



## Student Assignment Policy

The SSSG Student Assignment Policy lays out the processes by which new students/families are teamed up with an SSSG teacher.

Full-time teachers will be levelled at their preferred hours between 20 and 25 hours/week, including prorated group class hours until all part-time staff who would like to increase their hours have received the extra hours desired.

Part-time staff cannot reach or exceed 20 hours/week including prorated group class hours.

Seniority is based on the teaching years at the Suzuki String School of Guelph and/or equivalent teaching in other Suzuki programs.

When “appropriate qualifications” are mentioned, they refer to the appropriate Suzuki qualifications. For example, teaching at Suzuki Book 6 would require Level 6 Suzuki training. However, other factors such as degrees, advance performance and teaching experience etc. may be considered as part of the hiring process and in consultation with the Artistic Director and Chair of Human Resources may allow for some flexibility in Suzuki training requirements when considering student assignments.

In the case of a **student with special needs**, teachers will be consulted as to their comfort level in working with the particular student.

### 1 Arrival of New Beginners

**NOTE:** The teaching of new beginners is an important area of research and growth for teachers, the school will assign at least one beginner per teacher for both full-time and part-time faculty if the teacher desires a new beginner. Beginners will go to each full time staff (by order of greatest seniority) and then part time staff (by order of greatest seniority) until each staff member has either accepted or declined a new beginner – then the following process will begin.

When a new student arrives at the school, the following order shall be adhered to when assigning new students:

1. The full-time faculty member of the specified instrument with the fewest amount of hours/week will be given the right of first refusal for the first new student. The full-time teacher with the least amount of hours/week will always be given the right of first refusal for each subsequent new student and so on until weekly hours are equal for all full-time teachers and/or at 25 hours/week.
2. When full-time teachers of the specified instrument have equal hours, the next new student will go to the full-time teacher of the specified instrument with the greatest seniority at the school.
3. If all full-time faculty members are at 25 hours/week, the same procedure will be applicable for part-time faculty members of the specified instrument who wish to increase their weekly hours in order of seniority at the school.

**Family Consideration:** If a family has more than one child in the program and requests the same teacher, it will be considered as an allowable exception.

**Satellite programs:** If a family requests a lesson at the satellite location, it will be considered as an allowable exception as long as there is available space in the satellite location.

### 2 Transfer of New Students

1. When students transfer into the school from other facilities, teachers of the specified instrument who have the appropriate qualifications at that level, will be considered as a possible teacher for this student.
2. The full-time teacher of the specified instrument with the fewest amount of hours/week will get the right of first refusal to teach the transfer student unless all full-time teachers are levelled at 25



hours/week and any part-time teachers wish to increase their hours. In this case, the part-time teachers who qualify for a transfer student will be considered and the one with the most seniority at the school will be given the right of first refusal for the student.

3. If no part-time teachers of the specified instrument are qualified to teach at the level of the transfer student and/or do not wish to take on any more students, the full-time teacher of the specified instrument with the most seniority and the appropriate qualifications will be given the right of first refusal for the student.
4. If no qualified teachers of the specified instrument are available, the full-time teacher of the specified instrument with students at one book level below the incoming student, and who is willing to take the appropriate training and show proof of registration of this, will be considered, following the above procedures.

### **3 Recruiting of Students**

Recruiting of students is the responsibility of all staff and any recruited student will be assigned according to Assignment of New Students Policy. If a family approaches a teacher directly about lessons, that teacher will direct the family to the SSSG administrator to start the application process.

### **4 Students Sent to SSSG from another Teacher in an Outside Facility**

If an outside teacher requests a specific teacher for their student who is coming to the school, the Chair of Human Resources will be consulted by the Artistic Director with the possible input of the Board. All the contents of the Assignment of New Student Policy will be referred to and considered but may be deemed irrelevant for this circumstance thereby allowing the referred student to go to a specific requested teacher as long as this does not result in a teacher exceeding the maximum hours permitted in his/her contract.

### **5 Teachers or Families Requesting a Teacher Change**

1. **Advanced students:** After a certain number of years of work with a student, a teacher may identify a time when that the student would benefit from a change of teacher. The teacher then recommends a teacher switch to the family and suggests a new teacher within the SSSG faculty. If the family is in agreement with the teacher on this issue, the teacher takes the necessary steps to move the student to the new teacher.
2. **Compatibility issues:** In the event that the teacher, parent or student determine that there is a lack of compatibility between a teacher and a student/parent, the teacher or the parent may initiate discussions to explore other options together. The teacher then brings a request for a change of teacher to the artistic director. The artistic director consults with the parent and then explores the possible options with the available faculty. The artistic director finally informs the parent of the possible options and concludes the switch of teachers. *Note: At any time, parents are welcome to consult with the artistic director or the Human Resources Chair to get advice on any matter that is a concern to them.*
3. **Teacher departure from the School:** In the event of a teacher leaving the SSSG, the School is responsible for finding a suitable replacement. If possible, the departing faculty member is asked to sit on the hiring procedures so she or he is able to make recommendations as to the compatibility of each student with the selected candidate. Parents are also asked for their input in the decision as to which teacher will be assigned to their child for the upcoming school year. After receiving this input, the artistic director and the rest of the faculty make the teacher assignments, taking into account the needs of the students and the availability of the teachers.