

## Arlington Music Enrichment Program

It is the goal of the Arlington Independent School District's fine arts programs to provide the very best learning experiences for every student. One such experience is the opportunity for a student to study privately with a professional instructor. This enrichment program will make this opportunity available to all music students in grades 7 – 12. The Arlington Music Enrichment Program serves a twofold purpose. First, it allows interested students to receive individual music training. Secondly, it improves the performance level of the individual student, positively impacting the organization in which the student participates.

The following guidelines are approved by the Arlington ISD Board of Trustees.

1. Arlington Music Enrichment Program instructors will be selected by the AISD secondary music personnel from applications that are processed in the AISD Fine Arts Office. Instructor's names must first appear on the list of *Approved Instructors* before they are eligible to teach on AISD campuses.
2. The lessons are optional. Lessons are not a prerequisite for membership in any organization.
3. Students who choose to participate in the Arlington Music Enrichment Program are taught once per week during the music class or before or after school.
4. Scholarships which offset the cost of the lessons will be available for students. Scholarships will be offered based on merit and need. *Scholarship Application* forms are available through the program director.

The purpose of this document is to provide the necessary tools for the district-wide implementation of the Arlington Music Enrichment Program. The campus program directors, the instructors, and the students and parents comprise the essential personnel of the program. Their individual participation and commitment to the program will determine the success of this enrichment opportunity for AISD students.

Arlington Music Enrichment Program  
2009 – 2010  
Guidelines for Directors

1. Introduce the Arlington Music Enrichment Program by distributing the *General Information* as well as the *2009–2010 Enrollment* form, *2009–2010 Scholarship Requirements*, *2009–2010 Scholarship Application* forms, and the *2009–2010 Billing/Payment Schedule* for all interested students. **Emphasize the criteria for scholarship receipt.**
2. Select instructors from the 2009–2010 list of *Approved Instructors*.
3. Collect and process the *2009–2010 Scholarship Application* forms. Mail the *2009–2010 Award Letter* to each applicant prior to the implementation of the program.
4. Collect the *2009–2010 Enrollment* form from each participant in the Arlington Music Enrichment Program. Assign the instructor who is to teach each student. Copy the *Enrollment* form and give it to the instructor to whom the student is assigned. Include the scholarship amount on the *Enrollment* form. A student may not receive a lesson until a completed *2009-2010 Enrollment* form is on file with the campus director.
5. Make arrangements for the building to be open as required by the instructor. A band, choir, or orchestra director must be on campus when the lessons are taught.
6. The instructor is to turn in the *2009-2010 Attendance Record* monthly for your signature. Copy it and return it to the instructor for billing purposes. The campus director must complete the *2009-2010 Monthly Scholarship Summary* and send the summary, along with any necessary scholarship funding, to the AMEP office at the end of the monthly billing period. Scholarship funding is the responsibility of the band, choir or orchestra program at the school. A yearly participation fee of \$100 is due to AMEP by October 1.
7. Advise the instructor of materials that will supplement your program. Share with the instructor your preferred method books, teaching techniques, and counting system. Communicate your teaching terms and expressions with the instructor.
8. Be willing to assist instructors in locating materials for students.
9. Lesson time is to be used for working on lesson material, not on classroom repertoire. However, you may occasionally request that an excerpt from the classroom repertoire be used as a teaching vehicle.
10. At concerts and meetings and in printed matter, give appropriate recognition and credit to instructors for their contributions.
11. Look upon instructors as professional colleagues and let students know that you respect the instructors and the Arlington Music Enrichment Program.
12. Stay in touch with the instructors to be certain that both of you have all pertinent information on the student's progress.

# Arlington Music Enrichment Program

## 2009-2010

### General Information

It is the goal of the Arlington Independent School District's fine arts programs to provide for the very best learning experiences for every student. One of these learning experiences is the opportunity for a student to study privately with a professional instructor. This enrichment program will make the opportunity for private instruction available to all music students in grades 7-12. The Arlington Music Enrichment Program serves a twofold purpose. First, it allows interested students to receive individual musical training. Secondly, it improves the performance level of the individual student, positively impacting the organization in which the student participates.

