Mansfield Music Enrichment Program

2022 – 2023 Academic Year

Private Instructor Application Packet
Thank you for your interest in becoming a supplemental music lesson instructor in the Mansfield Music Enrichment Program (MMEP). The Fine Arts Department of the Mansfield Independent School District believes that supplemental music lessons play a vital role in the development of outstanding musicianship and enrich the total musical experience for all students by assisting them in their discovery of higher levels of skill and proficiency.

To serve in the Mansfield ISD as a supplemental music lesson instructor it will be necessary to complete and submit several different items before instruction may begin. Use of the following checklist will assist you in completing your application.

Dr. Darwert Johnson
Director of Fine Arts

Check List for Completion of Application Packet

• Private Teacher Application
• Fingerprint Request Form (Must be completed regardless of last fingerprint date)
• MMEP Independent Contractor Agreement (3 pages)
• MISD Parking Regulations Acknowledgement Page (Signature page only)
• Copy of Proof of Professional Liability Insurance
• Copy of Current Resumé

Please submit completed applications via e-mail to: sheilabell@misdmail.org
or fax to: 817-548-2105
Mansfield Independent School District
Music Enrichment Program

PRIVATE TEACHER APPLICATION

Instrument(s)/Vocal ___________________________ Date ________________

Name _______________________________________

Telephone ___________ Mobile ___________ Email ______________

Phone Number to be given out to students: ____________________________

Address ___________________________ City _______________ Zip _______

Social Security Number ____________________________

Available to teach:

Monday _____ Tuesday _____ Wednesday _____ Thursday _____ Friday _____

Level:

High School _______ Middle School _______ Intermediate School _______

Have you taught previously? _______________ Dates: _______________

Please name the MISD Employee recommending your services:

______________________________________________

______________________________________________

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

Full Name Position Address/Phone

______________________________________________

______________________________________________

______________________________________________

Return this document to the Fine Arts Department - sheilabell@misdmail.org
FINGERPRINTING REQUEST FORM

All information on this form must be legibly completed for processing.

Department/Position : ________________________________

Name :

Last Name               First Name               Middle Name

Address :

Street Address

City                      State               Zip

Driver’s License # : ______________                  DL State : __________

Social Security # : ______________________________

DOB : ______________________________

Phone # : ______________________________

Email Address : ______________________________

Personnel Use Only :

<table>
<thead>
<tr>
<th>Uploaded</th>
<th>Fast Pass</th>
<th>FP Cleared</th>
<th>SS Cleared</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Initials</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Last Updated 6/26/18
MANSFIELD INDEPENDENT SCHOOL DISTRICT
MANSFIELD MUSIC ENRICHMENT PROGRAM

INDEPENDENT CONTRACTOR AGREEMENT

This agreement is made and entered into on ______________________ 20__, by and between the Mansfield Independent School District, hereinafter “the District” and ______________________ (Please print) hereinafter “Independent Contractor”. (Please print)

For and in consideration of the mutual covenants contained herein, the District and Independent Contractor agree as follows:

1. **Independent Contractor.** Independent Contractor is and shall at all times be deemed to be an Independent Contractor and shall be wholly responsible for the manner in which he/she performs the services required of him/her by the terms of this Agreement. Nothing herein shall be construed as creating the relationship of employer and employee, or principal and agent, between the District and the Independent Contractor. Independent Contractor assumes exclusively the responsibility for his/her acts that relate to the services provided during the course and scope of their employment. Independent Contractor shall not be entitled to any rights or privileges of District employees and shall not be considered in any manner to be District employees.

2. **Independent Contractor Duties.** Independent Contractor will provide the following service to the District: See Attachment A.

3. **Term.** The term of this Agreement will commence with its date of execution and continue until June 30, 2022, or until termination earlier as provided herein. Either party giving fourteen (14) days written notice of termination to the other party may terminate this Agreement. Such termination shall not prejudice any remedy that the terminating party may have at law or in equity. In the event of the termination of this Agreement prior to the completion of the term of the Agreement specified above, the Independent Contractor shall be entitled to the compensation earned by the Independent Contractor prior to the date of termination as provided for in this Agreement. The Independent Contractor shall be entitled to no further compensation after the date of termination.

