



Midori & Friends 2023-2024 Season

Teaching Artist Handbook

Organizational Overview

Courageous self expression, Spirit of service, and the Joy of learning

Our Founder, Midori

Midori is a visionary artist, activist and educator who explores and builds connections between music and the human experience and breaks with traditional boundaries, which makes her one of the most outstanding violinists of our time. She has performed with many of the world's most prestigious orchestras and has collaborated with some of the most outstanding musicians, including Leonard Bernstein, Yo-Yo Ma, and many others. In recognition of her work as an artist and humanitarian, she serves as a United Nations Messenger of Peace, and in 2021, she received the Kennedy Center's Honor for Lifetime Artistic Achievement.

Our Mission

Midori & Friends harnesses the power of music to amplify youth voices, propel growth, and nurture agency throughout New York City communities. Our transformative programs cultivate the joy of learning, a spirit of service, and courageous self-expression, fostering a sense of purpose and illuminating pathways to a brighter future.

Fostering Community

We unite learners of all ages and backgrounds through the universal language of music.

Building Futures

We nurture confidence and develop life skills.

Creating Impact

We serve over 10,000 individuals annually at 70+ school and community sites.

Supporting Artists

We employ 60+ world class teaching artists and ensembles.

Midori & Friends makes the music of today and builds the futures of tomorrow

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Music Education Programs

Our sequential programs invite students to discover music traditions from cultures around the world and express themselves creatively. Each program is tailor made in partnership with school leadership to meet students' artistic needs. All programs may be adapted for digital learning. Midori & Friends integrates New York State standards for music education and the New York City Department of Education’s Blueprint for Teaching and Learning in the Arts.

Midori’s Musical Journeys Ages 3-7

The enchanting world of Midori’s Musical Journeys is an animated introduction to the wonders of music, specially designed for children ages 3 to 7 years. In this delightful adventure, young explorers will embark on a captivating musical voyage hosted by our founder and renowned violinist, Midori, and her animated friends, Mack and Cheese! This animated introduction to music program features three episodic multi-media videos, a teacher's guide, and professional development for teachers.

Play to Learn

Play to Learn provides instrumental and vocal instruction for students during and after school hours. Students receive 10-20 weeks of instruction and showcase their artistic growth in a culminating Midori Matinee performance, guided by Midori & Friends Teaching Artists. Play to Learn follows the Blueprint for Teaching & Learning in Music: to Create, Perform, Respond, and Connect.

Programs and Instruments include: Band, Brass, Cello, Chorus, Guitar, Harp, Music Technology, Musical Theater, Percussion, Piano, Songwriting, Storytelling, Violin, Woodwinds, Ukulele

Celebrate! Music

Celebrate! Music inspires young learners to become global citizens through an immersive exploration of music from around the world. By delving into the richness of cultural traditions, artistic expressions, and musical customs, students gain a global perspective that fosters empathy and understanding. Engaging ensembles bring musical traditions to your school, including interactive live concerts and artist-led classroom workshops.

Journey to Japan

Journey to Japan is an immersive exploration of Japanese artistry and musical traditions. With curriculum guidelines that can be modified for any age group, this series presents dynamic multi-disciplinary cultural workshops and performances.

NEXTGEN

NEXTGen Musician is a youth leadership program which empowers teens through artistry, leadership, and advocacy training with professional musicians and mentors in the fields of finance, tech, law, and government. NEXTGen celebrates the creativity of young people and directly invests in participants' artistry through private music lessons, leadership through mentorship, and advocacy training.

Office Hours

The programming team is available during regular business hours: **Monday-Friday from 9:00am-5:00pm**. Our administrators work a hybrid schedule, with regular in-office hours on Tuesday and Wednesday. Please use the directory below to contact any M&F staff members.

Staff Directory

For more information about our staff, click [Our Team](#).

