

Superior String Alliance

2021 Strings Club Handbook & Student Code of Conduct



SSA teaches the U.P.'s next generation of string players, connects musicians from all over the U.P. and beyond, and grows young musicians' artistry by fostering a community built on curiosity and kindness.

Founded in 1984, the Superior String Alliance is a 501(c)(3) non-profit organization that supports the art of learning and performing music on the violin, viola, cello, and bass throughout Michigan's Upper Peninsula.

Strings Club is a program open to current 4th and 5th graders in the Upper Peninsula who are interested in learning violin, viola, or cello. The course is geared towards beginners, but students of all experience levels are welcome!

Website: superiorstringalliance.org

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LETTER TO PARENTS

We hope you're looking forward to 2021 Strings Club as much as we are!

Over the past 34 years, one key to SSA's success has been the significant investment we make in earning and maintaining the trust of parents and students alike. Facilitating a fun and musical experience in a physically and emotionally safe environment is our priority. We ensure quality programs through:

- Competitive hiring practices that result in a dedicated, responsible, and caring staff.
- Thorough background checks on all staff.
- Extensive staff training on child development, behavior management, emergency response, bullying prevention, and more.

SSA teachers are committed to partnering with you to maintain open lines of communication and engage your child as an individual with unique needs and goals.

This handbook includes information that will help us build that partnership and ensure Strings Club classes are full of fun and wonderful memories. Please read it carefully and let us know if you have questions or need any additional information.

We can't wait to see all of those smiling faces and work with enthusiastic and creative musicians!

Sincerely,



Adam Hall
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Executive Director, Superior String Alliance
(she/her/hers)
225.244.9059 admin@superiorstringalliance.org

[Facebook](#) / [Instagram](#) / [Youtube](#)

TEACHER CONTACT INFO



Adam Hall, SSA Strings Club Director

Email: adamdhall0@gmail.com

Phone: 715-903-6477

Please contact Adam with any questions or concerns relating to Strings Club programming, scheduling, attendance, instrument questions, or anything relating to the content of the course. If you cannot get in contact with Adam, please email Dani at the address below.

Royal Conservatoire of Scotland

- Bachelor of Music in Cello Performance
- Master of Music in Cello Performance



Danielle Simandl, SSA Executive Director

Email: admin@superiorstringalliance.org

Phone: 225-244-9059

Please contact Dani with any questions or concerns relating to Zoom, CampDoc registration, financial aid, or any other topics related to technology.

Lawrence University

- Bachelor of Music in Violin Performance
- Bachelor of Arts in Gender Studies

DePaul University

- Master of Music in Violin Performance
- Post-Master's Certificate in Violin Performance

SSA Main Office Location

101 S Front St, Suite 5
Marquette, MI 49855

Phone: 225-244-9059

Website: superiorstringalliance.org

STRINGS CLUB CALENDAR

Virtual Classes

Dates: May 4 - June 8, every Tuesday

Time: 6pm - 7pm

Where: Zoom (link will be emailed to student's primary parent/guardian)

In-Person Classes

Dates: Monday, June 14 - Friday, June 18

Time: 10am - 12pm

Where: Presque Isle Senior Pavilion (behind the Moosewood Nature Center)

- CampDoc Health Profiles Due: May 3rd
- Tuition Due: May 3rd

THINGS YOUR CHILD WILL NEED FOR STRINGS CLUB

Virtual Classes:

- A good internet connection (either via ethernet, wifi, or cell service)
- A device that can operate the Zoom platform (computer, laptop, smartphone, tablet)
- Headphones
- Writing utensils (and coloring utensils if you have them)
- Paper
- An open mind and positive attitude

In-Person Classes:

- A violin, viola, or cello with case, bow and rosin (more info on instruments below)
- Snack
- Water bottle
- Paper
- Pencils
- Music folder that will be passed out on the first day of in-person class

INSTRUMENTAL RENTAL INFO

Strings Club will be teaching violin, viola, and cello.

Students will not need instruments until in-person Strings Club classes in June.

We recommend renting an instrument from a local shop. String instruments come in full size, $\frac{3}{4}$ size, $\frac{1}{2}$ size, and $\frac{1}{4}$ size. The size of instrument you will need to rent depends on your child's height and arm length. Measuring for instrument size is generally a service instrument shops will provide.

