



AGREEMENTS FOR TEACHING ARTISTS and VOLUNTEERS in PRISONS

Thank you for your participation in Marin Shakespeare Company's Arts in Corrections programs in California State Prisons. Each Teaching Artist and/or Volunteer must sign and return a copy of this Agreement prior to participating in Marin Shakespeare Company's programs, and review and submit on an annual basis.

As a Teaching Artist or Volunteer with Marin Shakespeare Company's Shakespeare for Social Justice program, I agree to the following while participating in programs in prison:

VOLUNTEERS/ESCORT: If you are a Volunteer (without a green or brown card), your Supervisor is responsible for being your Escort. You are not permitted to go anywhere on the prison grounds without your Escort. You must stay within view of your Supervisor at all times. If you are a Supervisor, you agree to keep all Volunteers within view at all times.

NEVER ALLOW YOURSELF TO BE ALONE WITH A PERSON WHO IS INCARCERATED: You must leave the room immediately if you find yourself alone with a participant.

PHYSICAL CONTACT: The only CDCR accepted physical contact between those who are incarcerated and Teaching Artist/Volunteers is a handshake or fist bump. Some individual institutions are stricter, and allow no physical contact. Most institutions allow some leeway for artistic purposes in Shakespeare performances. Teaching Artists should (1) understand what is allowed at your specific institution, (2) limit artistic physical contact, (3) ask for a "second opinion" if there is physical contact you believe may be questionable. Volunteers should never initiate artistic physical contact beyond a handshake or fist bump without discussion with the supervising Teaching Artist.

GIVING and TAKING: You are not permitted to give or take anything from someone who is incarcerated, including pens, food, letters, creative writing, artwork, or gifts. If a participant asks you to give or take an item, you will report it immediately to your Supervisor. Never give your phone number or other contact information.

RETURNED CITIZENS: MSC TA/Volunteers will have only Professional, not personal relationships with formerly incarcerated Returned Citizens who are on parole.

- Please exercise judgment and discernment when connecting with Returned Artists on parole over social media (Facebook, Instagram). While it is not against CDCR regulations, MSC advises teaching artists and volunteers to delay friending or following until the Returned Artist discharges from parole.
- It is professional to connect with Returned Citizens on parole on LinkedIn.
- MSC TA/Volunteers must disclose any professional projects or proposed collaboration, partnerships, or otherwise personal connections with any Returned Artist on parole.
- Once a Returned Artist is no longer on parole, MSC TAs and Volunteers may use their own best judgment to determine the level of acquaintance, and do not need to report any professional or personal contact.

LETTERS: It is common for people in our classes to request letters to the parole board, governor, or others. It is MSC policy that Volunteers are not allowed to write letters; only program staff will write letters. Teaching Artists should submit the requesting individual's name, CDCR number, specific history with MSC programs including years of participation and any roles played, and any laudatory comments, as well as name and address to send the letter to, if other than the Parole Board. Staff will use the approved template and draft a letter to be submitted according to acceptable practices. MSC does not deliver letters directly to participants.

MANIPULATION: All people, whether incarcerated or free, can be great manipulators. They may compliment you, try to get to know you personally, or ask you for small favors. In the carceral setting, these kinds of actions may constitute over-familiarity, and may be used as hooks to deepen a personal relationship, or request more significant favors. Be on the lookout for tests and manipulation tactics such as: small rule-breaking requests to see if you are willing; consistent requests to speak one-on-one; excessive compliments. If you feel at all uncomfortable about any interaction with a participant, report immediately to your Supervisor.

REPORTING: It is essential that you report anything to a Supervisor that may constitute a breach of Conduct. It is also essential that you report any participant, staff, or officer interaction that is unprofessional or unsafe. Most times, behavior that is reported can be “nipped in the bud” by you or your supervisor reminding a participant what is inappropriate. Do not allow a participant to think that any sort of secret relationship is being formed with you. Please over-report rather than under-report; it is better to tell your Supervisor about any behavior that feels at all uncomfortable. Your Supervisor will give you coaching and mentoring, and will escalate the report to the appropriate staff members as needed.