Jennifer Dayton, *Director of Education*

Jdayton@midoriandfriends.org

(212) 767-1300 (x704)

Laurent Grant Williams, *Program Manager*

lgrant@midoriandfriends.org

(212) 767-1300 (x701)

Jackie Gillette, *Program Coordinator*

Jjillette@midoriandfriends.org

(212) 767-1300 (x703)

Yearim Leslie Yi, *Program Administrator*

Yleslieyi@midoriandfriends.org

(212) 767-1300 (x707)

For general inquires, please email education@midoriandfriends.org.

Teaching Artist Agreements

The following agreements are essential in launching a successful Midori & Friends residency. As a Midori & Friends Teaching Artists you will be responsible to carry out all agreements below.

As a Teaching Artist for Midori & Friends you are responsible to:

- Fulfill all aspects of the school assignment as described in the School Assignment Form.
- Provide a positive, challenging, and supportive learning environment for the students.
- Promote multicultural awareness through music.
- Engage and motivate students to use music as a vehicle for creative expression.
- Address the National and New York State Learning Standards, as well as the New York City Department of Education Blueprint for Teaching and Learning in the Arts in Music.
- Integrate listening examples, improvisational exercises, and composing opportunities throughout the course of their residency.
- Ask the Midori & Friends administrative team for support, when needed.
- Communicate clearly via email, phone, and Connecteam.

Assignment Process

- Each school year, Midori & Friends (M&F) partners with over 50 schools across NYC. The M&F administrative team works closely with the school staff to determine the most impactful music programming for the season.
- Per the CBA, if a school has previously worked with a M&F Teaching Artist, that Teaching Artist has the right of first refusal for the program, unless the school specifically requests a different Teaching Artist.
- If the school is new to Midori & Friends and is starting a new program (e.g. the school adds a violin program), or the school has requested a different Teaching Artists, a Teaching Artist Assignment request email will be shared to the entire roster of the specific instrument need (e.g. if a school is in need of a vocal program, the entire Vocal Teaching Artist roster will be emailed).
 - Teaching Artists have 48 hours to respond to the assignment request. After 48 hours, the most senior Teaching Artist will be officially offered the assignment and will receive a Teaching Artist Assignment Agreement.
- Per the CBA contract, Teaching Artists will receive assignments no less than 2 hours per session.

Teaching Artist Responsibilities

Communication with School Staff and Administration

- € Midori & Friends' administrative staff members are solely responsible for communicating with school staff and administration regarding the following aspects of the Midori & Friends

residency: program set-up, initial class schedules and sizes, numbers of sessions, and any other logistical information necessary to launch the M&F program.

- € If questions and/or concerns arise between school staff and Teaching Artists, please call or email Midori & Friends at education@midoriandfriends.org as soon as possible.
- € It is understood that Teaching Artists will not engage in conversations with school staff or administration which are disparaging to Midori & Friends or disruptive to the relationship between the organization and the school.
- € All adjustments to the original session dates must be approved by Midori & Friends staff in writing by emailing education@midoriandfriends.org. This includes cancellations and make up sessions.

Instruction

- Play to Learn Teaching Artists will be responsible for leading a residency between 12 and 20 weeks at each of the partner schools assigned. Your work may include working with 12-30 students in K-12 settings.
- All Teaching Artists are required to submit a Curriculum Overview Form by week 3 of your residency.
- Method Books and Teaching Artist Resource Folder
 - Over the years, the most commonly used method books by our M&F String and Woodwind teaching roster are:
 - Strings - *All For Strings*, by Gerald Anderson and Robert S. Frost.
 - Woodwinds - *Elementary Method*, by Rubank
 - For Guitar and Ukulele, there is no set method book.
 - TA Resource Folder: All TA's will have access to the TA resource folder. This folder has materials for all instruments, voice, and general music. It includes lesson plans, worksheets, sheet music, and more.
 - Vocal Teaching Artists are encouraged to submit a repertory list to Midori & Friends for approval prior to the start of instruction.
 - Recognizing that no one method book encompasses every aspect of learning to play an instrument, Teaching Artists may use different and/or additional method books than those above.
 - Teaching Artists are encouraged to further build skills and nurture students' growth, development and learning by supplementing the standard method book

with arrangements, original compositions, and activities that engage students in improvisation, composition, other art forms, historical figures in music or on their instruments, and their own musical creativity where appropriate.

