-VII" or greater.) The forms, fee, and proof of liability insurance must be submitted to the campus program director and forwarded to the Director of Fine Arts before the private instructor is permitted to begin teaching private music lessons to any FBISD student in either a face-to-face or an online format.
9. A District professional employee or an adult volunteer will supervise the music area and be accessible to both students and private instructors when private music lessons are being taught.
10. Any questions or problems regarding private music lessons should be brought directly to the campus program director and the Director of Fine Arts, 281-634-1124.
11. This program may be terminated at the discretion of the Superintendent of Schools.