4. **Compensation and Billing.** Responsibilities for all billing and payment collection shall lie solely upon Independent Contractor. Lesson rates: See Attachment A

5. **Audit of Records.** For the purpose of ascertaining the services rendered, Independent Contractor will prepare and maintain adequate records showing the date, time and place each student receives services and maintain any and all documents received by Independent Contractor from the student, all in a form acceptable to the District (the “Records”).

The District and its authorized representatives may examine and audit the Records, which Independent Contractor will make available during regular business hours of the District.

6. **Student Privacy.** Independent Contractor understands and agrees that in the course of rendering services to students that medical and/or personal information learned by Independent Contractor about any person who is a student, or any family member of a student, is privileged information and is subject to all State and Federal laws which protect the rights of students. Independent Contractor agrees that the information learned by him/her about any student will not be divulged or discussed with any person other than authorized personnel, or unless otherwise authorized or obligated by State and Federal Laws or other policies of the District.

7. **Insurance and Hold Harmless Requirements.** During the term of this Agreement, Independent Contractor shall carry professional liability insurance in the form and in the amount acceptable to the District. Independent Contractor shall provide the District with certificates of insurance indicating such coverage prior to beginning any services under this Agreement. The certificates shall include assurance that the insurance company, of any cancellation, shall notify the District in writing not less than sixty (60) days prior to the effective date of such changes.
To the fullest extent permitted by law, Independent Contractor agrees to defend, indemnify and hold harmless the District and its officers, agents, and employees from any and all claims, demands, liabilities and expenses (including attorneys' fees and costs of defense) arising directly or indirectly to the operation or performance of the Independent Contractor under this Agreement.

8. **Notice.** Any notice that is required under this Agreement shall be in writing and sent by Certified Mail, Return Receipt requested, to the designated address contained in this Agreement.

9. **Assignment of Agreement.** Independent Contractor shall not assign, transfer or subcontract any of his/her rights, burdens, duties or obligations under this Agreement without the prior written permission of the District.

10. **Place of Performance.** All obligations to each party of this agreement shall be performable in Tarrant County, Texas. Venue, in the event of a suit, is in Tarrant County, Texas.

11. **Governing Law.** The validity of this Agreement and any of its terms of provisions, as well as the rights and duties of the parties hereunder, shall be governed by the laws of the State of Texas.

12. **Entire Agreement.** This Agreement constitutes the entire Agreement of the parties. No other agreements, oral or written, pertaining to the performance under this Agreement exists between the parties. This Agreement can be modified only by an agreement in writing, signed by both parties.

13. **Modifications.** Any modification or alteration in the terms of this Agreement may only be effective if made in writing and signed by both Independent Contractor and District.

14. **Fairness Principle.** This Agreement is entered into and all students will be treated by Independent Contractor under this Agreement without regard to sex, race, color, religion, national origin, or handicap.

15. **Severability and Enforceability.** The provisions of this Agreement are severable and the invalidity or unenforceability of any provision hereof shall not affect the validity or enforceability of any other provision. It is the intention of the parties that each provision hereof be construed in a manner designed to effectuate the purposes of such provision to the maximum extent enforceable under applicable law.

16. **Full Intentions of Parties.** This Agreement represents the full intentions of the parties and shall be interpreted according to the laws of the State of Texas.

17. **Criminal Background Checks.** Independent Contractor affirms that it has complied or will comply prior to the performance of any work for the District, with the requirements regarding criminal background checks as provided under Texas Education Code, Chapter 22. This law requires Independent Contractor to obtain all criminal history record information on all persons to whom the law applies through the Texas Department of Public Safety (DPS) clearinghouse. This process includes fingerprinting in order to submit the individuals to a national check. Independent Contractor must certify to the District that the Independent Contractor has received all criminal history record information on all persons, including the Independent Contractor itself, and that there were no positive hits. The cost of this requirement is to be paid by the Independent Contractor.

18. **No Authority To Bind The District.** Independent Contractor has no authority to enter into contracts or agreement on behalf of the District or in any way to act for or on behalf of the District.

