



Educational Tours, Exchanges, Retreats, and Workshops Policy

The SSSG looks for opportunities for students to travel and share their music and culture. This is part of developing a well rounded musician and member of our society. The goal is that these trips will augment learning, teaming, and community. Ideally, the planning and running of these trips will be done in a collaborative and interactive way between students, teachers, and chaperones.

Depending on the age of the students, it should also encourage students to test their leadership in a safe environment. For older children in the program, ideally, it would encourage the natural transition in the staff- student relationship from directional to collegial through music preparation, trip planning, fundraising, and cultural research.

Each student participating in an off-site, overnight trip or event will submit a registration form including parental consent and a medical release. Forms will be kept in the supervising teacher's or chaperone's possession during the trip or event and a photocopy filed in the SSSG Administrative office. For international travel, students must have a valid passport, appropriate medical insurance, and instrument proof of purchase. For travel within Canada, students must have a valid OHIP card.

1 Student Code of Conduct

1. Students participating in off-site educational activities are representing the SSSG, their community, and on international trips, their country. Student conduct during such activities must be in keeping with the Suzuki standards of excellence, respect, and responsible citizenship.
2. Students must follow the directions of the teachers and chaperones.
3. Students must observe the laws and respect the customs of both Ontario, Canada and of the place they are visiting.
4. Students must not engage in any behaviour or use any language that is, or is likely to be perceived to be, aggressive, abusive, or discriminatory (including but not limited to gender, race, religion, age, or disability). This includes the inappropriate use of cellphones and/or social media. Students must not damage any property belonging to other members of the group or the place they are visiting.
5. Possession or use of illegal substances or alcohol is prohibited. Students who are of legal drinking age may not consume alcohol while on the trip.
6. While on tour, students are required to stay with their group at all times and to report their whereabouts to their designated teacher or chaperone at all times.
7. Students must participate in all organized events and activities included in the tour, unless separate arrangements have been made in advance. They must be sure to arrive punctually for all departures, meetings, meals, rehearsals, performances, and scheduled educational and leisure activities.
8. Students are expected to:
 - a. dress appropriately,
 - b. maintain a positive and open attitude, and
 - c. address any challenges or conflicts in a constructive manner.

2 Discipline

1. Instances of misconduct will be promptly addressed by a supervising chaperone or a teacher. Parents will be contacted if necessary.



2. If a student severely disrupts the tour, engages in illegal activities, or endangers self or others, the student may be immediately sent home at his or her own cost and without refund for the balance of the tour. He or she may further be excluded from future field trips, and potentially dismissed from the SSSG.

3 Chaperone Policies for SSSG Trips

**Ratio: For students 13 years old and over, 1 chaperone per 10 students.
For students 12 years old and under, 1 chaperone per 5 students.**

3.1 Teachers

1. At least one teacher will be in charge as the Artistic Director of the tour. The teacher will organize and direct all musical activities and will ensure that the artistic and educational purpose of the tour is fulfilled.
2. Teacher(s) in charge may receive payment as income replacement and to reimburse expenses, as funds allow.
3. Teachers will be responsible for all music copy preparation in accordance with copyright standards.
4. Teachers will be the point of contact for all music questions and encourage participation in the planning and interpretation of the music as it creates a learning opportunity.
5. Planning will be done to ensure that teachers get at least six hours of sleep/quiet time per night.
6. Possession or use of illegal substances is prohibited. Teachers may not consume alcohol while supervising students. Special provisions may be required for cultural accommodations in regards to alcohol. These would be considered on a case by case basis.
7. Teachers will work in a collegial way with the chaperones with the best interest of the students as the common goal.