1. AMEP program instructors are selected by the AISD secondary music personnel from applications that are processed in the AISD Fine Arts office. The AISD Director of Fine Arts shall send the campus directors the list of *Approved Instructors*.
2. The Arlington Music Enrichment Program is available for all music students in grades 7-12. The campus director shall introduce the Arlington Music Enrichment Program to all students, providing them with the *2009-2010 Enrollment* form, the *Scholarship Application*, the *2009-2010 Scholarship Requirements*, and the *2009-2010 Billing/Payment Schedule*. The scholarship applicant shall receive his *2009-2010 Award Letter* in the mail. Scholarship awards will terminate at the conclusion of each school year.
3. The lessons are not a prerequisite for membership in any organization.
4. Students who choose to participate in the AMEP are taught once per week during the music class or before or after school.
5. The total cost for each lesson is \$16.00 per 25-minute lesson. Lessons will be billed monthly in advance of the lessons. All financial transactions are the responsibility of the AMEP instructor. (Refer to the *2009-2010 Billing/Payment Schedule*.)
6. The instructor will mail you a statement. Please pay the balance at the first lesson of each month. Make your check payable to the student's instructor.
7. Scholarships which offset the cost of the lessons will be available for students based on merit and need. *Scholarship Application* forms are available through the campus program director. A student who meets the requirements may apply for a partial scholarship to offset the tuition cost of the Arlington Music Enrichment Program. (Refer to *Arlington ISD – Arlington Music Enrichment Program 2009-2010 Scholarship Requirements*.)
8. Scholarship recipients must commit to do the following:
  - a. They must practice
  - b. They must attend all performances.
  - c. They must be present for all rehearsals beyond the school hours.
  - d. They must remain academically eligible.
  - e. They must participate in fundraising activities.

9. Failure to adhere to this commitment may result in the forfeiture of any scholarship.
10. Funds for the scholarships will be provided by the organization's fund raising efforts. Parents of scholarship recipients will be asked to support this effort. They should be willing to help when called, and have their children participate enthusiastically in fundraising activities.
11. Policies regarding missed lessons are as follows:
  - a. With prior notification, a student who is absent from school will be given an opportunity to schedule a makeup lesson with the instructor.
  - b. A student who misses a lesson without a 24-hour prior notification will be financially accountable for the entire fee for that lesson. No scholarship money will be applied to offset the cost of missed lessons.
  - c. The student will receive the Arlington Music Enrichment Program instructor's phone number at their first lesson. To cancel a lesson, the student is to contact the instructor at least 24 hours in advance. If you have a morning emergency and if the instructor cannot be reached, contact the campus director.

Arlington Music Enrichment Program  
2009-2010  
Enrollment

(To be completed by the parent and returned to the program director)

The Arlington Music Enrichment Program offers individual instruction to students who are enrolled in its instrumental and vocal music programs.

A copy of the *Arlington Music Enrichment Program General Information* is attached to this form. Please read the information carefully before enrolling your child and keep it for future reference. If you have any questions, please call your child's band, choir, or orchestra director.

Use your child's legal name to complete the enrollment form. Return it to the campus director prior to your child's first lesson. **Checks should be made payable to the instructor.**

Please retain the attached policies for future reference.

**Please print or type.**

Student's Legal Name \_\_\_\_\_ Grade \_\_\_\_\_

Father's Name \_\_\_\_\_ Mother's Name \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell or Other Phone \_\_\_\_\_

Work Phone (father) \_\_\_\_\_ Work Phone (mother) \_\_\_\_\_

Mailing Address \_\_\_\_\_

City and Zip Code \_\_\_\_\_

E-Mail Address \_\_\_\_\_

School \_\_\_\_\_

Band, Choir or Orchestra (circle) \_\_\_\_\_ Instrument \_\_\_\_\_

Instructor Assigned (To be filled out by director) \_\_\_\_\_

I have read and I understand the policies concerning the Arlington Music Enrichment Program.

Parent Signature \_\_\_\_\_

Arlington ISD – Arlington Music Enrichment Program  
2009-2010  
Scholarship Requirements

Private study is a very important means to becoming musically proficient. The \_\_\_\_\_ (program/organization) is committed to providing scholarship opportunities for students enrolled in the Arlington Music Enrichment Program. These scholarships are designed to encourage students who might not have the opportunity to study music privately otherwise. Scholarships are intended for students who have indicated a sincere desire to become better musicians and contribute their talents to the strengthening of their own musical organization.