19. **Sovereign Immunity.** The parties agree that the School has not waived its sovereign immunity by entering into and performing its obligations under this Agreement.
Independent Contractor warrants and represents that he/she has never been convicted of a felony or a crime involving moral turpitude.

INDEPENDENT CONTRACTOR’S SIGNATURE _______________________________ DATE ____________________

Designated Address for Notice:

___________________________________________

___________________________________________

___________________________________________

MANSFIELD INDEPENDENT SCHOOL DISTRICT

By: ___________________________________________ DATE ____________________

DIRECTOR OF FINE ARTS
SUPPLEMENTAL MUSIC LESSON PROGRAM

INDEPENDENT CONTRACTOR AGREEMENT

INSTRUCTOR-ATTACHMENT A

This attachment becomes a part of the Independent Contractor Agreement for the 2022 / 2023 School Year.

Independent Contractor agrees to charge the District approved amount of $20.00 per lesson the length of which shall be a minimum of thirty minutes per lesson. In the event local campus schedules do not allow lessons to meet the thirty minute minimum, the Instructor, by signing this agreement, agrees to provide additional instruction, at no charge to the student, to meet the minimum of one hundred twenty minutes of instruction per four-lesson period.

The Instructor, as an independent contractor with the District, agrees to the following:

1. To make himself/herself available to provide musical instruction to any student enrolled in a regular music program of the District.

2. To cooperate with the Band/Choir/Orchestra Director in the scheduling of such instruction at a time that does not conflict with the student’s other academic pursuits.

3. To cooperate with the Band/Choir/Orchestra Director and the student’s parents to assure the student’s proper musical growth.

4. To prescribe instructional materials for the student that meets District curriculum standards and is readily accessible to the student at a reasonable cost.

5. To attend all scheduled instructional sessions unless prevented by illness or other good cause, and to give students reasonable notice of not less than twenty-four hours, except in cases of emergency. When lessons must be missed, in all cases, the Band/Choir/Orchestra Director is to be notified on the day that the Instructor will not be meeting scheduled lessons.

6. To provide written notification to the Band/Choir/Orchestra Director, along with cause, notice of termination of lessons on any student.

7. To comply with all applicable laws, Board policies, and rules pertaining to, but not limited to, dress and conduct, and the use and/or possession of drugs, alcohol, tobacco, or weapons on District property.

8. To follow, in its entirety, the Code of Ethics of the Texas Certified Teachers and the Texas Music Educators Association.

9. To handle all accounting and billing for lessons taught as prescribed by the District.

10. To provide proof of professional liability insurance for the term covered by this contract.

11. To hold harmless and indemnify District from all claims, demands, causes of action, judgments, and liabilities of whatever kind arising out of or in connection with or concerning this agreement between the Instructor and the District.

12. The supplemental music lesson program, as all programs, is under the direct supervision of the campus Principal. All local rules and/or regulations are to be followed.

(Please retain this copy of the agreement for your records)
The operation of a motor vehicle on campus is a privilege granted by the Mansfield ISD Board of Trustees. Vehicles requiring a state license are classified as a motor vehicle including cars, trucks, mopeds and motorcycles. All vehicles driven on Mansfield ISD campuses are subject to all local and state traffic laws. An employee has full responsibility for the security and content of his or her vehicle. Faculty, staff and employees who operate or park a motor vehicle on a Mansfield ISD High School campus are required to have a valid parking decal or parking hanger. The person to whom a parking hanger/decal is issued has a nontransferable hanger/decal.

The Mansfield ISD Police Department or their designee is given the responsibility of enforcing procedures that provide a safe campus environment for our students, faculty, and staff. To aid in this process, the MISD Police Officers are licensed by the State of Texas and are granted all the powers of a peace officer. The jurisdiction of these officers is both on and off school property within the boundaries of the Mansfield Independent School District. The jurisdiction of these officers may be extended to any school-sponsored event, which may take place outside the boundaries of MISD. Citations, arrest, and/or other legal action may be taken for any violation of federal law, state law, and/or city ordinances. According to the Texas Education Code section 37.102 (b) all laws regulating traffic on highways and streets apply to the operation of vehicles within school property. The following regulations and guidelines were established by the Mansfield ISD Board of Trustees in the effort to maintain a fair and impartial system for the enforcement of parking and traffic regulations on MISD school campuses.