3.2 Chaperones

1. Potential chaperones will be designated in accordance with the SSSG policies regarding volunteers and police checks.
2. Potential chaperones will submit a written application. Recognizing that for some trips the number of interested chaperones may exceed the available chaperone spaces, trip organizers will review all applications and select chaperones according to their qualifications and requirements of the trip (ie. First Aid, language, etc.). Ideally, chaperones will not be supervising their own children.
3. Prior to departure, responsibilities of chaperones will include planning and organizing non-musical activities and itineraries, assisting with travel arrangements, and communicating with the group regarding preparations.
4. During the trip, chaperones will oversee the smooth running of the planned travel and activities. They will be on duty for the majority of the day and will have little opportunity to “sightsee” on their own. They will meet daily with the tour director and Artistic Director to review the past day and prepare for the next.
5. During the trip the chaperones will ensure the safety, security, and well-being of the group as a whole. This will involve a last late night room check at a time pre-agreed prior to departure based on the age of the students and may be as late as 1:30 A.M. It is the chaperone’s responsibility to ensure students



are in their rooms for lights out. Chaperones need to be available to give support to any student who has particular needs.

6. Chaperones must supervise their group and be responsible for knowing their students' whereabouts at all times.
7. Chaperones will apply the SSSG code of conduct and discipline policies throughout the trip. For the duration of the trip, chaperones may not consume alcoholic beverages.
8. Chaperones will receive a stipend to offset their expenses as funds allow.
9. Planning will be done to ensure that chaperones get at least six hours of sleep per night.
10. In regards to use of cellphones and cameras to take pictures of students and video tape performances, please respect the wishes of the students and the teachers. Permission must be granted before any media is shown or posted through email, text, or social media.

3.3 Other notes

While on tour, any concerns, complaints, or otherwise should be brought forward to the Artistic Director. If there continues to be a concern with how a situation or complaint was handled, it will be addressed by the Board (specifically the Chair) upon return. The complaint will be submitted in writing to the Board Chair and will be handled with discretion.

Any form of sexual, romantic, coercive, or other inappropriate relationship between students, teachers, and chaperones is clearly and explicitly forbidden.

4.0 Water-Based Activities

Occasionally SSSG events, trips or tours (excursions) will present the opportunity for water-based activities. Such activities pose a high potential risk of injury or death to the participants of these events. To reduce the risks involved, the SSSG has implemented the following policies that are applicable to all participants (teachers, chaperones, and students) on the tour.

- During the preparation for an excursion, the SSSG designated tour organizer shall review the potential for water-based activities. In the event that the SSSG faculty representative responsible for organizing the tour determines that a water-based activity is to be included on the tour the SSSG shall complete the following procedures. Both procedures must be fully satisfied to permit a student to participate in the planned water-based activity.
 - Collect and record consent to participate in water-based activities from the parent or legal guardian for every student participating in the excursion.



- Collect and record evidence of demonstrating the swimming level of each consenting student. If the student does not have a swim level of “Bronze Star” or higher, the student shall participate in a mandatory swim test coordinated by the SSSG under a prescribed method such as “Swim to Survive” and by an approved swim instructor certified to conduct the test. At the completion of the test, the testing authority shall provide the SSSG with written notice of a “pass” or “fail” grade for each participant. Only upon receiving a “pass” shall the student be allowed to participate in the water-based activity. The notice for each student will be held on record by the SSSG for the duration of the tour.

- Water based activities shall solely take place as specifically indicated within the final tour schedule.

- Scheduled water-based activities shall occur only under the observation of a Lifeguard on Duty. Lifeguard on Duty shall be a certified lifeguard appointed by the facility that the water-based activities are being held. This lifeguard shall not be a parent, legal guardian, chaperone, teacher or student involved with the tour as a “fan” of the tour.

- Water based activities shall only occur in accordance with and under the observation of all hazards, warnings and rules associated with the facility. These include but are not limited to posted beach hazard warnings, beach flag condition postings, and pool rules.

- Students who are less than 13 years of age shall only participate while accompanied by their parent or legal guardian regardless of having passed their swim test or swimming ability.

- During the water-based activity a high visibility coloured wrist band will be provided to each student to indicate their ability to participate. Students shall only participate while wearing this wristband. This is intended to help the chaperones determine who is able to participate safely in the activity.

- An attendance list indicating the swimming ability of each student shall be on hand during the activity.

- An attending parent or legal guardian, chaperone or teacher may not over-rule these policies under any circumstance.

- Due to the nature of the risk associated with these activities, any participation outside of the designated times in the official tour itinerary will be seen as an endangerment to themselves and result in disciplinary action outlined in the Events and Tours Policy (Section 2 Disciplinary).