Reporting a Participant: If a participant engages in behavior that is unprofessional, makes you feel unsafe, or raises concern for their safety and wellbeing, report this directly to the Social Justice Program Director. If the situation can be resolved with coaching and direct intervention, we will not involve CDCR staff. However, if a

participant discloses or repeatedly behaves in a way that is not conducive to a safe program environment, you may work with the Program Director to request that this participant be removed. If a participant discloses an intent to harm themselves or harm someone else, report it to the Program Director immediately; in this instance, we must involve CDCR staff.

Reporting Staff or an Officer: If a staff member engages in behavior that makes you feel unsafe, uncomfortable, or discriminated against, report it to the Social Justice Program Director, who will immediately escalate the complaint to the appropriate authorities.

WHAT TO WEAR: Rules are slightly different at each institution. Please ask if you have questions about what is acceptable. Generally acceptable colors to wear include black, beige, purple, lavender, red, brown, grey (as long as the color grey is combined with another color such as black), pink, gold, plaids and printed clothing. All shirts must cover shoulders, and skirts and pants must go below the knee (no shorts). Shoes must be closed in the toe and in the heel. Colors that are NOT OKAY to wear include: blue, green, orange, yellow, all grey or all white. It is also NOT OKAY to wear blue jeans of any kind or tops or bottoms made of jean material of any color. It is NOT OKAY to wear TIGHT PANTS or REVEALING CLOTHING of any kind. It is NOT OKAY to wear yellow rain jackets. Facial piercings are prohibited though some officers will let people in who have a nose ring. Other officers will ask nose rings to be removed. Excessively large jewelry is also discouraged. At some prisons, underwire bras are not allowed; please ask in advance. Rules vary at different institutions, and each officer may enforce things differently. These guidelines, as set by MSC, are intended to clarify and standardize the institutional regulations.

WHAT TO BRING: Rules are slightly different at each institution. Please ask if you have questions about what is acceptable. Please bring your ID card (driver license, brown card, green card), car keys, a pen, and your script. Please DO NOT bring any cell phones, sharp objects, pagers or large amounts of money. It is usually okay to bring a clear plastic water bottle that is 32 oz or less and a small snack (e.g., a snack bar). Leave your purse in your car. You can carry items in a simple canvas bag. Backpacks are usually not allowed and having a purse (unless it has almost nothing in it) may delay our time at the gate. If it is raining, small fold-up umbrellas are usually allowed. Long umbrellas with points at the end are not allowed.

OBEYING OFFICERS/RULES: Rules can change, and different officers may interpret them differently. ALWAYS treat every member of the prison staff with obedience, respect and gratitude. In the event of an alarm, move away from the incarcerated population. Do not sit on the ground. Never run.

WHAT YOUR CLEARANCE ALLOWS: You are cleared to participate in this group only — if you want to visit the prison for any other reason, you will need permission for that from the organizer of the program or event. Please also contact the Program Director to disclose your interest and attendance at any such event.

STAFF COMMUNICATION POLICY:

All communication with CDCR staff must originate with the Social Justice Director, Alejandra Wahl. Under no circumstances will you have communication with CDCR or institutional staff on behalf of MSC or your program of service. This includes the Community Resource Manager (CRM) and any staff (Office technicians, RAC Analysts, etc.). Any and all communication to the institution **MUST** go through MSC's Social Justice Program Director (SJPD). You must CC the Program Director on any emails you may receive from admin staff, including your sponsor, including memos, institutional updates, etc. A Lead Teaching Artist may have more contact with administrative staff; the Social Justice Program Director may also authorize you to communicate with certain staff to schedule LiveScans, answer specific questions, etc. However, Teaching Artists found to be in excessive or exclusionary contact with their service institution will be subject to disciplinary action, including repeating trainings, performance improvement plans, or termination.

*****These rules are for your safety, our ability to continue offering programs in prisons, and also for the safety of the participants. If we break a rule, we may be barred from coming back to the prison, or Marin Shakespeare's programs may be eliminated. If an incarcerated participant breaks a rule, the person could be sent to solitary confinement, moved to another prison, and/or it could affect their suitability for release from prison.*****

PLEASE MAINTAIN PROFESSIONALISM AT ALL TIMES.