Monthly rentals are most common, and price varies considerably depending on the instrument and shop, so it is worth looking into early to get an idea of overall cost and to compare options. We recommend renting an instrument long enough for your child to get a feel for practicing and playing on their own after the in-person week is over!

An instrument "package" should include:

- a violin, viola, or cello
- a bow
- an instrument case
- bow rosin
- violin/viola shoulder sponge
- cello rockstop

Local music shops that provide string instrument rentals:

- [Yooptone Music](#)
- [Jim's Music & Teaching Center](#)

In exceptional circumstances we may be able to procure an instrument for a student in need, but this supply is extremely limited.

VIRTUAL CLASSES

The virtual portion of SSA Strings Club uses the Zoom platform. Strings Club Zoom meetings will be a mix of game activities and music education activities. Sometimes we will be sitting and sometimes we will be moving around our designated computer areas. We might utilize Zoom breakout rooms.

ZOOM LINK:

Parents/guardians will receive one Zoom link in their email inbox connected to their CampDoc profile (CampDoc is the company SSA partners with for online registration). This Zoom link will be the one link you'll need for all Strings Club virtual classes. *It will be your responsibility as the parent/guardian to make sure your child has the Zoom link and understands how to log into virtual camp with this link.*

ZOOM SAFETY MEASURES:

SSA has implemented all possible Zoom security measures by:

- Enabling the waiting room feature.
- Sharing the Zoom meeting link and password privately with families via the parent/guardian's email (please don't share link info with anyone else!).
- Making sure that campers will not be able to privately message each other in Zoom chatbox.
- Making sure that campers will not be able to record any camp session from within Zoom.

All SSA virtual programming will occur through SSA's professional Zoom account.

VIRTUAL CLASS GUIDELINES:

The use of Zoom tools to engage in a virtual class environment may be a new experience for some students. When supporting your child as they engage in a virtual learning environment, please consider the following:

- Establish an at-home workspace/class space and regular routine for connecting with the class.
- Help your child to understand and follow norms and expectations for a Zoom session (e.g. how to mute the microphone and turn off the camera).
- Encourage your child to ask questions as they adapt to the online class environment.

- Communicate with SSA if you have concerns or questions about Zoom.
- Consider being accessible to your child for the first Zoom class in case they have questions for you, are unsure of how to respond, or are uncomfortable in this virtual class environment.

Please note that unlike in-person Strings Club, SSA will not be taking on supervision of your child while they participate in the virtual portion of the program. If your child requires supervision, please make individual arrangements so that your child has what they need to remain safe during virtual classes.

Please encourage your child to follow these expectations in our virtual class environment:

- Treat this class environment as if they are in their classroom at school.
- Follow the norms and expectations established by the SSA teachers.
- Engage and actively participate in the online class community by having the camera on at all times and following directions with muting.
- Dress for a classroom learning environment.
- Show respect for the other students in the group.
- Find a space where there will not be interruptions, if possible.

IN-PERSON CLASSES

We will be running our in-person Strings Club classes at the Presque Isle Senior Pavilion, which is behind Moosewood Nature Center. Having class here will grant us ventilated air, room to social distance, and the ability to have class even on rainy days. We will supply chairs and stands.

CLOTHES:

All in-person classes will be held entirely outdoors, so it is very important to dress appropriately for the weather. Make sure your child brings layers.

RAIN:

