

New and Returning Instructor

Check-off List

- Application for Private Lesson Instructor – **MUST** complete all areas yearly
- Private Instructor Agreement
- Criminal History Check Form
- Fingerprints completed (use attached NCPS Code Form – you will have to sign up for a location online and it will cost you roughly \$40.00) - returning, approved, and badged instructors not necessary
- Sexual Harassment Training Form – Yearly **MANDATORY**
- Proof of Liability Insurance (this can be purchased online with either a TMEA or NFHS membership) - **MUST** be kept current yearly
- CCISD Badge – Upon approval and notification from VPA, all private instructors must wear a CCISD issued photo identification badge while on campus. Badges will be issued through our Human Resources Department. Should you choose to not return as a private lesson instructor your badge **MUST** be returned to VPA.
- **Copy of Degree (if applicable)**

APPLICATION FOR PRIVATE MUSIC LESSON INSTRUCTOR
 Clear Creek Independent School District
 2425 East Main Street, League City, Texas 77573
 Department of Visual and Performing Arts, Music Enrichment Office
 (281) 284-0086

PERSONAL INFORMATION

Date of application: _____

Name: _____ - - -
Last First MI Social Security No.

Address: _____
Street or P.O. Box City State Zip Code

Home Telephone No: (____) _____ Alternate No: (____) _____

Email address: _____

EDUCATION

HIGH SCHOOL ATTENDED LOCATON

COLLEGE/OTHER MAJOR MINOR TYPE DEGREE YEAR EARNED

Student Level: _____ Intermediate _____ High School

_____ *Instrumental Music* *List instruments below:*
 _____ *Vocal Music* _____

CAMPUS(ES)/DIRECTOR(S) WHICH YOU WILL BE WORKING

FROM Mont/Year	TO Month/Year	CAMPUS	DIRECTOR	DAYS/ TIMES

Would you like to work at campuses other than the ones listed above? _____ yes _____ no

REFERENCES

NAME	POSITION	COMPLETE MAILING ADDRESS	PHONE NUMBER

All Texas school districts are authorized to obtain any criminal history information relating to an applicant for contracted services, TEC 22,083. Conviction of a crime is not an automatic bar to contracted services. Clear Creek Independent School District will consider the nature, date and relationship of the offence to the position for which you are applying.

Have you ever pled guilty or nolo contendere (no contest) to, or been convicted of a felony or misdemeanor involving moral turpitude, regardless of disposition (i.e., an actual sentence, a suspended sentence, deferred adjudication, probation, etc.)? (Moral turpitude is anything done knowingly contrary to justice, honesty, principle, or good morals.) _____ Yes _____ No

List relatives employed by the Clear Creek ISD: _____ , _____

Are you related to a present member of the CCISD Board of Trustees? Yes No

If yes: _____
 Name Relationship

I authorize and request each employer, form, person, or corporation listed herein or on my resume to answer all questions that may be asked and give all information that may be sought in connection with this application or concerning me or my work habits, skill, or action on any transaction. I agree that all such information will be held confidential by the District and I waive the right to inspect are review it.

I certify that all statements made in this application are true and that the failure to include pertinent information or to falsify information requested in this application shall forfeit my right to contracted services. Furthermore, it is understood that this application and records become the property of the Clear Creek Independent School District, which reserves the right to accept or reject it.

Signature of Applicant

Date

The Clear Creek I.S.D. does not discriminate against any contracted employee or applicant because of race religion, color gender, age, national origin, or disability.

This application will remain on file for one year only; it must be renewed if further consideration is desired.

Clear Creek I.S.D.
Private Lesson Program
Private Instructor Agreement

This agreement is made and entered (Date) _____, 201____ by and between Clear Creek Independent School District, (the "District") and (Instructor's name) _____. For and in consideration of the mutual promises contained herein the parties agree as follows:

1. District agrees to provide lesson space for Instructor's use. Times and dates for use of the space will be arranged through the appropriate campus personnel.
2. Instructor agrees to provide private musical instruction to any student enrolled in a regular instructional program of the District in Band, Choir or Orchestra based on the following fee schedule for per 30-minute lessons:

Level 4: \$25.00 (must hold a doctorate **OR** be approved by the Director of Visual and Performing Arts – MUST PROVIDE PROPER DOCUMENTATION TO THE MUSIC ENRICHMENT OFFICE BEFORE YOU ARE APPROVED FOR THIS PAY RATE)