- Students must meet the requirements listed below in order to qualify for these scholarships.
- Students must be enrolled in the \_\_\_\_\_ program.
- Students must submit a completed Scholarship Application form to the campus director.
- Scholarships awarded may be used for study only in the Arlington Music Enrichment Program.
- Students must remain academically eligible in order to retain the scholarship privilege.
- Scholarships will be awarded based on merit and need.
- Scholarship funds will be paid directly to the instructor.

Scholarship Award Letters will be mailed prior to the student's first lesson of the 2009-2010 Arlington ISD school year. Scholarship awards will terminate at the conclusion of each school year.

Arlington Music Enrichment Program  
2009-2010

Scholarship Application

(To be completed by student and parent and returned to the campus director)

Student Name \_\_\_\_\_

Parent Name \_\_\_\_\_

Address \_\_\_\_\_ Zip Code \_\_\_\_\_

Home Phone \_\_\_\_\_ Daytime Phone \_\_\_\_\_

I am applying for a music scholarship for the following reason (s): \_\_\_\_\_

\_\_\_\_\_

I want to study privately because \_\_\_\_\_

\_\_\_\_\_

I understand that being awarded a music scholarship is a privilege. I will do my best to earn that privilege by being a responsible ensemble member. I commit to do the following things: I will practice, attend all performances, be present for all rehearsals beyond the school hours, remain academically eligible, and participate in all fundraising activities. I realize that my failure to adhere to this commitment may result in the withdrawal of this scholarship.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

I understand that a music lesson scholarship is a privilege. I will see that my child takes full advantage of this opportunity. I realize that the money to provide scholarships is derived from the fundraising efforts of the \_\_\_\_\_. I recognize that one factor in the allocation of scholarship awards is the student's commitment to the program. I have read the student agreement above and will help my child fulfill that commitment. I will also support the \_\_\_\_\_ in its activities. I understand you will send me a list of volunteer opportunities in which I may participate.

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

(For campus program use only)

Instructor \_\_\_\_\_

Awarded \$ \_\_\_\_\_ per lesson

# Arlington Music Enrichment Program 2009-2010

## Billing/Payment Schedule

| <u>Lessons Begin</u> | <u>Lessons End</u> | <u>Payment Due</u> |
|----------------------|--------------------|--------------------|
| August 24            | September 30       | August 24          |
| October 1            | October 31         | October 1          |
| November 2           | November 30        | November 4         |
| December 1           | December 18        | December 1         |
| January 4            | January 29         | January 4          |
| February 1           | February 26        | February 1         |
| March 1              | March 31           | March 1            |
| April 1              | April 30           | April 1            |
| May 4                | May 28             | May 4              |

A monthly statement will be mailed to you prior to the first lesson of each month. Your payment is due by the first lesson of each month. If payment is not received by the due date, the student's lessons may be suspended until payment is received. At that time, lessons will resume. If payment is not received with 30 days, the student may be permanently withdrawn from the supplemental music lesson program.

Arlington Music Enrichment Program  
2009-2010  
Award Letter

(To be completed by the campus director and mailed to the parent)

Date \_\_\_\_\_

Dear Parent:

Your child, \_\_\_\_\_, has been awarded a scholarship in the amount of \$ \_\_\_\_\_ per lesson.

Your child's instructor will be \_\_\_\_\_.

The total cost for each lesson is \$ \_\_\_\_\_. Your cost per lesson will be \_\_\_\_\_.

The instructor will mail you a statement following the final monthly lesson. Please pay the monthly balance at your student's first lesson each month. Make your check payable to the student's instructor. A student who misses a lesson without a 24-hour prior notification to the instructor will be financially accountable for the full cost of that lesson.

The money used for scholarships is raised through fund-raising efforts by the students and parents. In consideration of their efforts, I ask that you support this organization by being willing to help if called, and having your child participate enthusiastically in fund raising opportunities as they are presented.

Your child needs to practice and be prepared for each lesson.

Sincerely,

(Director)

Parent's Signature \_\_\_\_\_

June 9, 2009

Dear Applicant:

I appreciate your interest in the Arlington Independent School District's Music Enrichment Program. This packet provides the forms you will need to complete in order to apply to serve as an independent music instructor for the 2009-2010 school year.

You must be on the official, cleared list of independent music instructors that is sent to the campus director by the Director of Fine Arts in order to be eligible to conduct lessons in our schools. Instructors who taught lessons in the program during the 2008-2009 school year must pick up a new packet, provide proof of their renewal of professional liability insurance, submit a new application, and sign the *2009-2010 Instructor Agreement* in order to remain on the list of *Approved Instructors*.

