

Procedure Title	Private Music Instruction to Day School Students		
Date of Issue	February 16, 1999	Related Policy	BP 5690-D
Revision Dates	June 22, 2005	Related Forms	
Review Date		Originator	System Administrative Team
References			
Education Act, Section 21 (2)(e)			

Procedure:

Rationale:

It is the policy of Bluewater District School Board to permit private music instruction to day school students subject to the following procedure.

Procedure:

1. Private music instruction may be provided to students at Bluewater District schools subject to consultation with the School Community Council and the approval of the principal.
2. Scheduling of the instructional period will be such that there is no interference or disruption to the regular classroom program. Whenever possible, instruction will occur outside of the classroom teaching timetable.
3. Instruction shall be consistent with the regular school program.
4. Each instructor must present the appropriate qualifications upon the request of the principal.
5. Each instructor is required to complete a "Permit for the Use of Schools" Form AF 5901.
6. Each instructor is required to provide proof of insurance, noting Bluewater District School Board as an additional insured.
7. Private music instructors will be considered service providers and School Administrators will be required to comply with Administrative Procedure AP 7382-D "Criminal Background Check - Service Providers". This procedure requires that administrators update Human Resources with the names, addresses, phone numbers and contact names of new Service Providers. Human Resources will communicate the information to OESC (Ontario Education Services Corporation). An identification card will be issued to the music instructor, which will be kept up-to-date on an annual basis through the completion of an Offense Declaration which is conducted between the

Service Provider (music instructor) and OESC. Administrators are to check the identification cards on a regular basis.

8. Appropriate instructional space and a piano or other instruments will be provided without cost to the instructor, if required, subject to their availability. Piano tuning is the responsibility of the instructor.
9. In the event that more than one suitable instructor is available and interested in providing private music instruction, the principal will endeavour to ensure that the available time and resources are shared equitably.
10. The school will not be responsible for the collection of any fees.
11. The instructor shall be responsible to the principal for the conduct of students in the music program while in the school.
12. Advertising and/or recruitment for the lessons will remain as the responsibility of the instructor.
13. Instruction is to be provided for the students enrolled at the school. Instruction may be provided for other students at the discretion of the principal.
14. Instructors who wish to access the space and equipment for instruction, beyond the regular school day, may do so under the Board's "Community Use of Facilities" policy. A rental fee is applicable in these cases.
15. Bluewater District School Board reserves the right to alter the arrangements for this program in consultation with the principal and the School Council.