

Bullis School Music Private Lesson Policies 2019-2020

(rev. 7/12/19)

1. Lessons for Middle, Upper and returning Lower School students will begin the week of September 9. Lower School Beginner lessons will start the week of October 1. The last day of lessons for most students will be April 17, 2020 with make-up lessons through May 15, 2020 (seniors will end by April 3 with make-up lessons through May 1).
2. ***Payments will be made in two installments during the year, one installment per Session.*** The first payment will be due at or before the first lesson. **Payment should be made to the instructor directly.** (A payment schedule and lesson fees for the year will be published in a separate document).
3. Parents must complete the electronic *Private Music Lesson Consent Form* and submit by Docusign prior to the first lesson. This document will be sent upon submission of the lesson registration form.
4. Minimum lesson length for Lower and Middle School students is 30 minutes. Minimum lesson length for Upper School Students is 45 minutes. Middle and Upper School students currently on Bullis School financial aid and who are enrolled in a Bullis School instrumental ensemble will receive financial aid for their private music lessons only on the instrument that they play in the group. ***There is no financial aid provided for Lower School students.***
5. **Students receiving financial aid may only receive the equivalent of the designated twelve lessons per term.** The lesson length for financial aid students can be a maximum of 30 minutes for Middle School or 45 minutes for Upper School. ***Any time beyond the maximum must be paid at regular full-pay rates and arranged specially through the Lesson Program Coordinator, Lerna May-Frandsen.***
6. **Except for sudden illness, the student or parent must give 24 hours notice directly to the private lesson instructor if a lesson is to be missed.** Students are expected to be present for all lessons ***unless they or the parents have informed the private instructor directly in advance*** (this includes athletic conflicts, field trips and absences from school). **The private music instructors are professional musicians who enjoy working and teaching students and have set aside a specific time for each student. This time is reserved.**
7. In order to streamline and simplify the program for parents, students and private instructors alike, **there will be no refunds for missed lessons.** Student cancellations made with proper notice can be rescheduled or made up; ***the schedule for each session includes extra time to facilitate the completion of make-ups. Each student may have no more than two student-initiated makeup lessons per Session for lessons cancelled in advance.*** In the event that a private instructor must miss a lesson, they will arrange to make the lesson up with the student (any teacher initiated make-ups will not count against the student-initiated, two make-up limit mentioned before). Instructors will also make every effort to make-up lessons cancelled due to weather closings or special school schedules. Student No Shows or Late Cancellations are forfeited.
8. Instruction books can be purchased from the private lesson instructor or from area stores. Purchase and care of instruments, instrument supplies, tuners, metronomes, and music stands are

the responsibility of the student. Lessons will be held privately, one student with one instructor, in designated areas. Parents are encouraged to attend private lessons.

9. Lessons at Bullis School are given only on regular school days. No private lessons will occur at Bullis on weekends, school holidays or breaks, including summer break, unless approved in advance by the Business Officer. ***Off-campus lessons with a Bullis instructor are only allowed in special situations that have been pre-approved*** by the Lesson Coordinator and the student's Division Principal.

10. Private lesson instructors will complete an electronic form at the conclusion of each lesson to document the session and students will sign in at each lesson to document their attendance.

11. Lower School private lessons may begin at 3:15 each day. Middle School private music lessons will begin at 3:45 p.m. Upper School private music lessons are sometimes held during an Upper School study hall, depending on teacher availability, or will be scheduled after 2:45 p.m.

12. Lower and Middle School students with after-school lessons that occur after 3:45 p.m. must go to Extended Day until their private lesson teacher comes to the library to escort them to the lesson. As soon as a lesson is complete, students must either be picked up immediately by a parent or return to Extended Day in the Marriott Family Library, escorted by the private lesson teacher. Music teachers are required by the school to personally escort each Lower and Middle School student to Extended Day. Lower and Middle School students do not need to pay the After-Care fee on the day of their lesson; the Lesson Coordinator and Extended Day staff will communicate to properly document Extended Day attendance for lesson students.

13. Aside from the actual lesson time, Upper School students staying after school for private instruction are expected to remain in the library until their transportation arrives.

14. Bullis bus riders with lessons that take place after 3:30 p.m. may ride the 6:00 p.m. activity bus on the day of their music private lesson if their route is among those with late bus service.

15. The school does not guarantee placement with an instructor for private lessons. The school does ***not*** guarantee Upper School students a lesson time during a student's study hall. The school will facilitate placement and lesson times to the best benefit of all students and not based on seniority.

16. We recommend that families respond promptly to communications from the instructors with regard to lesson time, as early slots will fill quickly and opportunities may be lost through delay. We also suggest that families be as flexible as possible regarding lesson days and times, as this will increase the likelihood of a child's successful placement.

17. At points during the year, students will be evaluated on their individual progress. This is an invaluable part of their musical experience at Bullis. Students will receive feedback from their private instructors and ensemble teachers, as well as other music professionals.