Overview

Parking Hanger or Decal Required for MISD Employees Parking on all High School Campuses

An employee driving a motor vehicle or motorcycle to school must be a licensed driver and have the required liability insurance coverage with the name of the driver on the proof of insurance. The employee must register the motor vehicle and obtain a parking hanger or decal from the Mansfield ISD Police Department. The parking hanger must be properly displayed with the printed side facing the front end of the vehicle on the interior rear view mirror where the hanger can be read from outside the vehicle. For motorcycles, a decal will be used in place of the hanger and may be placed on the rear fender, where visible. Note: Students are not permitted to use staff parking hangers/decals or use staff parking spaces. Staff cannot park in „Visitor“ or “Handicapped” parking spaces unless permitted to park in “Handicapped” spaces under State Law (see visitor parking).

How to Obtain a Parking Hanger or Decal

Employee parking hangers and decals are issued at no cost. Employees will be required to complete a parking hanger/decal form, present a valid Texas driver's license, and present valid proof of liability insurance for the vehicle being registered. The employee’s name must be on the insurance card. The employee’s driver's license and insurance must remain current at all times.

Where Can an Employee Obtain a Parking Hanger or Decal

For the convenience of the employees, parking hangers and decals will be issued during fall registration at all Mansfield ISD high schools. All parking hangers and decals will be issued through the Mansfield ISD Police Department. After registration, parking hangers and decals may be obtained at the Mansfield ISD Police Department, 1522 N. Walnut Creek Drive (directly behind the Brooks Wester Campus). The Mansfield ISD Police Department is open 24 hours a day, seven days a week.

Temporary Hangers

In special circumstances, temporary parking hangers may be obtained from MISD police officers who are assigned to the high school campuses. The definition of "special circumstances" and the issuance of a temporary parking hanger will be at the discretion of the MISD Police Department. Temporary hangers may also be obtained at the MISD Police Department; open 24 hours a day, seven days a week. The temporary hanger must be properly displayed with the printed side facing the front end of the vehicle on the interior rear view mirror where the hanger can be read from outside the vehicle. The expiration date of the temporary hanger will be determined by the MISD Police Department.

Replacement Hanger/Decal

In the event that a vehicle is stolen, wrecked, or sold, the employee should immediately notify the MISD Police Department. We will issue replacement hangers/decals at the discretion of the department and may require proper documentation including the original parking hanger/decal, a letter from the insurance company, a police report or other related information. Replacement hangers/decals can only be obtained at the MISD Police Department. If a replacement hanger/decal is issued, a service charge of $2 will be assessed. Employee hangers/decals do not expire. Employees with decals issued prior to 2015 do not need to replace the decal with a hanger.

Designation of Parking Spaces

Parking spaces with white striping are designated for student parking. Parking spaces with yellow striping are for employee parking and students are not to park in those areas. Parking spaces for visitors will be designated on pavement, curb, and/or erected signage, indicating „Visitor“.
Visitor Parking

All visitors must park in areas designated specifically for visitors. A visitor is defined as a person(s) who has no official connection with the Mansfield ISD. A student or employee is not considered a visitor and may not park in a visitor's area, on class days between the hours of 7a.m. and 4p.m. no matter whose vehicle they are driving. All rules and guidelines must be followed by visitors.

Fine Amounts

The fine amount for tickets issued by the Mansfield ISD Police Department will be a standard rate of $30.00 per ticket for all parking infractions and are due within ten days of issuance. All other fines are set by the court having jurisdiction. Payments can be made by cash or check only.

Vehicle Regulations

Violators may be issued traffic citations for moving violations and/or parking tickets for parking violations. Traffic citations will be filed through the court having jurisdiction as indicated on the issued citation.

