



Private Lesson Instructor

Orientation Packet

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**NEISD Fine Arts Department**  
**Private Instructor – Orientation Syllabus**

**1. Required Documentation**

- a. Private Lesson Teacher Affidavit – Online Form located in the Music folder within the NEISD Fine Arts Website (placed on file with HR)
  - i. You will be notified regarding fingerprinting (if required)
  - ii. You will only be required to be fingerprinted one time
- b. Copy of NEISD Private Lesson Instructor Code of Ethics and Standard Practices
- c. Strongly Encouraged: Proof of Personal Liability Insurance Coverage

**2. Contract**

- a. Contract enclosed – Must be signed and returned at the completion of this orientation.
- b. Compensation – Determined by individual campus
- c. No studio usage or facility charge for instructor service

**3. Communication Expectations (to be included in handout provided to the student/parent)**

- a. Lesson expectations
- b. Payment procedure (i.e. weekly, bi-weekly, first of month, end of month, etc.)
- c. Cancellation Policy
- d. Student lesson materials are the responsibility of the student

**4. Teaching Role**

- a. STRICT COMPLIANCE WITH CODE OF ETHICS AND STANDARDS
- b. Proper modeling on the instrument – student engagement must remain a priority
- c. Private lesson instruction must parallel instruction provided by campus director(s).
- d. Recital programs encouraged on campuses (One site may be used for students from multiple campuses)
- e. Consistent communication with campus director(s) regarding student progress, practice habits, preparedness, etc.
- f. Consistent communication with student and parent with regards to student progress, practice habits, preparedness, etc.

**5. Liability Insurance:**

- a. All NEISD Private Lesson Instructors are highly encouraged to purchase liability insurance through the Texas Music Educators Association or other reliable association or company.
- b. TMEA Liability Insurance Costs only \$30.00 annually.
- c. For information regarding TMEA liability insurance and to purchase a policy follow the instructions below:

## PRIVATE LESSON INSTRUCTOR AFFIDAVIT

This form and pending fingerprint check is mandatory in order to teach on any NEISD campus or facility

### Instructions:

1. Go to [www.neisd.net](http://www.neisd.net)
2. Click on the “Departments” tab and open the “Fine Arts” page
3. Click on the “Music” link on the left side of the page
4. Under “Music Programs”, click on the “Private Lesson Instruction” tab
5. Click on “Private Lesson Teacher Affidavit”
6. Print the form and complete all information in PART A. You are not to complete any information below PART A.
  - a. “Effective Beginning and End Dates should reflect only the current school year. (Effective Beginning Date of Agreement: August 1, 20??  
Effective Ending Date of Agreement: June 30, 20??)
7. Please email the completed form to Philip Flynn ([pflynn@neisd.net](mailto:pflynn@neisd.net)). Once signed, the form will immediately be submitted to HR for processing.
8. Reminder: If you are new to NEISD, you will be required to complete the fingerprinting process. You will be contacted by the NEISD Human Resources Department with further instructions once your background check has been completed. If you are returning and have already been fingerprinted, **YOU NEED NOT BE FINGERPRINTED AGAIN.**

TMEA LIABILITY INSURANCE  
INFORMATION AND PURCHASING INSTRUCTIONS  
*Highly Recommended*

Instructions:

1. Go to [www.neisd.net](http://www.neisd.net)
2. Click on the “Departments” tab and open the “Fine Arts” page
3. Click on the “Music” link on the left side of the page
4. Under “Music Programs”, click on the “Private Lesson Instruction” tab
5. Click on any of the links regarding “TMEA Liability Insurance”.

**IT IS HIGHLY RECOMMENDED  
THAT ALL  
NEISD PRIVATE LESSON INSTRUCTORS  
PURCHASE  
LIABILITY INSURANCE**

**THIS IS FOR YOUR PROTECTION  
IN THE EVENT  
OF ANY LEGAL ACTION  
TAKEN AGAINST YOU  
DURING YOUR TENURE WITH NEISD**

## NEISD Private Lesson Instructor Code of Ethics and Standard Practices

NEISD declares the following statement to be the guiding principles of the Texas Music Educators Association. It is the district's belief that any educator wanting to work with our campus organizations conducts themselves in the highest level of professionalism.

NEISD believes that music plays an integral role in the education of Texas school children. To maintain this important role, Texas music educators must more clearly understand their duties and obligations and perpetuate the dignity and honor of the profession.