I have read and understood these Professional Conduct Guidelines.

Signature

Date

Printed Name

OVERFAMILIARITY

This is the biggest concern the CDCR has about our programs. As Teaching Artists/Volunteers, we agree to maintain a Professional relationship with the actors in the programs, and not to have Personal relationships. This includes:

- We will not reveal detailed personal information about ourselves, or information about our intimate lives.
- We will treat all actors in the program equally.
- We will not do any favors for participants, such as making phone calls for them or passing messages along.
- We will not treat participants like friends. We will treat them as Participant/Actors. Yet, we cannot treat them exactly as we would treat un-incarcerated Participant/Actors. We will maintain awareness of appropriate professional behavior at all times.

MSC HAS A ZERO TOLERANCE POLICY REGARDING ROMANTIC RELATIONSHIPS

Romance, affection, appreciation, love, and passion are all natural and commendable feelings, and often appropriate. However, in the context of MSC's Shakespeare for Social Justice Program, acting on these feelings is detrimental to the work. When romantic relationships are pursued, it engenders secrecy, jealousy, and disrespect for the group leader. It takes the focus of the group for some or all of the participants off of the work we are doing, and puts the focus on the romantic relationship. It makes our program look unprofessional in the eyes of the CDCR. It can take years to mend the harm.

Furthermore, it endangers the inmates, and can lead to disciplinary actions, solitary confinement, longer prison sentence, and transfer to another institution.

When we agree to work in a California state prison, we agree to have a professional, not personal relationship with the inmates.

If you develop romantic feelings for an incarcerated participant, you have several options:

- You can continue as a TA/Volunteer, and keep whatever feelings you have to yourself, without sharing them with others involved in this program. You may share with a therapist/advisor outside of this program.
- You can discuss your feelings with your Supervisor, and let your Supervisor coach you and check in frequently with you. Your Supervisor might offer the option that you change to a different session or institution.
- You can stop working with this program and either pursue or not pursue a personal relationship with the inmate.

REPORTING: Marin Shakespeare Company maintains a ZERO TOLERANCE policy about romantic relationships between participants and Teaching Artists/Volunteers. You must immediately report any questionable behavior including:

- A person who is incarcerated expresses romantic feelings for a TA/Volunteer.
- A TA/Volunteer expresses having romantic feelings for a person who is incarcerated.
- Someone in the class touches a TA/Volunteer in a way that may be inappropriate.
- You witness inappropriate physical contact between a TA/Volunteer and an actor in the program.
- A person who is incarcerated asks a TA/Volunteer to write to him/her.
- A participant or volunteer reports a rumor about a romantic relationship.

Failure to report what you have seen or been told immediately will be cause for disciplinary action and/or removal from the program or prison, and/or barring of any future participation in Marin Shakespeare Company programs in prison.

COACHING SCENARIOS FOR DEALING WITH OVERFAMILIARITY:

- 1) An inmate expresses having feelings for a TA/Volunteer.

Professional Response: I am here to support this program and teach (or learn) about how to use Shakespeare for personal improvement. I am not here to find a boyfriend. I'm not allowed to have a romantic relationship with you, and if I do, I will need to stop participating in this program. In fact, I need to tell (Lead Teaching Artist) about this conversation. I will tell them you understand that we cannot discuss this further.

- 2) A TA/Volunteer expresses having feelings for an inmate.

Professional Response: It's natural and normal that these kind of feelings can arise. You have done the right thing in reporting this to me. Since you know you cannot engage in a romantic relationship with an incarcerated person in our program while you are a volunteer with us, let's discuss your options and determine what the best course of action will be.

- 3) An incarcerated participant asks if you can secretly communicate with each other through your Instagram or Facebook profile. .

Professional Response: I am not allowed to have contact with you outside of this class space. Please respect this boundary for your safety and the integrity of the group. I will need to report this interaction to my Lead Teaching Artist.

I have read and understood these Guidelines for Overfamiliarity.

Signature

Date

Printed Name

TEACHING ARTIST & VOLUNTEER RESPONSIBILITIES AND DUTIES

ATTENDANCE

You are expected to attend and participate in all class sessions, up to and including the culminating performance.