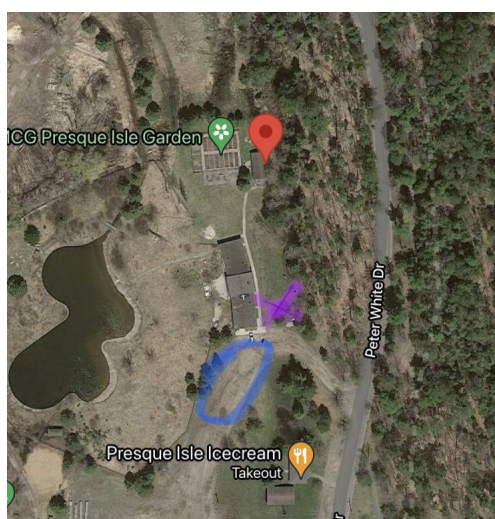
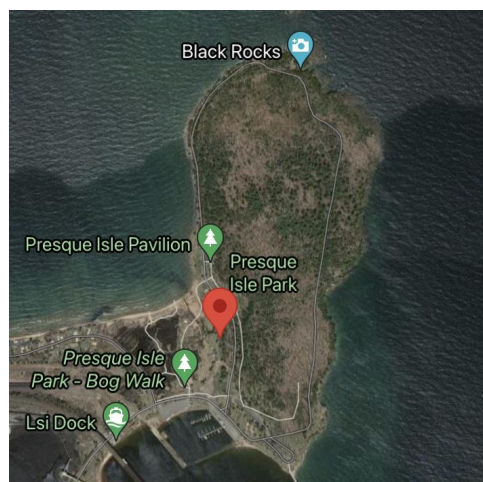
Classes will run if it's raining. If severe thunderstorms are predicted during the time of class, we will cancel ahead of time. If surprise severe thunderstorms roll in during class, we will shelter under the pavilion or in the bathrooms at the Moosewood Nature Center.

CHECK-IN & CHECK-OUT:

Check-in and check-out procedures will be quick. Parents are required to sign in their child every morning, and notify us as to whom we should expect for pick-up. Please drop off your child no earlier than 9:30AM and no later than 9:55; please also be timely in picking up your child in the afternoon, and notify us of any delays.

If you stick around for the duration of class, you are welcome to observe from a distance.

Here is a pin location of the Presque Isle Senior Pavilion where we will hold Strings Club. It is located behind the Moosewood Nature Center. You can park in the blue area (it's a dirt parking lot). The check-in/check-out station will be located at the purple X:



Check-in process:

- Park your car somewhere close to the Moosewood Nature Center.
- Walk with your child to the check-in station (you'll see us next to a big SSA sign).
- Stay with your child while they wait in line.
- When it is their turn, your child will answer Covid-19 questions and have their temperature taken.
- You will then initial a sign-in sheet and let us know who to expect to pick your child up at check-out.
- Your child can then walk to the pavilion and get set up (you can go with them).

Check-out process:

- Park your car somewhere close to the Moosewood Nature Center.
- Walk to the check-out station.
- Initial a sign-out sheet once your child is packed up and ready to go.

FOOD/WATER:

Ensure that your child brings a snack and full water bottle each day.

FINAL CONCERT:

We will have a final concert at 11:30AM on Friday, June 18th, 2021. Families and friends are encouraged to attend! However, please note that masks and social distancing will be required. There isn't space to fit the audience under the pavilion, so you'll need umbrellas if it is raining that day! If it is too rainy for an audience we will record the concert and email it to all parents/guardians.

BATHROOMS:

Bathrooms are located within sight of the Pavilion at the Moosewood Nature Center, and we will have a buddy system in place for students wishing to use them in order to keep everyone safe.

PHONES:

Students should only have phones for emergency purposes - if students have cell phones they will be required to put them away for the duration of class.

STUDENT SAFETY:

We expect students to be focused, respectful, and mindful of their own and others' safety. We will go over our safety procedures on the first day, and students will be expected to follow the instructions. All students will be required to stay within the pavilion/garden/field area, and we will have a buddy system in place to keep track of everyone. Students should notify us if they see unfamiliar people. Staff will not be able to drive students anywhere.

COVID SAFETY PRECAUTIONS:

SSA takes the health and safety of our employees and program participants very seriously. The current worldwide coronavirus (COVID-19) pandemic and associated government-mandated operational phases and similar orders in many communities underscore the risks associated with any programming. SSA is committed to remaining vigilant in mitigating this outbreak. To accomplish this, we ask parents/guardians to please understand that:

- Students should arrive to in-person Strings Club classes with several masks, as we will be requiring face mask use when we are in close quarters under the pavilion

roof, and frequent sanitizing of hands and equipment. We will unmask when we are able to spread out a safe distance from each other during different activities.