- Regardless of method book, please place an order for Method Books using our [Materials Registration form](#) and or any other materials needed.

Residency Length

- Assignments may commence in Fall 2023 or Spring 2024, however, most residencies will conclude by June 1, 2024. Assignments are between 12-20 weeks.
- Allowing for school holidays and vacations, the typical Play to Learn programs include 12-20 weeks of instruction, as well as planning meetings, professional development, and other school activities.

Planning Meetings

- Play to Learn Teaching Artists are responsible for attending two meetings prior to the start of your assigned residency: a TA orientation meeting and a school planning meeting, accompanied by Midori & Friends program staff.
- Mid-year Planning: a mid-year planning meeting will be scheduled at the halfway point of your residency for the purposes of planning the final days of the program and the Midori Matinee.
- Days and times for planning meetings will be coordinated with you and a Midori & friends staff member and may be held in-person or online via Zoom.

Teaching Artist Cohort Workshops

- There will be 2-3 workshops for Teaching Artists to come together as a cohort and discuss residency highlights, successes, challenges, etc.

Parent Orientation

- Teaching Artists may be responsible for attending and participating in a Parent Orientation Meeting for all students that are registered for the Play to Learn Program at each of the schools assigned. The date of this meeting will be discussed at the planning meeting.
- Teaching Artists will be paid their teaching rate for this meeting. The meeting will be no more than 45 minutes.

Inventory

- Proper maintenance of instruments is essential to the success and smoothness of an instrumental program. Teaching Artists are responsible for completing an inventory of instruments at each of the schools they are assigned to at the beginning and end of each residency. Teaching Artists are responsible for recording student names and serial numbers and submitting them to Midori & Friends staff.
- When possible, Midori & Friends will schedule the first inventory check during the school planning meeting and the final inventory check on the last day of the residency.
- Upon completion of the inventory, Teaching Artists are required to share updates via the inventory registration form with the status and condition of all instruments to the school coordinator and Midori & Friends program staff. The completed end-of-year inventory form must be submitted no later than two weeks following the end of a residency.
- Please track the notes of your inventory using our [Inventory Registration Form](#).

Recruitment

- There may be requests from school partners for Teaching Artists to participate in the recruitment of students for the program. Depending on the school's needs, recruitment sessions may be held as either a student assembly or via classroom visits.
- If Teaching Artists are approached to do recruitment, please have the school contact Midori & Friends program staff directly to authorize it. Typically, Midori & Friends will authorize a maximum of two hours per school per season for such recruitment.
- All authorized recruitment will be paid at the teaching rate. This must be approved by a Midori & Friends staff.

Curriculum Mapping Form and Related Materials

- ⊘ The preparation of a basic curriculum overview plan is the foundation of a well-organized residency. This plan, is required to be submitted by all *Play to Learn* Teaching Artists should outline your teaching and learning objectives for the school year.
- ⊘ Please complete the Curriculum Mapping Form by week 3 of your residency via this link [here](#).
- ⊘ Midori & Friends staff members are always available to provide feedback and discuss any ideas that you have with regards to curriculum planning and implementation.

Class Attendance

- In the Student Registration form students and their adults are asked to commit to attending all the sessions, with a maximum of two absences.
- Please note that it is the Teaching Artists responsibility to report a student's chronic absence, lateness, or lack of commitment to learning to the school administrator and to Midori & Friends program staff via email as soon as the problem becomes apparent.

Midori Matinees

- Teaching Artists are required to present an end-of-year student showcase, presentation, or sharing for the students' peers, faculty and parents.
- Expectations of this final day will be covered in the initial planning meetings with the school staff and administration and the scope and schedule of these demonstrations and/or performances will be decided in collaboration with the school, Midori & Friends staff and the Teaching Artist.
- The end-of-year Midori Matinee must take place within the residency period immediately following, during, or prior to the last week of instruction are strongly encouraged to take place during the scheduled class times.
- Teaching Artists will be paid at the teaching rate and considered teaching time for the Midori Matinee.