Level 3: \$23.00 for bachelor's degree instructors or 6+ years of private teaching experience

Level 2: \$18.00 for current college students

Level 1: \$9.00 for high school student teachers

3. The appropriate campus music director will attempt to match instructors with students and will facilitate the initial contact by providing the Instructor's contact information to interested students/parents. Once an Instructor is agreed upon, the Instructor should verify that the student has complied with all enrollment procedures by requesting a copy of the completed enrollment form from the Director. The Instructor will only proceed with lessons upon receipt of the enrollment form copy.
4. Instructor will make arrangements for invoicing and payment directly with the student/parent. The District bears no financial responsibility for the lessons and will not be responsible for any delinquencies or failure to pay by the parent/student.
5. Instructor agrees to give the campus and the students/parents at least 24 hour notice if he or she will not be able to give a scheduled lesson because of illness or other good cause except in the case of an emergency.
6. Instructor agrees to provide a current list of students to whom he or she is providing lessons on CCISD campuses to the Music Enrichment Office each semester. The instructor will also notify the office when students withdraw from lessons or when new students begin lessons.
7. Instructor agrees to comply with all applicable laws, District policies and regulations which are in effect, and any amendments which hereafter may be enacted, including but not limited to the following:

- a. Submit to a national criminal history background check as set forth in CCISD Board Policy and consistent with Texas Government Code Section 411.0845 and Texas Education Code Section 22.0834.
 - b. Attend an **ANNUALY** district mandated Clear Boundaries seminar detailing appropriate behavior and communication practices with students. Full time district employees need not attend through VPA.
 - c. Comply with CCISD's policies regarding communication with students, specifically electronic communication, as set forth in CCISD Board Policy CQ(LOCAL) and DH(LOCAL).
8. Instructor agrees 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. Instructor agrees to provide proof of \$1,000,000 general/professional liability insurance.
9. Instructor acknowledges that he/she is an independent contractor and not an employee and is not entitled to any benefits of an employee of the District. No property right or any other expectancy of continuation or renewal of this agreement nor any claim of entitlement is created by this agreement. Instructors who are not CCISD Employees will not be covered by Worker's Compensation Insurance, medical insurance or any other such benefits.
10. Either party may terminate this agreement at any time with or without cause.

Clear Creek ISD Signature: _____

Private Instructor Signature: _____

Address: _____

City, State, Zip: _____

Home Phone: _____ Cell Phone: _____

Email address: _____

Emergency Contact Person: _____

Emergency Contact Phone Number: _____

Discipline (instrument type, voice) _____

Instructor Level 1, 2 or 3 _____

Doctorate/Artist Level 4 _____ (must show proper documentation)

Preferred Campus location(s) _____

I have read and understand the preceding information, and I do hereby authorize the Clear Creek Independent School District complete access to any and all criminal history record information pertaining to me on file with your agency and do hereby unequivocally grant permission to your agency to release all of said criminal history information to the Clear Creek Independent School District.

Signature

Date

The Clear Creek Independent School District does not discriminate against any employee or applicant because of race, religion, color, gender, age national origin, or disability.



Texas Fingerprint Service Code Form

Service Name: Local Education Entities - Clear Creek ISD

To schedule your ten-minute fingerprint appointment, simply visit
<https://uenroll.identogo.com> and enter the following Service Code

11FJ5N

When prompted, please provide or enter the following Agency Number

TX922430Z

Background Check Waiver

I certify that all information I provided in relation to this criminal history record check is true and accurate. I authorize the Texas Department of Public Safety (DPS) to access Texas and Federal criminal history record information that pertains to me and disseminate that information to the designated Authorized Agency or Qualified Entity with which I am or am seeking to be employed or to serve as a volunteer, through the DPS Fingerprint-based Applicant Clearinghouse of Texas and as authorized by Texas Government Code Chapter 411 and any other applicable state or federal statute or policy.