Parking lot regulations include, but not limited to:

- 15-MPH speed limit on campus at all times
- No parking in faculty, bus-loading zones, on sidewalks, in fire lanes or designated handicapped spaces
- No parking in visitor's parking area
- No parking without a hanger/decal
- No back-in or pull through parking (head in only)
- No parking in more than one parking space.
- Longer than normal or oversized vehicles may pull forward into the adjoining parking space ahead so that the rear of the vehicle is not extending into the traffic lane. A majority of the longer than normal or oversized vehicle must be in the parking space occupied by the rear of the vehicle.
- All vehicles must have the correct hanger/decal registered to that particular vehicle
- No loud sound system
- No display of obscene, indecent or offensive language or symbols written or affixed to the vehicle
- No parking off the pavement

Immobilized (Booted) or Towing of Vehicles

The Mansfield ISD Police Department may impound or boot any vehicle being operated by a driver that has unpaid tickets (one or more) and proper disposition has not been made within 10 school days of any ticket issued. All fines and fees must be paid by 6:00 p.m. on the date the vehicle is immobilized or the vehicle will be towed. If a vehicle is immobilized or towed: (1) All previous tickets must be paid before the vehicle is released, (2) An immobilized (booted) removal fee of $25.00 must be paid, and (3) The owner of the vehicle must pay all towing expenses.

The Mansfield ISD Police Department is not liable for any loss or damage resulting from a vehicle being immobilized or towed. The owner of a vehicle that has been immobilized will be responsible for any damages to the immobilizer caused by unauthorized removal or attempts at removal. Unauthorized removal of the immobilizer (boot) may result in criminal charges being filed. A certificate of release must be obtained from the MISD Police Department before a vehicle can be released back to the owner. Proof of insurance and a valid driver’s license will be required to obtain a certificate of release.

Appeals

Parking tickets may be appealed by obtaining and completing an appeal form available at the Mansfield ISD Police Department, from a MISD Police Campus Officer, or the MISD website in the “forms” section. Appeals must be completed by the person responsible for driving the vehicle onto campus the day the parking ticket was issued and Appeal forms must be completed within ten (10) school days of issuance of the ticket. Appeal forms will not be accepted for tickets more than ten (10) school days past issuance. Appeals will only be accepted for circumstances which are not a clear violation of MISD Parking Rules and Guidelines.

Display of Hanger

Parking hangers must be properly displayed with the printed side facing the front end of the vehicle on the interior rear view mirror where the hanger can be read from outside the vehicle. For motorcycles, the decal may be placed on the rear fender, where visible. Any deviation from this policy may result in the hanger/decal being revoked and/or the vehicle being removed (towed). The improper displaying of a hanger or decal constitutes a parking violation. Any person who obtains a hanger or decal agrees to surrender them to any MISD police officer immediately upon a request. Any person may file a written letter of appeal to the Chief of Police, after first surrendering the hanger or decal.

Vehicles Subject to Search

Any vehicle entering MISD property is subject to search by school authorities or law enforcement per board policy or state and federal laws. Such search includes all compartments and components thereof.

Mansfield ISD Police Department, 1522 North Walnut Creek Drive, Mansfield, TX 76063
Located directly behind the Brooks Wester Middle School Campus
817-299-6000 – Open 24 hours a day, seven days a week

Revised January 2015
MISD PARKING REGULATIONS

I hereby acknowledge that I have received a copy of the MISD parking regulations and understand the requirements associated with parking a vehicle on school district property.

Signature

Print Name

Date
**Mansfield Independent School District**  
**2022-2023 Student & Teacher Calendar**

--- Please note that 226- and 261-day employees might not be off on some of the noted holidays. Refer to your respective daily calendar for details. ---

**LEGEND**
- First / Last Day of School
- Staff Development
- Teacher Workday
- Student & Teacher Holiday / Federal Holiday
- Student Holiday & Staff Development Day (Full Day)
- Student Holiday & Parent / Teacher Conferences (Half Day)
- Student Holiday & SDCE Day
- Student Holiday & Teacher Workday
- Bad Weather Makeup Day