It is not the intention of the North East ISD that this code supersedes any other codes. This code is intended to enhance those originating from organizations such as the Texas Education Agency, Texas Association of Music Schools, Texas Music Adjudicators Association, etc.

### **Section 1 RESPONSIBILITIES TO THE PROFESSION**

*An Ethical Contractor:*

- Will recognize that the profession demands of them integrity, high ideas and dedication to service to students.
- Will endeavor to promote positive professional relations with colleagues in the educational system.
- Will neither accept nor offer any gratuity, favor, service, or thing of value that would appear to result in special concession or diminish capacity of impartial professional judgment.
- Will respect the confidentiality of information that is privileged or that, if disclosed may needlessly injure individuals or the campus.
- Will at all times make a distinction between official policies of the school district and campus and their own personal opinion.
- Will not intentionally misrepresent official policies of the school district and campus.
- Will build a professional reputation based upon their ability and integrity.
- Will not falsify documents nor compel others to do so.
- Will maintain records sufficiently accounting for all monies in their care and shall conduct their personal financial affairs with integrity.
- Will enter into a contract or agreement only if it will allow them to maintain their professional integrity.
- Will honor, support, and protect colleagues and other school personnel in the proper performance of their duties.
- Will recognize that self-discipline of the profession is a responsibility of each member.
- Will report to the appropriate body of their peers any conduct by a colleague which they consider detrimental to the profession.

## **Section 2**

### **RESPONSIBILITIES TO THE STUDENT**

*An Ethical Contractor:*

- Will not unfairly exclude a student from participation in the program, deny benefits to a student, or grant an advantage to a student on the basis of race, color, sex, handicap, or national origin.
- Will never take physical, emotional, nor financial advantage of any student.
- Will make reasonable effort to protect the physical and mental health and safety of all students in their studio.
- Will consider the individuality of each student when resolving problems (including discipline) and such matters shall be communicated to the campus director who will resolve according to campus laws and school board policy.
- Will refrain from using their students' successes for purely personal and partisan gain.
- Will remain cognizant that the student's campus obligations come first before any other outside entities and will attempt to understand and accept without penalizing any student.
- Will design and employ methods of instruction that seek to develop the highest educational and quality-of-life potential of all student in their studio.
- Will continually engage in activities that promote their own professional growth.

## **Section 3**

### **RESPONSIBILITIES TO THE COMMUNITY**

*An Ethical Contractor:*

- Will conduct themselves at all times in such a manner as to merit the respect of the public for members of the music education profession.
- Will maintain an active role in developing positive school/community/business relations.
- Will remain cognizant of the impact of the students' home environment on the efforts of the school and will attempt to understand and accept existing community cultures.
- Will make every effort to communicate with parents when the interest of the students would best be served by such communication.
- Will strive to improve the musical culture of the community and instill an appreciation for the arts.
- Will accept their share of the profession's responsibility to the community in matters relating to music education.
- Will remain aware of current legislation affecting education in general and the arts in particular.

## Private Lesson Agreement

As a private lesson instructor in the North East Independent School District Private Lesson Program, I agree to work within the guidelines and expectations outlined by the school district policy pertaining to private lessons, those guidelines and expectations outlined during the Private Lesson Instructor Orientation Meeting, and those guidelines and expectations outlined by the campus.

I confirm that I have received a copy of the “Code of Ethics and Standards” by which private lesson instructors will conduct business and interact with all NEISD students, patrons, and district personnel.

I confirm that I have completed all documents required by NEISD to perform instructional duties on district campuses.

I confirm that NEISD has provided me with information regarding my consideration to acquire personal liability insurance prior to facilitating private lessons on NEISD campuses. I agree that the North East Independent School District will not be held liable should any issue arise during the private lesson program under which I would require liability insurance.

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DEPARTMENT: (circle one)    BAND      CHOIR      ORCHESTRA

SIGNATURE / PRIVATE LESSON INSTRUCTOR: \_\_\_\_\_

EMAIL ADDRESS / PRIVATE LESSON INSTRUCTOR: \_\_\_\_\_

SIGNATURE / DIRECTOR OF MUSIC PROGRAMS: \_\_\_\_\_

DATE ENTERED INTO AGREEMENT: (today's date) \_\_\_\_\_