

2023-24
Private Lesson Paperwork Checklist

Please complete the following forms to be eligible to teach as a Private Lesson Instructor for 2023/24

- *General Information Form*
- *Consent to Perform Criminal History Background Check in Compliance with the FCRA*
You must fill in your Driver's License #.
- *Affidavit*
- *Private Lesson Program Application*
Please fill in completely, this information is used to assign your instructor fee level.
- *Private Lesson Program Instructor Agreement*
- *Bodily Injury & Property Damage Waiver*

You will be notified via email by the Fine Arts Department when you are approved to teach.

Do not schedule any students before you have been approved.

Your approval email will include:

- Notification that you are being added to the approved Private Lesson Instructor list for 2023/24
- Your assigned instructor fee level that dictates the maximum fee you may charge for lessons.
- The 2023/24 Campus Directors Contact List so that you may contact music directors and find eligible students.

Note to returning instructors: you will not be approved to teach if you have an outstanding balance due on your account. Those fees will need to be paid in full before you can begin teaching.

This packet of forms only allows you to work as a Private Lesson Instructor.

**Should you wish to do work as a Clinician paid by the district,
a separate Request for Proposal (RFP) process must be completed through our
district Purchasing Department.**



GENERAL INFORMATION

Name: _____

Will you abide by the safety rules of the District? Yes No

Have you ever been convicted of a crime? (This includes misdemeanors, i.e., DWI) **Yes** **No**
If the answer is "yes" please give all dates, charges, dates of probation and/or deferred adjudication, etc.

Have you even been convicted of a felony or any crime involving moral turpitude? **Yes** **No**

If the answer is "yes" please give all dates, charges of probation and/or deferred adjudication, etc.

Do you currently have a pending felony or misdemeanor charge(s)? **Yes** **No**
If the answer is "yes" please explain:

** Moral turpitude is defined as an act of baseness, vileness or depravity in the private and social duties which a person owes another member of society or society in general, and is contrary to the accepted rules of right and duty between persons. Crimes involving moral turpitude include, but are not limited to theft, attempted theft, murder, rape, swindling and indecency with a minor.

***The District will review the nature of the offense, the date of the offense, and the relationship between the offense and the position for which the person is applying before making a determination concerning impact upon consideration for employment.

I hereby certify that all information provided in this authorization is true, correct and complete. I understand that if any information is found to be incorrect or incomplete, it may be grounds for cancellation of my or all offers of employment or grounds for termination of employment at the discretion of the District.

Signature

Date

Phone Number

PERSONNEL USE ONLY

- Fingerprint Required _____
- CHH Completed _____
- Unsubscribed _____



CONSENT TO PERFORM CRIMINAL HISTORY BACKGROUND CHECK IN COMPLIANCE WITH THE FCRA (Fair Credit Reporting Act)

The District requires all individuals who provide services on District campuses and/or facilities to have a criminal background check. As an independent contractor for KISD, I have been advised that, as a part of the application process, the District will conduct a criminal history background check. I do hereby consent to the District's use of any information provided during the application process in performing the criminal history check. The District has informed me that I have the right to review and challenge any negative information that would adversely impact a decision to become an independent contractor for KISD. In addition, I have been informed that I will have an opportunity to clear up any mistaken information reported, within reasonable time frame established at the sole discretion of the District. In compliance with the Fair Credit Reporting Act, I have been advised that, upon request, I will be provided the name, address and telephone number of the reporting agency as well as the nature, substance and source of all information. NOTE: Any misrepresentation or omission of the information requested on this form will have an adverse impact upon your application to become an independent contractor for KISD.

Last Name First Name (per birth certificate) Middle Name (per birth certificate)

Last Name (per birth certificate) Address City State Zip

Driver's License #: Issuing State: Email:

XXX-XX- Social Security Number (last 4 digits only) Sex Race Date of Birth

Are you a KISD Employee? Are you a KISD Substitute? Are you a college student?

I hereby certify that all information provided in this authorization is true, correct and complete. I understand that if any information is found to be incorrect or incomplete, it may be grounds for cancellation of my or all offers of employment or grounds for termination of employment at the discretion of the District.

Signature Date Phone Number

PERSONNEL USE ONLY

- Fingerprints Required
CHH Completed
Unsubscribed



FINE ARTS DEPARTMENT/BACKGROUND CHECK PAPERWORK

The following affidavit is offered to satisfy the requirement of Texas Education Code section 21.009 for a pre-employment affidavit. For purposes of this affidavit:

Adjudication and conviction, refer for a conviction, plea of guilty or no contest, (nolo contendere), probation, suspension, or deferred adjudication.

Charge refers to a formal criminal charge as documented by a primary charging instrument (a complaint, information, or indictment) under the Texas Code of Criminal Procedure.

Inappropriate relationship refers to the crime of improper relationship between educator and student in Texas Penal Code section 21.12, and any other inappropriate relationship as determined by the State Board for Educator Certification.