- Students will not be allowed to attend class if any of the following applies:
 - EXPOSURE
 - Has the student had exposure to anyone with the symptoms below?
 - Has the student had exposure to anyone with a positive COVID-19 test?
 - Is the student currently awaiting test results due to symptoms or exposure?
 - Is the student awaiting test results for someone who is a family member, or deemed a close contact?
- Students will check in with a daily symptom check
 - Is the student's temperature greater than 100.0 degrees F?
 - Does the student have any of the following symptoms?
 - Cough, congestion or sore throat?
 - Shortness of breath or difficulty breathing?
 - Loss of taste/smell?
 - Fever, chills or muscle aches?
 - Headache or runny nose?
 - Nausea, vomiting or diarrhea? Any additional symptoms designated by the CDC?
- Students and staff will be checked as per this protocol upon arrival each day including temperature checks. Thanks for your understanding, as our goal is to keep everyone safe!
- We will practice social distancing, frequent hand washing, and we will wear our masks.

SSA STUDENT CODE OF CONDUCT

Hello Students!

When you are in our virtual class space, please make sure:

- To wear appropriate dress (not PJs or bathrobes).
- To use appropriate language and comments.
- To station yourself in an appropriate location with an appropriate background.
- To avoid talking over one another.
- To keep your microphone on mute until you would like to add to the conversation. When you want to add to the conversation, turn on your mic and SSA teachers will invite you to share (just like raising your hand).
- To only use the chat on the sidebar when invited to as part of the virtual class activities.

You are welcome to listen with headphones on if it is best for you and your family (but it is not required).

Please set yourself up for virtual camp so that you are distraction-free while we meet in Zoom. This might mean keeping your phone several feet away from you, making sure all other computer tabs and browsers are closed, and setting up somewhere in your house with less noise or foot traffic.

We live in a world where it is extremely important to be mindful of your own safety and others' safety online. Always ask yourself if what you are doing, writing, or posting is kind or respectful.

By reading this Code of Conduct with your parent/guardian and by your parent/guardian signing the Code of Conduct authorization in your CampDoc Health Profile, you are agreeing to abide by SSA rules and understand that you may be removed as a participant if you violate any of these rules.

BULLYING AND HARASSMENT POLICY

Harassment is prohibited between members of the SSA community, including communication of any form between students, parents, faculty and/or staff, and any third parties directly or indirectly. We are committed to maintaining a working and learning environment in which participants can develop intellectually, professionally, personally and socially. Bullying and harassment will not be tolerated and shall be just cause for disciplinary action.

Below are examples of poor behaviors that are prohibited, but are not limited to this list. These behaviors will result in disciplinary action.

- Abusive language towards a staff member or another participant.
- Verbal, physical or visual harassment of another participant or staff member.
- Actual or threatened violence toward any individual or group.
- Conduct endangering the life, safety, health or well-being of others.
- Bullying or taking unfair advantage of any participant.
- Failing to cooperate with a staff member.
- Sending or posting discriminatory, harassing, or threatening messages or images.
- Sending or posting messages that defame or slander other individuals.
- Disturbing the virtual learning environment.
- Refusing to follow the rules of the virtual learning environment.
- Recording any class session and transmitting it.
- Recording your teacher and/or fellow students.
- Participation in cyber-bullying and/or harassment.

PHOTO AND VIDEO POLICY

It is really important to remember that only SSA is allowed to photograph or record students during virtual and in-person class activities. This rule is for the safety of everyone. So please understand that:

- Only designated SSA staff are allowed to record and photograph any SSA activities.
- Only designated SSA staff are allowed to transmit any recording or photograph of any classes.
- Students are prohibited from recording or photographing staff or fellow students. This means no screenshots, and no recording or photographing the computer with your phone or other device during virtual classes.

SOCIAL MEDIA POLICY

At Superior String Alliance we understand that the internet and social media platforms are continually changing, but there are certain principles that remain constant. To ensure that Superior String Alliance remains an emotionally safe and supportive environment for all participants the following policies are in place. Failure to comply with the policies listed below may result in disciplinary action.