I authorize the Texas Department of Public Safety to submit my fingerprints and other application information to the FBI for the purpose of comparing the submitted information to available records in order to identify other information that may be pertinent to the application. I authorize the FBI to disclose potentially pertinent information to the DPS during the processing of this application and for as long hereafter as may be relevant to the activity for which this application is being submitted. I understand that the FBI may also retain my fingerprints and other applicant information in the FBI's permanent collection of fingerprints and related information, where all such data will be subject to comparisons against other submissions received by the FBI and to further disseminations by the FBI as may be authorized under the Privacy Act of 1974 (5 USC 552a). I understand my fingerprints will be searched by and against civil, criminal and latent fingerprints in the Next Generation Identification (NGI) system. I understand I am entitled to obtain a copy of any criminal history record check and challenge the accuracy and completeness of the information before a final determination is made by the Qualified Entity. I also understand the Qualified Entity may deny me access to children, the elderly, or individuals with disabilities until the criminal history record check is completed. If a need arises to challenge the FBI record response, you may contact the agency that submitted the information to the FBI, or you may send a written challenge request to the FBI's Criminal Justice Information Services (CJIS) Division at FBI CJIS Division, Attention: Correspondence Group, 1000 Custer Hollow Road, Clarksburg, WV 26306.



Don't have access to the Internet? You can still schedule an appointment by calling 888.467.2080

Sexual Harassment

Policies DHC

Clear Creek ISD is committed to providing a work environment that is free of discrimination and unlawful harassment. Actions, words, jokes, or comments based on an individual's sex, race, ethnicity, age, religion, or any other legally protected characteristic will not be tolerated. As an example, sexual harassment (both overt and subtle) is a form of employee misconduct. It is demeaning to other persons, undermines the integrity of the employment relationship, and is strictly prohibited. Any employee engaging in sexual or other unlawful harassment will be subject to disciplinary action up to and including termination of employment.

Employee-To-Employee. Sexual harassment of a coworker is a form of discrimination and is prohibited by law. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct under the following conditions:

- Submission to such conduct is explicitly or implicitly a term or condition of employment. □ Submission to or rejection of such conduct is used as the basis for employment decisions.
- The conduct unreasonably interferes with an individual's work performance or creates an intimidation, hostile or otherwise offensive work environment.

Employees who believe that they have been subject to sexual harassment are encouraged to come forward with complaints and should inform their principal, supervisor, or the Assistant Superintendent for Human Resources. The District will promptly investigate all allegations of sexual harassment and take appropriate disciplinary action.

Employee-To-Student. Sexual harassment of students by employees is a form of discrimination and is prohibited by law. Sexual harassment of students includes any welcome or unwelcome sexual advances, requests for sexual favors, and other oral, written, physical, or visual conduct of a sexual nature. Romantic relationships between district employees and students are strictly prohibited. Other prohibited conduct includes the following:

- Engaging in sexually oriented conversations for the purpose of personal sexual gratification.
- Telephoning students at home (or elsewhere) and engaging in inappropriate social relationships.
- Engaging in physical contact that would reasonably be construed as sexual in nature.
- Enticing or threatening students to get them to engage in sexual behavior in exchange for grades or other schoolrelated benefits.

Sexual abuse of a student by an employee violates a student's constitutional right to bodily integrity. Sexual abuse may include, but is not limited to, fondling, sexual assault, or sexual intercourse. Employees who suspect a student is being sexually harassed or abused by another employee are obligated to report their concerns to the campus principal. All allegations of sexual harassment or sexual abuse of a student will be reported to the student's parents and promptly reported to the appropriate authorities, as required by law. Employees with questions or concerns relating to the alleged sexual harassment of a student may contact the Assistant Superintendent of Human Resources.

Student-To-Student. Staff members should be alert to situations involving student-to-student sexual harassment. Inappropriate conduct should be stopped and appropriate action taken to prevent future occurrences.

Clear Creek ISD
SEXUAL HARASSMENT TRAINING

A mandatory completion of sexual harassment training is required for all employees and contract labor in CCISD. All instructors must view the video before private instruction can begin. Please view the video and complete this form. Retain 'Sexual Harassment Policies' for your information.

Video may be viewed online at <https://vimeo.com/176461600>.

I have viewed the videotape training regarding Sexual Harassment as presented by the Clear Creek ISD Department of Visual and Performing Arts. I have also received and read all the supplemental materials included on this subject. By signing this form, I am certifying that I viewed the film and understand what constitutes sexual harassment. I also understand the consequences that will result if accused.

Name (print): _____

Signature: _____

Date viewed: _____