The following items are required in order for you to become an instructor in the Arlington Music Enrichment Program:

- (1) A completed Instructor Application form must be on file in the AISD Fine Arts office.
- (2) A completed Criminal History Record Authorization must be on file in the AISD personnel office. A legible copy of your driver's license must be provided.
- (3) A signed Instructor Agreement must be on file in the AISD Fine Arts office.
- (4) You must provide proof of professional liability insurance. The TMEA membership form and application for liability insurance are available at [www.tmea.org](http://www.tmea.org). The NFHS application is available at [www.nfhs.org](http://www.nfhs.org). It is recommended that you apply for insurance as quickly as possible to ensure prompt completion of the paperwork.

You must attend an orientation meeting at the Professional Development Center for the Arlington ISD, located at 1111 W. Arbrook, on August 20, 2009 at 7:00 p.m. to begin teaching at the beginning of the school year. Thereafter, orientation sessions will be held by appointment only in the office of the Director of Fine Arts.

As an independent music instructor, you will handle your own billing and collection, charging the standardized rate of \$16.00 per lesson, which is payable directly to you. For billing, you will use the Arlington Music Enrichment Program Monthly Statement, following the Billing/Payment Schedule.

Thank you for applying to be an independent music instructor in the Arlington Music Enrichment Program.

Sincerely,

Bill Huff  
Director of Fine Arts

Arlington Music Enrichment Program  
2009-2010  
Instructor Agreement

1. The district recognizes that the individual music instructor serves students enrolled in the music programs of the district. The instructor agrees to the following conditions:
2. The instructor agrees not to exceed the maximum allowable charge of \$16.00 per lesson. Instructors will be responsible for all tax accounting incurred.
3. The instructor agrees to handle all billing directly with the parent/student.
4. The instructor agrees to be available to provide musical instruction to any student enrolled in the band, choir or orchestra program of the district.
5. The instructor agrees to cooperate with the campus director in the scheduling of lessons at a time that does not conflict with the student's other academic pursuits.
6. The instructor agrees to prescribe instructional materials for the student that meet district curriculum standards and are accessible to the student at a reasonable cost.
7. The instructor agrees to attend all scheduled instructional sessions unless prevented by illness or other good cause, and to give students reasonable notice of not less than 24 hours, except in cases of emergency, when lessons must be missed. In all cases, the director is to be notified when the instructor will not be meeting scheduled lessons.
8. The instructor agrees to provide a monthly report of all students taught to the organizational director at the campus that the lessons are being taught.
9. The instructor agrees to comply with all applicable laws, Board policies, and rules pertaining to, but not limited to, dress, conduct, and the use and/or possession of drugs, alcohol, tobacco, or weapons on district property.
10. The instructor agrees to follow the Code of Ethics of the Texas Certified Teachers ([www.sbec.state.tx.us](http://www.sbec.state.tx.us)) and the Texas Music Educators Association.
11. The instructor agrees to procure and maintain liability insurance which would cover any activity described in this agreement and to indemnify and hold the district harmless from all claims, demands, causes of action, judgments, and liabilities which may arise out of or in connection with this agreement.
12. The Arlington Music Enrichment Program is under the direct supervision of the campus principal. All local rules and/or regulations are expected to be followed.
13. This agreement may be terminated at any time by either party.

\_\_\_\_\_  
Instructor Signature

Date \_\_\_\_\_

\_\_\_\_\_  
Director of Fine Arts, AISD

Date \_\_\_\_\_

Completed: \_\_\_\_\_  
NEEDS: INS. \_\_\_\_\_ Resume \_\_\_\_\_  
Pro. Fee \_\_\_\_\_ C.H. \_\_\_\_\_