- Students under 18 years of age and/or who have not graduated from high school will refrain from friending or following staff members' private social media accounts.
- Staff will refrain from friending or following the private social media accounts of students under 18 years of age and/or who have not graduated from high school.
- No communication between staff and students will occur in private messages on social media.
- All pictures and recordings of Strings Club activities with students can only be posted through SSA social media pages. You are more than welcome to share SSA's social media posts on your own social media accounts.

BEHAVIOR MANAGEMENT AND DISCIPLINE POLICY

Our primary goal is to maintain a physically, emotionally, and intellectually safe environment for all participants. Our role in any behavior management situation is to promote the student's safety, comfort, and growth. We strive to prevent problematic behaviors and we avoid punishment as it removes a growth opportunity. Being proactive and preventative, using proximity and positive messages, and giving specific feedback are constant themes throughout staff training and are easily seen in our daily interactions with students. We also try to identify what may be driving the behaviors. Is the student hungry? Angry? Lonely? Tired?

Disrespectful behavior is often a precursor to unsafe behavior. To keep children safe, we strive to identify and redirect disrespectful behavior as it occurs. When redirection is unsuccessful or when instances of unsafe conduct occur, we will follow these general steps

and inform you, the parent/guardian what behavior management steps we took with your child:

1. Reconnect with the student - stop talking and listen, communicate calmly, validate their feelings, reflect what we hear. We will reiterate or clarify expectations, making sure they understand, and let them know the next steps.
2. Give the student a clear verbal warning.
3. Remove the student from the group to have a longer conversation. In Zoom, a staff member will meet with the student in a Zoom breakout room separate from the big group. From there, staff will engage the student with leading questions that get them to think about what's going on (e.g. "Tell me what happened?" "What do you think should happen now?"). Throughout, we will maintain connection with the student in whatever way is comfortable and appropriate for that particular student.
4. If the unacceptable behavior continues, or if the student threatens the emotional or physical safety of themselves or anyone else, our staff will contact you (the parent/guardian) to build an agreed-upon action plan.

Any instance of direct physical, emotional, or sexual harm will result in the immediate removal of the student from the Zoom meeting/group class and a call home. Such instances could result in expulsion from Strings Club. No refund will be given in such cases.

CANCELLATION POLICY

SSA Strings Club offers these refund options upon written request and in accordance with the following timeline:

- Before May 3rd = Full refund, minus a \$10 non-refundable deposit.
- Between May 4th - June 13th = Partial refund based on classes attended and a \$10 non-refundable deposit.
- June 14th - June 18th = No refund. Instead, your tuition will be converted into a tax-deductible donation to the SSA Scholarship Fund.

Exceptions can be made at the discretion of SSA.

TUITION AND FINANCIAL ASSISTANCE

SSA Strings Club Tuition: \$195*

*this does not include instrument rental

Need-based scholarships are available as funding allows. We will do everything we can to help. To apply for financial aid, please fill out the scholarship portion of the CampDoc Health Profile after you register. All scholarship applicants will be notified soon after their CampDoc Health Profile is 100% complete.

HOW TO MAKE A TAX DEDUCTIBLE DONATION TO THE SSA SCHOLARSHIP FUND

Every child deserves the opportunity to attend Strings Club, no matter what their financial circumstances may be. SSA Strings Club provides opportunities to break down all sorts of barriers and build bridges of understanding. Generous donors to SSA's Scholarship Fund allow kids to participate in our programs when they might not otherwise have the opportunity. With donor and grant support, we can help students from all walks of life:

- Make new friends.
- Have fun and create.
- Learn about music and make connections with the world around them.
- Try and succeed at doing new things outside their comfort zone.
- Become more kind, curious, and confident.

Let's work together to make SSA an equal opportunity life-changer for any child who wants to participate! This year has been financially hard for many people, and nonprofits have

taken a pretty big hit as well. If you are able to donate to SSA, please know that all amounts are deeply appreciated.

You can make a one-time or recurring monthly donation on our secure website:
<https://superiorstringalliance.org/donate/>

Or you can send a check to: PO Box 52, Marquette, MI 49855

Or you can opt to donate to SSA in CampDoc when you register your child.

Superior String Alliance is an IRS designated 501(c)3 non-profit corporation. Our Federal Tax ID number is 38-2938444.