### 2022-23 HOLIDAYS & IMPORTANT DATES

- **July 4-8:** Fourth of July Break  
- **August 2-5:** Orientation & Training for New Professional Hires  
- **August 8-12:** Professional Development Week  
- **August 8:** Teachers Report (Teacher Workday / Staff Development Day)  
- **August 12:** Teacher Workday / Staff Development Day  
- **August 15:** Staff Development Day  
- **August 16:** Teacher Workday  
- **August 17:** First Day of School  
- **September 5:** Labor Day Holiday  
- **September 23:** Student Holiday & Teacher Workday  
- **October 7:** Student Holiday & Parent / Teacher Conferences (Half Day)  
- **October 10:** Student Holiday & Staff Development Day  
- **November 11:** Veterans Day Holiday  
- **November 21:** Student Holiday & SDCE Day  
- **November 22-25:** Thanksgiving Holiday  
- **December 20:** End of 1st Semester  
- **December 21-January 3:** Winter Break  
- **January 4-6:** Student Holiday & Teacher Workday / Staff Development  
- **January 9:** School Resumes / 2nd Semester Begins  
- **January 16:** Dr. Martin Luther King, Jr. Holiday  
- **February 20:** President’s Day Holiday  
- **March 13:** Student Holiday & SDCE Day  
- **March 14-17:** Spring Break  
- **April 7:** Spring Holiday (Bad Weather Makeup Day #1)  
- **May 25:** Last Day of School / End of 2nd Semester  
- **May 26:** Teacher Workday / Last Day for Teachers (Bad Weather Makeup Day #2)  
- **May 29:** Memorial Day Holiday  
- **June 19:** Juneteenth Holiday  

**During summer hours, the district is closed on Fridays.**

---

**BAD WEATHER DAYS**

- **April 7:** Bad Weather Makeup Day #1  
- **May 26:** Bad Weather Makeup Day #2

### GRADING PERIODS

1. **August 17 – September 23**  
2. **September 26 – October 28**  
3. **October 31 – December 20**  
4. **January 9 – February 17**  
5. **February 21 – April 6**  
6. **April 10 – May 25**

---

**Sponsored by**

**COMMON GROUND NETWORK, INC. | Connecting Partners to Serve Our Community**

Services include: Assisting with MISD’s school supply “Stuff the Bus” campaign, Christmas programs, Feed the Kids programs (Summer Food Program & Weekend Backpack Program), and food drives to support local food pantries.

PO. Box 1049 Mansfield, Texas 76063 • www.CommonGroundMansfield.org
elementary schools
1 Dr. Sarah Jandrucko Academy for Early Learners
2 charlotte anderson
3 J L boren
4 janet brockett
5 willie e. brown
6 louise cabaniss
7 kenneth davis
8 anna may daulton
9 imogene gideon
10 glenn harmon
11 carol holt
12 thelma jones
13 judy k. miller
14 d.p. morris
15 erma nash
16 nancy neal
17 annette perry

middle schools
1 JAMES L. COBLE
2 T.A. HOWARD
3 LINDA JOBE
4 DANNY JONES

intermediate schools
1 della icenhower
2 mary lillard 3 asa
E. low, jr. 4 maRY
orr
5 DONNA shepard
6 CROSS timbers
7 jerry knight stem academy

5 BROOKS WESTER
6 ROGNE WORLEY
7 JERRY KNIGHT STEM ACADEMY
high schools
1 ben barber innovation academy/ frontier high school
2 lake ridge
3 legacy
4 mansfield
5 summit
6 timberview
6 EARLY COLLEGE HIGH SCHOOL
7 phoenix academy

athletic facilities
1 multi-purpose athletics complex
- newsom stadium
- Mid natatorium
2 r.l. anderson stadium

performing arts
1 misd center for the performing arts
2 willie pigg auditorium

support services
1 6th avenue transportation facility
2 administration building
3 anderson education complex
4 danny griffin operations complex
5 facilities & maintenance
6 police & technology
7 student services
8 reed-stewart agriculture science center
9 transportation
10 student nutrition
11 RON WHITSON AGRICULTURAL SCIENCE CENTER

future schools
1 Brenda Norwood Elementary School
2 Alma Martinez Intermediate School
3 Charlene McKinsey Middle School