Contacted \_\_\_\_\_

**ARLINGTON INDEPENDENT SCHOOL DISTRICT**  
**Arlington Music Enrichment Program**  
**Teacher Application**

**Band** \_\_\_\_\_ **Choir** \_\_\_\_\_ **Orchestra** \_\_\_\_\_

**Instrument (s)** \_\_\_\_\_ **Date** \_\_\_\_\_

**Name** \_\_\_\_\_ **Telephone** \_\_\_\_\_

**Address** \_\_\_\_\_ **City** \_\_\_\_\_ **Zip** \_\_\_\_\_

**E-mail address** \_\_\_\_\_ **Social Security Number** \_\_\_\_\_

**Available to teach:** Monday \_\_\_\_\_ Tuesday \_\_\_\_\_ Wednesday \_\_\_\_\_ Thursday \_\_\_\_\_ Friday \_\_\_\_\_

**LEVEL:** High School \_\_\_\_\_ Junior High School \_\_\_\_\_

**Have you taught previously with AISD?** \_\_\_\_\_ **Dates:** \_\_\_\_\_

**If you have a preference for a particular school/schools, please list:**

\_\_\_\_\_

**Please answer the following questions:**

- (1) Have you ever been convicted of a felony, or a crime involving moral turpitude?  
\_\_\_\_\_ Yes \_\_\_\_\_ No
- (2) Have you ever received deferred adjudication, or probation for a felony, or a crime involving moral turpitude?  
\_\_\_\_\_ Yes \_\_\_\_\_ No
- (3) Have you ever been convicted of a felony, or misdemeanor involving misappropriation of funds?  
\_\_\_\_\_ Yes \_\_\_\_\_ No

**Professional and/or Personal References (List at least three):**

|           | <b>FULL NAME</b> | <b>POSITION</b> | <b>ADDRESS/PHONE</b> |
|-----------|------------------|-----------------|----------------------|
| <b>1.</b> | _____            | _____           | _____                |
| <b>2.</b> | _____            | _____           | _____                |
| <b>3.</b> | _____            | _____           | _____                |

\_\_\_\_\_  
**Signature**

Arlington Music Enrichment Program  
2009-2010  
Monthly Statement

Student Name \_\_\_\_\_

Instructor \_\_\_\_\_

|                      |          |   |
|----------------------|----------|---|
| Date(s) of Lesson(s) | 1. _____ | Total Cost of Lesson - \$16.00          |
|                      | 2. _____ | Student Scholarship per Lesson \$ _____ |
|                      | 3. _____ |   |
|                      | 4. _____ | Total Amount Due \$ _____               |

Comments \_\_\_\_\_

Monthly statements will be mailed following the final lesson of each month. Advance payment is due to the instructor on the first lesson of each month. Address all billing inquiries to your child's instructor. Check should be made payable to \_\_\_\_\_.

Instructor's Phone \_\_\_\_\_  
Address \_\_\_\_\_  
City/Zip \_\_\_\_\_

Arlington Music Enrichment Program  
2009-2010  
Monthly Statement

Student Name \_\_\_\_\_

Instructor \_\_\_\_\_

|                      |          |   |
|----------------------|----------|---|
| Date(s) of Lesson(s) | 1. _____ | Total Cost of Lesson - \$16.00          |
|                      | 2. _____ | Student Scholarship per Lesson \$ _____ |
|                      | 3. _____ |   |
|                      | 4. _____ | Total Amount Due \$ _____               |

Comments \_\_\_\_\_

Monthly statements will be mailed following the final lesson of each month. Advance payment is due to the instructor on the first lesson of each month. Address all billing inquiries to your child's instructor. Check should be made payable to \_\_\_\_\_.

Instructor's Phone \_\_\_\_\_  
Address \_\_\_\_\_  
City/Zip \_\_\_\_\_

Arlington Music Enrichment Program  
2009-2010  
Guidelines for Instructors

1. Your name will appear on the list of Approved Instructors once you have completed the application requirements (refer to the Applicant Letter).
2. Contact the campus director to determine his interest in your instructor services (refer to the Directory)
3. **Accept the Enrollment forms for the students who are assigned to you by the director.** You may not teach a lesson to a student until you have received that completed form.
4. Contact the student and parents to schedule the lesson time. Be aggressive in learning school conflicts. You are being provided an *AISD 2009-2010 Calendar*.
5. Make arrangements with the director for the building to be open. A band, choir or orchestra director must be in the building when lessons are taught.
6. Once you have determined the first month's schedule of lessons, go over the tuition charge with each student. **Prepare and mail the first Monthly Statement for each student, subtracting the scholarship amount awarded in the final balance.** You are responsible for the collection of fees. For each 25-minute lesson, you charge \$16.00. You will mail the itemized *Monthly Statement* for advance payment immediately following the final monthly lesson. The statement must indicate the dates that lessons will be given as well as the amount that is due.
7. Give the students your phone number(s) **at the first lesson** so that they can contact you. Check your messages daily.
8. Students are to be taught a full 25-minute lesson. Be on time. Start on schedule and dismiss your students on time to meet their class schedules.
9. Use a new *Attendance Record* for each month of lessons. Please make sure that the dates of the lessons are recorded accurately. An incorrect date causes confusion for parents when they are billed for a lesson on a day when the student could not have taken a lesson. Students must sign the *Attendance Record* each time they receive a lesson. The instructor may not sign a student's name. Mark an unexcused absence with a "U". A student who receives an unexcused absence will be billed for the lesson. Do not schedule a makeup lesson for an unexcused absence. Please fill in these records completely and accurately. The billing procedure will not work efficiently unless *Attendance Record* forms are carefully completed, accounting for every lesson.
10. Turn in your original *Attendance Record* forms monthly to the director to sign and process for payment.. Failure to give the director the *Attendance Record* forms monthly could jeopardize the organization's ability to pay you the scholarship money. Retain a copy of the *Attendance Record* forms for billing purposes. You will receive scholarship