I declare the following: **(select one)**

- I have never been charged with, adjudicated for, or convicted of having an inappropriate relationship with a minor.
- I have been charged with, adjudicated for, or convicted of having an inappropriate relationship with a minor. That charge, adjudication, or conviction was determined to be true. The following are all of the relevant facts pertaining to the charge, adjudication, or conviction.

I declare under penalty of perjury that the foregoing is true and correct.

(Signature of Declarant)

Name (First, Middle, Last)

Address (Street, City, State, Zip Code)



2023-24

Katy ISD Private Lessons Program Application for Private Lessons Instructor

Personal Information

First year at Katy ISD: yes no

Name: _____ Date of Birth: _____
Last First Middle

Address: _____
Street City State Zip

Phone: _____ E-Mail Address: _____

Instrument: 1st Choice: _____ 2nd Choice: _____

Please select your highest level of completed education:

High School/Non-Degreed Bachelor Master Doctorate

Institution attended: _____

Please list your teaching experience: (most recent first)

Name of School District/School	From	To	Instrument Taught

Please select total years of teaching listed above:

0 - 3 years 4 - 6 years 7 - 9 years 10 + years

Personal References: (Include 3 People other than relatives, who have knowledge of your character, personality and working ability.)

Name	Years Known	Phone Number

In signing this application, I certify that ALL the information provided by me in connection with my application, whether on this document or not, is true and complete, and I understand that any incorrect misrepresentation, or omission of information shall be grounds for refusal to hire or, if hired, termination. I also agree to give Katy ISD authorization to contact all references, and employers referenced in this application.

Signature _____ Date _____

office use only:

Approved Teacher Payment Level: 1 2 3 4 reviewed/approval date: _____

2023-24
Katy ISD Private Lessons Program (PLP)
Instructor Agreement

I, _____, as a Private Lesson Instructor (PLI) in the Katy Independent School District, do agree to the following terms to satisfy district procedures regarding the individual instruction of students in Katy ISD facilities:

- 1) PLIs are to work with students to develop their individual music performance skills and to enrich the instruction being delivered in the student’s music class.
- 2) Instructors are not to exceed their KISD assigned level amount per 30 minute lesson.
Level 1 = \$22.00; Level 2 = \$24.00; Level 3 = \$26.00; Level 4 = \$28.00
- 3) **Collection of student fee transactions are strictly between the Private Lesson Instructor and student.** Katy ISD does not receive money from students, nor disperse payment to private lesson instructors.
- 4) Accurate reporting of all fees collected for instruction is the responsibility of the instructor for tax (IRS) purposes.
- 5) A Fine Arts PLP Student Attendance Record form will be completed each day by instructor for lessons provided. Forms will be used for tracking attendance of students and facility usage. **Any falsification of lessons given, excused, or unexcused is just cause for dismissal of an instructor from the Katy ISD Private Lessons Program.**
- 6) Katy ISD will provide the names of all Private Lessons Program Instructors to all campus directors. Campus music directors are in charge of scheduling any students waiting for lessons.
- 7) Lessons are available only to those students presently enrolled in Katy ISD music programs – Band, Choir, and Orchestra (**grades 6th – 12th only**).
- 8) Lessons must be taught before or after regular school hours. No lessons will take place during the instructional day.
- 9) Katy ISD does not monitor or manage virtual private lessons.
- 10) A \$70.00 fee is due to Katy ISD Fine Arts for Facility Usage and Administrative Fees. Please submit your check or money order with your application materials. You will not be placed on the Approved Instructor List until your Administrative Fee has been paid. We currently do not have a means to submit this payment electronically.

Mail Payment & Application to:
Katy ISD - Fine Arts
Private Lesson Program
PO Box 159
Katy, TX 77492

Signature of Instructor: _____ Date: _____

G. Damon Archer, Executive Director of Fine Arts

Katy Independent School District
Bodily Injury and Property Damage Waiver

BE IT KNOWN, for good consideration, the undersigned, Releaser:

Name of Releaser
Street Address of Releaser
City, State, Zip of Releaser

Jointly and severally hereby forever release, discharge and acquit Releasee:

Katy Independent School District
 6301 S. Stadium Lane
 Katy, TX 77494

From any and all contracts, claims, suits, actions or liabilities both in law and in equity specifically arising from, relating to or otherwise described as and limited to:

Event leading to release To provide services at any Katy ISD facility as a private lessons instructor for the 2023-24 academic year.
Date of Original Contract

This release applies only to the foregoing matters and extends to no other debt, account, agreement, obligations, cause of action, liability or undertaking by and between the parties, which, if existing, shall survive this release and remain in full force and effect and undisturbed by this specific release.

This release shall be binding upon and inure to the benefit of the parties, their successors, assigns and personal representatives as follows:

Contractor	School/Department Official
Printed Name	Position
Signature of Releaser	Signature of Katy ISD Administrator
Date	Date