Classroom Management

- The classroom management and school behavior policies are to be discussed by Midori & Friends Teaching Artists should evolve from the initial planning session with the classroom teacher and school administration.
- Teaching Artist's expectations should be articulated at the very first lesson. It is the Teaching Artist's responsibility to maintain classroom discipline and model leadership behavior.
- Any classroom management or behavior concerns should be reported to the classroom teacher, principal, or arts coordinator and a Midori & Friends staff member immediately.
- Teaching Artists do not have the authority to dismiss a student from the program. This is the responsibility of the school administrator in collaboration with a member of the Midori & Friends staff.
- Any unresolved issues with school staff should be discussed with Midori & Friends program staff.

Professional Development

- Teaching Artists are encouraged to continue with professional development in music education and are required to participate in professional development, which may include workshops, mentoring, and/or other activities scheduled throughout the year provided by Midori & Friends.
- Teaching Artists will receive their regular teaching rate for PD hours, logged into Connecteam as “non-teaching”.
- Attendance at Professional Development workshops are required as they are designed for you to develop your teaching skills, learn new creative activity ideas, and share your experiences with other Teaching Artists.

Evaluation

- Formal evaluations and program observations will be completed by Midori & Friends programming staff and/or consultants periodically throughout your residency. There will be a minimum of one formal evaluation session in addition to periodic informal evaluations throughout the course of the school season. During this time, a M&F staff will observe a residency session and offer a 30-minute feedback meeting.
- Teaching Artists will be paid their regular teaching rate for the feedback meeting.
- The classroom teachers and school administrators involved in the program will also be asked to write an evaluation of Teaching Artists work and the program to be submitted to Midori & Friends at the end of your residency.
- Teaching Artists should submit a self-evaluation and an evaluation of the program from both the educational and administrative perspective. This report should be submitted no later than two weeks after the conclusion of the program.

Other Visits

- Midori & Friends may contact Teaching Artists to arrange for funders, board members, and other stakeholders to visit the classroom.
- Midori & Friends program staff will be in contact with Teaching Artists ahead of time to schedule the visit with the Teaching Artist.

Compensation

- Compensation for all services as a Teaching Artist (class instruction, in-school meetings and out-of-school meetings) are outlined in your union contract. Policies and procedures

for turning in your timesheets via Connect via this [Connecteam How-To Guide](#). Midori & Friends program staff must approve, in advance, compensation for any other work requested by the partner school or Teaching Artist. This includes private lessons with students who are registered to your assigned residency.

- Partner schools may request Teaching Artists to perform other/additional work. If this is the case, Midori & Friends program staff must be made aware of the request, in writing, and must approve, in writing, the details of the work and compensation, if any, **prior to** its execution.
 - Midori & Friends Teaching Artists who would like to request to perform additional work must do so in writing by emailing education@midoriandfriends.org. Midori & Friends program staff must approve this request **prior to** making any arrangements for or scheduling the work. Teaching Artists must adhere to this procedure, regardless of whether the Teaching Artist has volunteered to perform the work at no cost.
- Midori & Friends 2023-24 Payroll Dates:
 - September 22
 - October 6, 20
 - November 3, 17
 - December 1, 15, 29
 - January 12, 26
 - February 9, 23
 - March 8, 22
 - April 5, 19
 - May 3, 17, 31
 - June 7

Timesheets and Payment

- Teaching Artists will track all Midori & Friends working hours via Connecteam. There will be a Connecteam tutorial during orientation.
- Teaching Artists will be paid bi-weekly on a week delay (e.g. Week 1 and Week 2 will be paid at the end of Week 3. Week 3 and Week 4 will be paid at the end of Week 5).
- Midori & Friends has provided you with the ADP® Employee Access® tool. You can now view your most recent pay information, get tax forms, and select pay options (such as direct deposit). Employee Access also includes LifeMart—for discounts on electronics, apparel, travel and more. This can only be set up once you have received your first paycheck. Please register [here](#) and download the app – QR Code for ADP Mobile Solutions below.