reimbursement only for those lessons which are actually taught. The student is responsible for the entire cost of lessons for unexcused absences.

11. Students are to notify you at least one day in advance if they wish to be excused from lessons. This policy does not apply to a student who has an emergency or gets sick during the night before or day of the lesson. The parents or students should leave work on your answering machine or contact the director explaining the reason that they cannot take a lesson. It is important that you check your messages before teaching daily lessons. If a student is absent and you have not been notified, the student has an unexcused absence. If you are unable to reach the parents during the lesson time, leave a message, asking them to call you to discuss the unexcused absence. The name of the person to whom you talked or the phone number where you left a message and the time should be documented on the *Attendance Record*. In order for you to be paid for a second consecutive, unexcused absence, contact with the parent is required. After two consecutive, unexcused absences, you and the parents should decide if the student is going to continue taking lessons. Notify the director immediately if a student's lessons are terminated.
12. It is important that the lessons be given on a regular schedule. If you are unable to teach on any scheduled day, please notify the student and the director in advance. Arrange for the makeup lesson at that time. A director should not be asked to notify your students unless there is an emergency. Students are required to notify you in advance of any absence. If they fail to do so, they must pay for the lesson.
13. Use materials that supplement the music program. Prior to beginning the lessons, check with the director on preferred method books, teaching techniques, and counting system. Compare teaching terms and expressions used with the director.
14. Teach reading skills; the student probably should see something new every lesson.
15. Help students know how to practice and help them to establish a practice routine.
16. Accept responsibility for motivating students as well as for presenting materials, methods, and concepts.
17. Maintain close contact with directors; be sure you are in agreement before recommendations are made to students.
18. Use lesson time for working on lesson material, not on band/choir/orchestra music. However, an excerpt from their classroom repertoire may be used occasionally at the request of the campus director or student as a teaching vehicle.
19. Keep a record of your assignments and give a copy to the student.
20. Expectations of a student's progress should be based on individual ability and not on the level of the ensemble.
21. Be extremely professional in your conduct, language, and attire.

Arlington Independent School District  
 Department of Fine Arts  
 AMEP - Music Teacher Directory