ABSENCES: You are expected to disclose any conflicts or planned absences to your Lead Teaching Artist and/or the SSJ Program Director in a timely manner.

ARRIVAL AND ESCORT: The Lead Teaching Artist will be the primary escort in and out of the institution. Unless you have a Brown Card (eligible after 6 months of service), you may not enter the institution without an escort.

The Lead Teaching Artist will determine time of arrival at the institution. This time is dependent on the time it takes to process through entry gates, obtain necessary items (Volunteer Identification Cards, keys, alarms), and walk to the classroom location. You may be asked to arrive at the institution as early as 30 minutes before class.

PLEASE BE PUNCTUAL and communicate any tardiness immediately. Your late arrival may impact the class' ability to start on time.

CLASSROOM ASSISTANCE

You are expected to participate in all activities, exercises, and rehearsal work scheduled by the Lead Teaching Artist. Please treat the classroom space as an opportunity to model professional and pro-social behavior.

- DO encourage others. Help the LTA by assisting participants, clarifying exercises, and participating in creative discovery.
- DO NOT participate in cross-talk. Encourage others to focus and pay attention when LTA is giving instruction.
- DO respond to LTA prompts quickly and with respect.
- DO NOT complain about exercises or direction in front of participants. Communicate any concerns to LTA, or Program Manager.

You will participate in this group as an ensemble member. We ask you to treat participants as fellow actors in a professional ensemble. Please do not provide any coaching, direction, or judgment unless you are explicitly asked.

CULTURAL COMPETENCY

In the course of this class, you will encounter diverse people with diverse perspectives. Marin Shakespeare has a policy of CULTURAL COMPETENCY AND HUMILITY. Please approach participants with curiosity and empathy. Do not ever argue with, debate, or demean a participant.

You must review the Cultural Competency video training at the time of your onboarding.

VOLUNTEER RESPONSIBILITIES

Unless otherwise instructed, you are not to assume responsibility for the class session. You are not responsible for writing curriculum or assessing the group/participants. We encourage volunteers to bring their ideas and creativity to the table, sharing their thoughts with their LTA. After some time in service, your LTA may ask you to assist with portions of the class (leading warm-ups, leading break-out groups, etc.). You may also communicate with LTA to express any interest, share concepts or exercises you may find beneficial. Your primary role is to be a model ensemble member, sharing your skills and insight with participants, and to assist in the flow of rehearsal and performance.

Under no circumstances will you have communication with CDCR or institutional staff on behalf of MSC or your program of service.

You will be invited to attend our Annual Social Justice Teacher Training at our indoor theater located at 514 4th Street, San Rafael; attendance is not mandatory

ASSISTANT TEACHING ARTISTS

You will work closely with the Lead Teaching Artist and support them in executing their curriculum for the day. You may serve as assistant director, facilitating ease of rehearsal and keeping participants focused and on task. Your LTA may ask you to lead portions of the class; you are not responsible for writing curriculum unless otherwise asked. You and the LTA should have frequent, open discussions about class and desired outcomes, working together to assess and adjust as necessary. You are not responsible for any classroom reporting, attendance, or program proposals.

You will report teaching hours every other week; mileage is reported monthly, as appropriate.

Under no circumstances will you have communication with CDCR or institutional staff on behalf of MSC or your program of service.

You will be required to attend our Annual Social Justice Teacher Training at our indoor theater located at 514 4th Street, San Rafael. Time spent at this training will be compensated.

LEAD TEACHING ARTISTS

You will work closely with the Program Director to:

- Implement MSC Social Justice curriculum, adjusting and devising as appropriate.
- Report weekly attendance, successes and challenges, program proposals, and other programmatic needs.
- Assess and debrief program outcomes.
- Report any serious issues, including overfamiliarity, institutional staff misconduct, unsafe classroom conditions.
- Adhere to institutional rules and regulations governing rehabilitative programming; these may vary from institution to institution and may include checking out alarms, wearing whistles, cancelling class if there is no sponsor present, submitting scripts for approval, and more. MSC's Program Director will work with you and the Community Resource Manager to stay informed of best practices.
- Complete other tasks and responsibilities as assigned by Program Director. These may include: Creating a wishlist of desired props and costumes for culminating performances; determine performance date; creating supplemental materials.