Fingerprinting

- Midori & Friends Teaching Artists must be fingerprinted by the New York City Department of Education, and for some charter schools, by New York State. Proof of fingerprinting must be submitted to the Midori & Friends office prior to the start of a residency. This security procedure is a requirement of the Department of Education for all personnel working in public schools. Teaching Artists who do not comply with this requirement forfeit their assignments.
- Midori & Friends provides reimbursement for the fingerprinting service. Fingerprinting process is carried out at the NYC DOE located at 65 Court St #102, Brooklyn, NY 11201. Please prepare all the correct materials for this appointment.
- Within two weeks of your appointment, you should have an account in the [Applicant Gateway](#). Please login to check status.

Punctuality

- Teaching Artists are responsible, both financially and logistically, for arriving at the school on time. Teaching Artists must sign in on arrival each time at each of your assigned schools. Punctuality will be monitored via your sign-in responsibilities at each school.
- Teaching Artists should arrive 15 minutes before a class is set to begin; repeated tardiness will greatly impact your program and will be taken into consideration for future employment, as laid out by the union contract.

Dress Code

- As representatives of Midori & Friends in schools, teaching artists are expected to dress in accordance with the dress code of the assigned school.

Transportation

- It is the Teaching Artists responsibility to select the set of directions that will best accommodate transit. If you need help with directions to your school, please contact education@midoriandfriends.org.

Absences, Cancellations, and Substitutes

- Midori & Friends asks Teaching Artists avoid engaging substitutes if possible.
- Teaching Artists are allotted no more than two absences over the course of an entire residency. Consistent absences will be taken into consideration for future employment, as laid out in the union contract.
- If a session must be cancelled please notify Midori & Friends at education@midoriandfriends.org and call the partner school. If you will be providing a substitute, please complete the [Substitute Form](#).
- It is recommended all teaching artists use the following to communicate a change in program schedule:
 - If the Teaching Artist becomes ill or there is an emergency in the evening prior to, or on a day that you are scheduled to teach, call the school directly before 8:30 AM to inform the school of your upcoming absence and email education@midoriandfriends.org.
 - Reschedule the class within the same teaching week (Mon-Fri) if your school can accommodate the change, if not, please arrange to make up the class before June 1, 2024. Once rescheduled, please email education@midoriandfriends.org and the school administration with the make up date.
 - For substitutions, please use our provided Substitute List and confirm the substitute using the [Substitute Registration form](#). Once a substitute is registered, please inform the school contact as soon as possible. Failure to provide the substitute registration will be taken into consideration for future employment, as laid out in the union contract.
- If sub is a M&F roster artist, they will log into Connecteam as they would for their own teaching. For substitutes not on our roster, they will be paid by using the M&F Sub Invoice. The invoice is to be sent to education@midoriandfriends.org along with a w-9.

Rentals

- Midori & Friends partner schools use rental instruments for the duration of the residency. If this is the case, the M&F team will work to measure students and order the necessary

instruments before the first day of the session. Once instruments arrive, Teaching Artists are responsible for recording the serial number on the instrument, as well as the student name the instrument was issued to. This information must be reported to M&F staff before the class begins via the [Student Instrument Serial Number Form](#).

- If the above is not possible, the Teaching Artist is responsible to measure students on the first day of the residency and complete the [Instrument Rental Registration Form](#). Once completed, a Midori & Friends staff member will order the instruments and update Teaching Artist and School with the delivery date.
- Per the Letter of Agreement, partner schools are responsible for lost or damaged rentals. At the end of the residency, the Teaching Artist will facilitate the storage of the rentals at the school for easy pick-up.