High Schools

|                         |                  |              |  |
|-------------------------|------------------|--------------|--|
| Arlington High School   |                  |              |  |
| Band                    | Michael Hejny    | 817-460-9171 | <a href="mailto:mhejny@aisd.net">mhejny@aisd.net</a>     |
| Choir                   | Dinah Menger     | 817-459-2128 | <a href="mailto:dmenger@aisd.net">dmenger@aisd.net</a>   |
| Orchestra               | Linda Keefer     | 817-274-8474 | <a href="mailto:lkefer@aisd.net">lkefer@aisd.net</a>     |
| Bowie High School       |                  |              |  |
| Band                    | Larry Brown      | 817-419-8657 | <a href="mailto:lbrown1@aisd.net">lbrown1@aisd.net</a>   |
| Choir                   | Jermaine Lobaugh | 682-867-4481 | <a href="mailto:jlobaugh@aisd.net">jlobaugh@aisd.net</a> |
| Orchestra               | Dianne Babcock   | 682-867-4480 | <a href="mailto:sbabcock@aisd.net">sbabcock@aisd.net</a> |
| Lamar High School       |                  |              |  |
| Band                    | Mark Pease       | 682-867-7057 | <a href="mailto:mpease@aisd.net">mpease@aisd.net</a>     |
| Choir                   | Toni Worley      | 682-867-7026 | <a href="mailto:tworley@aisd.net">tworley@aisd.net</a>   |
| Orchestra               | Pat Leaverton    | 682-867-6996 | <a href="mailto:pleavert@aisd.net">pleavert@aisd.net</a> |
| Martin High School      |                  |              |  |
| Band                    | Gordon Hart      | 682-867-8672 | <a href="mailto:ghart@aisd.net">ghart@aisd.net</a>       |
| Choir                   | Kay Owens        | 817-483-6462 | <a href="mailto:aowens@aisd.net">aowens@aisd.net</a>     |
| Orchestra               | Michael Stringer | 682-867-8793 | <a href="mailto:mstringe@aisd.net">mstringe@aisd.net</a> |
| Sam Houston High School |                  |              |  |
| Band                    | Jeff Barge       | 682-867-8573 | <a href="mailto:jbarge@aisd.net">jbarge@aisd.net</a>     |
| Choir                   | Laura Pease      | 682-867-8236 | <a href="mailto:lpease@aisd.net">lpease@aisd.net</a>     |
| Orchestra               | Roz Waldorf      | 682-867-8574 | <a href="mailto:rwaldorf@aisd.net">rwaldorf@aisd.net</a> |
| Seguin High School      |                  |              |  |
| Band                    | Robert Poulin    | 682-867-6853 | <a href="mailto:rpoulin@aisd.net">rpoulin@aisd.net</a>   |
| Choir                   | Thomas Rinn      | 682-867-6803 | <a href="mailto:trinn@aisd.net">trinn@aisd.net</a>       |
| Orchestra               | Melina Shaffer   | 682-867-6874 | <a href="mailto:mshaffer@aisd.net">mshaffer@aisd.net</a> |

Junior High Schools

|                      |                  |              |  |
|----------------------|------------------|--------------|--|
| Bailey Junior High   |                  |              |  |
| Band                 | Pam Garmon       | 682-867-0734 | <a href="mailto:pgarmon@aisd.net">pgarmon@aisd.net</a>   |
| Choir                | Lynn Wilson      | 682-867-0765 |  |
| Orchestra            | Michelle Harvick | 682-867-0751 | <a href="mailto:mharvick@aisd.net">mharvick@aisd.net</a> |
| Barnett Junior High  |                  |              |  |
| Band                 | Megan Czerwieski | 682-867-5016 | <a href="mailto:mczerwie@aisd.net">mczerwie@aisd.net</a> |
| Choir                | Karen Batsel     | 682-867-5017 | <a href="mailto:kbatsel@aisd.net">kbatsel@aisd.net</a>   |
| Orchestra            | Greg Sunder      | 682-867-5015 | <a href="mailto:gsunder@aisd.net">gsunder@aisd.net</a>   |
| Boles Junior High    |                  |              |  |
| Band                 | Bob Seligson     | 682-867-8062 | <a href="mailto:rseligso@aisd.net">rseligso@aisd.net</a> |
| Choir                | Jocelyn Epley    | 682-867-8058 | <a href="mailto:jepley@aisd.net">jepley@aisd.net</a>     |
| Orchestra            | Lyn Stone        | 682-867-8060 | <a href="mailto:lynstone@aisd.net">lynstone@aisd.net</a> |
| Carter Junior High   |                  |              |  |
| Band                 | Chad Strother    | 682-867-1745 | <a href="mailto:cstrothe@aisd.net">cstrothe@aisd.net</a> |
| Choir                | Rae Wisdom       |              |  |
| Orchestra            | Barbara Roth     | 682-867-1749 | <a href="mailto:broth@aisd.net">broth@aisd.net</a>       |
| Ferguson Junior High |                  |              |  |
| Band                 | Dan Hippman      | 682-867-1639 | <a href="mailto:dchippma@aisd.net">dchippma@aisd.net</a> |
| Choir                | Eric Cooley      | 682-867-1662 | <a href="mailto:ecooley@aisd.net">ecooley@aisd.net</a>   |
| Orchestra            | Mary Cliborn     | 682-867-1661 | <a href="mailto:mcliborn@aisd.net">mcliborn@aisd.net</a> |