As Lead Teaching Artists, you will:

- Manage and direct your program, serving as supervisor for your Assistant Teaching Artist and Volunteers.
- Set and accomplish goals, up to and including performance.
- Set warm, professional, encouraging classroom tone and expectations for participants, following MSC Trauma-informed and Cultural Competency guidelines.
- Develop warm, professional relationships with class sponsor and custody staff.

I have read and understood these Responsibilities and Duties.

Signature

Date

Printed Name

PAYMENT AND REIMBURSEMENT POLICIES FOR LEAD AND ASSISTANT TEACHING ARTISTS

Updated and revised as of January 2025

RATE OF PAY, REPORTING, AND REIMBURSEMENT:

Teaching artists are hourly employees, remunerated at \$60/hour for class time. Class time is defined as the actual teaching hours, and does not include breaks between classes or the time it takes to travel from the parking lot to your classroom.

You will log your teaching hours into Gusto every other week; please report mileage monthly.

You are eligible for mileage reimbursement if you travel over 50 miles, one way, to get to your assigned teaching site. Mileage reimbursement is calculated at the federal rate, and such is subject to change. All paid Teaching Artists will also be paid for drive time at **\$30/hr** if you are travelling more than 50 miles one way. Marin Shakespeare Company determines mileage reimbursement eligibility by calculating the distance and time from your primary residence to your assigned institution, using best available methods for determining the most efficient route.

Lead Teaching Artists may also bill for 1 hour of prep for every class; remunerated at **\$30/hour**. Lead Teaching Artists must document and report what has been completed for prep in order to bill for this hour. Prep will be documented by uploading into your program's Report form OR by emailing the Social Justice Program Director.

Sample ways you can report Prep:

- Email that you used a specific week's Lesson Plan from the Curriculum Manual.
- Email your Lesson Plan that you plan to use (shorthand is fine, you don't have to fully describe every exercise).
- Email materials you developed to hand out to the group.
- Share the title of a book/article you read that inspired that week's lesson.
- Share any new curriculum you are creating.

CLASS CANCELLATION PAYMENT POLICY:

If class is cancelled by the institution with less than 24-hour notice, you may bill for class hours for the cancelled session only upon completion of one of the following submissions:

- Convert your lesson plan into a worksheet.
- Submit 1-2 new activities to Social Justice Activity + Lessons Database by emailing SJPD.

- Create alternative lesson plan for 35-week curriculum; special interest in lessons that address accessibility and inclusion for Deaf/HOH, limited mobility, low- or no-literacy, ADHD/Autism.
- Create any other materials that add value to our program, e.g. a list of training you would like to receive, suggestions for improvements of any aspect of the program, etc.

If class is cancelled after you have driven to the institution or during session, you may bill for class hours without completing a submission. You must still submit prep work.

CURRICULUM DEVELOPMENT

Marin Shakespeare Company may occasionally ask Teaching Artists to write down or create short curriculum packets for special demographics/areas of focus. Payment for time spent drafting curriculum will not be authorized until the product (completed curriculum) has been delivered, in accordance with a schedule agreed upon between the Teaching Artist and Social Justice Program Director.

TRAINING AND CONTINUING EDUCATION:

Teaching Artists will be required to attend our Annual Social Justice Teacher Training at our indoor theater located at 514 4th Street, San Rafael. Time spent at this training will be compensated at \$30/hour. Throughout the year you may also be offered optional training opportunities. You may receive compensation for these trainings via the trainer; Marin Shakespeare will not compensate for optional trainings.

During onboarding, training time spent with the Social Justice Director will be compensated at our standard hourly rate of \$60/hour. Time spent reviewing mandatory training videos and completing onboarding paperwork will also be compensated; once onboarded, time spent filling clearance paperwork packets for additional institutions or for Statewide Clearance will not be compensated.

I have read and understood these Revised Policies.

Signature

Date

Printed Name