Materials

- Teaching Artists will be provided method books, folders and sheet music, pencils for students prior to the residency. These can be picked up at the Midori & Friends offices.
- Midori & Friends has string, rosin, and picks in bulk that can also be picked up at the office at your Teaching Artist Orientation or on Tuesdays or Wednesdays.
- If you need additional materials, please order via the [Materials Registration form](#).

Harassment & Discrimination

- Midori & Friends teaching artists are required to complete a Sexual Harrassment Prevention training. This is an online training of 45-60 minutes. Access to the training will be provided during the onboarding process and should be completed before the first day of the residency. The link to the training is [here](#).
- Midori & Friends is committed to providing a professional atmosphere that is free of unlawful discrimination and unlawful harassment. Unwelcome actions, words, jokes, or comments based on an individual's sex, race, ethnicity, national origin, age, disability, religion, citizenship, veteran's status, sexual orientation, or any other legally protected characteristic will not be tolerated. Individuals who experience or observe unlawful harassment or discrimination are required to report their concerns without fear of reprisal to program staff or the Executive Director. Every effort will be made to ensure that complaints of harassment or discrimination are resolved promptly, confidentially, and effectively.
- If you have questions or concerns about any type of discrimination in the workplace, we encourage you to bring them to the attention of program staff. If it is inappropriate or uncomfortable to bring such concerns to the attention of program staff, or if the concern has not been addressed to your satisfaction, you should contact the Executive Director.

- Anyone found to be engaging in any type of unlawful discrimination or harassment will be subject to disciplinary action.

Definition of Sexual Harassment

- Sexual harassment is a form of unlawful harassment by members of the same or opposite sex. In general, it is defined as unwelcome conduct that is of a sexual nature or based on gender.
- Sexual harassment may include a range of subtle and not-so-subtle behaviors and may involve individuals of the same or different genders. Depending on the circumstances, these behaviors may include, but are not limited to: unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; comments about an individual's body, sexual prowess, or sexual deficiencies; leering, whistling, or touching; insulting or obscene comments or gestures; display in the workplace of sexually suggestive objects or pictures; and other physical or verbal conduct or visual material of a sexual nature. Employees have the right to be free from such harassment on the job, either from other co-workers, supervisors, management, vendors, or clients of Midori & Friends. Conduct prohibited by this policy is unacceptable in the workplace and in any work-related setting outside the workplace, such as during business-related social events.
- Harassment is prohibited by the state and federal anti-discrimination laws when:

Submission to or rejection of such conduct is used as the basis of a tangible employment action affecting the individual, such as decisions relating to hiring, firing, promotions, assignments, or pay.

Other Harassment

- Like sexual harassment, harassment on the basis of any other legally protected characteristic is also strictly prohibited. Unlawful harassment includes harassment on the basis of a person's sex, race, ethnicity, national origin, age, disability, religion, citizenship, veteran's status, sexual orientation, or any other legally protected characteristic.
- Harassing conduct may include inappropriate jokes and innuendo, epithets, slurs, or negative stereotyping, display in the workplace of offensive materials, and other physical or verbal conduct or visual material.

Reporting Procedures and Guidelines

- Midori & Friends encourages reporting of any perceived incident of discrimination, harassment, or retaliation, regardless of the offender's identity or position. Anyone who

believes that he or she is a victim of such conduct by any manager, employee, vendor, or clients of Midori & Friends should do the following:

- If comfortable and practical, identify the offensive behavior to the harasser and request that it stop.
- If it is not comfortable or practical to confront the harasser directly, or if you have done so and the harassment is continuing, notify program staff or the Executive Director.
- **Concerns or complaints will be promptly investigated. No one will suffer retaliation for reporting such concerns or cooperating with any investigation.**
- Whenever possible, the confidentiality of the complaint will be maintained. However, there may be instances where the details of the complaint or identity of the complaining party must be disclosed in order to effectively investigate or address the complaint. In all circumstances, however, Midori & Friends will take all reasonable steps to assure that the complaining party does not suffer any reprisals or retaliation.