|                         |                 |              |  |
|-------------------------|-----------------|--------------|--|
| Gunn Junior High        |                 |              |  |
| Band                    | Sara Stringer   | 817-466-3120 | <a href="mailto:sstringe@aisd.net">sstringe@aisd.net</a> |
| Choir                   | Karyn Myers     | 817-466-3163 | <a href="mailto:kmyers1@aisd.net">kmyers1@aisd.net</a>   |
| Orchestra               | Sammy Branch    | 817-466-3163 | <a href="mailto:sbranch@aisd.net">sbranch@aisd.net</a>   |
| Hutcheson Junior High   |                 |              |  |
| Band                    | Cathy Besyner   | 682-867-2436 | <a href="mailto:cbesyner@aisd.net">cbesyner@aisd.net</a> |
| Choir                   | Rae Wisdom      | 682-867-2482 | <a href="mailto:rwisdom@aisd.net">rwisdom@aisd.net</a>   |
| Orchestra               | Helen Hwang     | 682-867-2434 | <a href="mailto:hhwang@aisd.net">hhwang@aisd.net</a>     |
| Nichols Junior High     |                 |              |  |
| Band                    | Bryan Stein     | 817-801-2635 | <a href="mailto:bstein@aisd.net">bstein@aisd.net</a>     |
| Choir                   | Greg Haugen     | 682-867-2643 | <a href="mailto:ghaugen@aisd.net">ghaugen@aisd.net</a>   |
| Orchestra               | Grace Son       | 682-867-2653 | <a href="mailto:sson@aisd.net">sson@aisd.net</a>         |
| Ousley Junior High      |                 |              |  |
| Band                    | Jennifer Hay    | 682-867-5716 | <a href="mailto:jhay1@aisd.net">jhay1@aisd.net</a>       |
| Choir                   | Chris Wagner    | 682-867-5717 | <a href="mailto:cwagner1@aisd.net">cwagner1@aisd.net</a> |
| Orchestra               | Julia Gray-Lion | 682-867-5718 | <a href="mailto:jgraylio@aisd.net">jgraylio@aisd.net</a> |
| Shackelford Junior High |                 |              |  |
| Band                    | Matt Nagel      | 682-867-3639 | <a href="mailto:mnagel@aisd.net">mnagel@aisd.net</a>     |
| Choir                   | Wes Harsha      | 682-867-3695 | <a href="mailto:wharsha@aisd.net">wharsha@aisd.net</a>   |
| Orchestra               | Kathy Patterson | 682-867-3648 | <a href="mailto:kpatter3@aisd.net">kpatter3@aisd.net</a> |
| Workman Junior High     |                 |              |  |
| Band                    | Steve Carr      | 682-867-1219 | <a href="mailto:jcarr@aisd.net">jcarr@aisd.net</a>       |
| Choir                   | Phyllis Gordon  | 682-867-1235 | <a href="mailto:pgordon@aisd.net">pgordon@aisd.net</a>   |
| Orchestra               | Eric McKeever   | 682-867-8678 | <a href="mailto:emckeeve@aisd.net">emckeeve@aisd.net</a> |
| Young Junior High       |                 |              |  |
| Band                    | Larry Howell    | 682-867-3458 | <a href="mailto:lhowell@aisd.net">lhowell@aisd.net</a>   |
| Choir                   | Christi Jones   | 682-867-3429 | <a href="mailto:cjones5@aisd.net">cjones5@aisd.net</a>   |
| Orchestra               | Diane Harper    | 682-867-3435 | <a href="mailto:rharper@aisd.net">rharper@aisd.net</a>   |

# Arlington Music Enrichment Program 2009-2010

## Billing/Payment Schedule

| <u>Lessons Begin</u> | <u>Lessons End</u> | <u>Payment Due</u> |
|----------------------|--------------------|--------------------|
| August 24            | September 30       | August 24          |
| October 1            | October 31         | October 1          |
| November 2           | November 30        | November 2         |
| December 1           | December 18        | December 1         |
| January 4            | January 29         | January 4          |
| February 1           | February 26        | February 1         |
| March 1              | March 31           | March 1            |
| April 1              | April 30           | April 1            |
| May 4                | May 29             | May 4              |

A monthly statement will be mailed to you prior to the first lesson of each month. Your payment is due by the first lesson of each month. If payment is not received by the due date, the student's lessons may be suspended until payment is received. At that time, lessons will resume. If payment is not received within 30 days, the student may be permanently withdrawn from the supplemental music lesson program.