Discipline

If an investigation shows that any manager or employee has engaged in unlawful harassment or discrimination, Midori & Friends will take appropriate disciplinary action or corrective measures, including but not limited to mandatory counseling, training, additional supervision, transfer, investigation shows that any manager or employee has engaged in unlawful harassment or discrimination, Midori & Friends will take appropriate disciplinary action or corrective measures, including but not limited to mandatory counseling, training, additional supervision, transfer, change of job duties, demotion, suspension, or termination of employment. This list is illustrative only.

Nondiscrimination Against Individuals with Disabilities

We comply with the Americans with Disabilities Act and applicable state and local laws prohibiting discrimination in employment against qualified individuals with disabilities. We also provide reasonable accommodation for such individuals in accordance with these laws. It is our policy to:

- Ensure that qualified individuals with disabilities are treated in a nondiscriminatory manner in the pre-employment process and that employees with disabilities are treated in a nondiscriminatory manner in all terms, conditions, and privileges of employment.
- Administer medical examinations to employees when justified by business necessity, such as for a second medical opinion or a fitness-for-duty exam.

- Keep all medical-related information confidential in accordance with the requirements of the ADA and retain such information in separate confidential files.
- Provide applicants and employees with disabilities with reasonable accommodation, except where such an accommodation would create an undue hardship for Midori & Friends
- Notify individuals with disabilities that we provide reasonable accommodation to qualified individuals with disabilities, by including this policy in our personnel manual and by posting the Equal Employment Opportunity Commission's poster on discrimination throughout our facilities.

Immigration Control Act

Midori & Friends complies with the Immigration Reform and Control Act of 1986 which requires us to attest to the U.S. Government that all persons we hire are legally entitled to work in the United States. In order to comply with this law, we must verify your identity and your right to work in the United States. We are required to examine certain documents such as, but not limited to, a U.S. Passport, Certificate of Citizenship, Social Security Card, Certificate of Birth and Driver's License with photograph.

Community Affairs – Public Relations

All official policy or position statements of Midori & Friends are made only by the Executive Director in accordance with specific Midori & Friends policy as determined by the Board of Directors. Employees must refrain from giving the impression that their views and positions are endorsed by Midori & Friends or by their co-employees. Personal statements on controversial issues must indicate they are not Midori & Friends policy.

Safety, Injuries, and Reporting Accidents

- Midori & Friends is committed to providing a safe and healthy work environment. We take all practical steps to safeguard our employees from accidents and maintain a safe working environment. Employees are expected to follow safe procedures and take an active part in protecting themselves, their colleagues, and their students; detect and report hazardous conditions, practices, and behavior in their work area; report all accidents and injuries to program staff in a timely fashion (violent incidents must be reported immediately); submit recommendations to program staff on actions that can be taken to improve unsafe conditions or practices at their work sites.
- Certainly, no one wants to get hurt and few people deliberately take chances. Unfortunately, accidents can happen when someone is careless or fails to follow proper procedures. With an alert safety attitude, you can help to eliminate painful and costly accidents. State and national statistics show that 85% of all accidents are caused by some

unsafe act of personal carelessness. Your safety, and the safety of your colleagues and students, is one of our greatest concerns.

- Always report any accident, injury, or illness immediately to school or program staff, who will direct you to the proper personnel and area for treatment. Prompt treatment is often the only difference between a serious injury and a minor one.

Collective Bargaining Agreement with Local 802

- € All Midori & Friends Teaching Artists must be members in good standing with Local 802.
- € For new teaching artists, please reach out to Marisa Friedman, our Local 802 rep, at mfriedman@local802afm.org.
- € The Collective Bargaining Agreement is included on the Midori & Friends website at midoriandfriends.org.

Compliance with the guidelines in this handbook is very important to Midori & Friends. Discipline and discharge will be carried out according to the procedure outlined in your union contract.

Thank you for your commitment to our partnership. Midori & Friends always welcomes and will respond to our Teaching Artists' opinions and suggestions regarding our programs. Please direct these in writing to Midori & Friends.

Please Sign Below:

Teaching Artist