



# ST. MICHAEL'S CHOIR SCHOOL

HANDBOOK  
FOR PARENTS AND CHORISTERS  
2009 - 2010

## OUR MISSION

*St. Michael's Choir School is a Catholic Community whose primary mission is the education of young Christian gentlemen. At the centre of the community's academic effort to make the universe intelligible to growing minds is an experience of music for the praise of God in Jesus Christ.*

## WELCOME TO ST. MICHAEL'S CHOIR SCHOOL!

**This handbook is intended to provide:**

- an introduction to all aspects of the school's programs;
- an on-going reference as students progress through the school; and
- a clear and comprehensive statement of what we expect from our students.

**Please take the time to read through the handbook, and make reference to it as occasions arise.**

### ST. MICHAEL'S CHOIR SCHOOL

66 Bond Street  
Toronto, ON M5B 1X2  
416.393.5518

[www.smcs.on.ca](http://www.smcs.on.ca)

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## **ST. MICHAEL'S CHOIR SCHOOL**

### ***ADMINISTRATION***

St. Michael's Choir School exists as a unique institution that expresses a special relationship between the Archdiocese of Toronto and Toronto Catholic District School Board. Founded in 1937 to serve the educational needs of the choirboys of St. Michael's Cathedral, the Choir School now consists of two distinct entities within one institution.

The School of Sacred Music, under the direction of newly appointed Rector Fr. Peter Tammearu, acting on behalf of the Catholic Archbishop of Toronto, continues to pursue its twofold vocation of serving the musical and liturgical requirements of the cathedral while training musicians who can go on to serve the needs of the Church in other parishes. The School of Sacred Music has been affiliated with the Pontifical Institute for Sacred Music in Rome since 1955, and includes departments of choral and instrumental music.

The academic program, under the responsibility of Principal Dominic Melino, follows the curriculum and standards of the Toronto Catholic District School Board, assigning grades and credits under the Ontario Ministry of Education.

The Principal and the Rector work closely together to ensure that the Choir School fulfills its obligations to both its students and to the Church by maintaining the highest musical standards while meeting the academic requirements of the school board and the Ministry of Education. As a result of the special nature of the institution, it is a condition for continuing enrolment at St. Michael's Choir School that students participate fully and successfully in all the choral obligations and instructional programs of the School of Sacred Music.

### ***SCHOOL OF SACRED MUSIC***

Fr. Peter Tammearu, Rector  
Mrs. Barbara Grisé, Secretary  
Ms. Katheryn Trainor, Business Manager

### ***CHORAL DEPARTMENT***

Dr. Jerzy Cichocki, Conductor, Senior Choir  
Ms. Caron Daley, Conductor, Junior Choir  
Ms. Teri Dunn, Conductor, Elementary Choir

### ***INSTRUMENTAL DEPARTMENT***

Mr. Tomas Dusatko, Department Head

Mrs. Kathleen Arab, Voice  
Mr. René Belic, Piano  
Miss Doreen Chan, Piano  
Mrs. Paddy Chevrier, Piano  
Mr. Peter Daly, Organ  
Ms. Zoya Degtyar, Piano  
Mr. John Kekely, Piano, Organ, Theory  
Mr. Jef ten Kortenaar, Violin, Guitar  
Mrs. Nelly Krechkovsky, Piano

Mr. Yuri Krechkovsky, Piano  
Mr. Peter Mahon, Vocal Coach  
Mr. Edward (Ted) Moroney, Piano, Organ  
Mrs. Madeline Morris , Piano  
Mr. William Pengelly, Piano  
Mrs. Olya Tarapacky, Piano  
Ms. Wanda Thorne, Vocal Coach

### ***ACADEMIC STAFF***

Mr. Domnic Melino, BSc, MEd., Principal

Dr. Raphael Awachie, PhD, Secondary, Computers, Science  
Mr. Bob Berringer, MEd, Secondary, Department Head, Social Science and Business  
Ms Marilena Berardinelli, MDiv, Secondary, Religion  
Mr. Peter Collins, BA, Elementary, Grade 3  
Mrs. Roma Somers-Cram, BA, Elementary, Grade 4  
Mrs. Rebecca Jeffrey, BSc, Secondary, Science  
Mr. Gerry Lewis, BSc, Elementary, Grade 7 & 8  
Ms. Fiorella Lo Curto, BA, Elementary, Grade 7 & 8  
Ms. Andrea McMillan, BA, Elementary, Library  
Mrs. Alexandria Melatti-Zanette, MEd, Secondary, Department Head, Mathematics, Science  
Mr. Frank Milani, BEd, Secondary, Department Head, Français, English  
Mr. Pat Morra, BSc, Secondary, English, Mathematics, Special Education (Gifted)  
Mr. Aurelio Rodrigues, BEd, Elementary, Grade 5 and 6  
Mr. Giacomo Tarascio, BA, Elementary, French  
Mr. John Woodger, MDiv, Secondary, Social Science, Religion

### ***SUPPORT STAFF***

Fr. Allen Arbour, MTS, Chaplain  
Ms. Lucy De Cesare, Secretary  
Mr. Robert Gentoli, Caretaker  
Mr. Alan Ghebreab, Caretaker  
Mr. Rodolfo Santos, Caretaker  
Mrs. Patricia Tomev, Secretary  
Mr. Cellino Trozzo, Head Caretaker

## **TRADITIONS**

### ***FOUNDING DATES***

1900: St. Michael's Parish School opens at 69 Bond Street  
1926: Cathedral Sanctuary Choir is founded by Monsignor Ronan  
1937: An elementary school is established for the cathedral choirboys, and the cathedral's *Schola Cantorum* becomes known as Saint Michael's Choir School  
1942: Grades Nine and Ten are added  
1950: Opening of the new choir school building at 66 Bond Street  
1955: Affiliation with Pontifical Institute of Sacred Music in Rome  
1966: SMCS joins the Metropolitan Separate School Board  
1975: 69 Bond Street is renovated as the high school building  
1996: SCMS moves into the renovated building at 67 Bond Street  
1997: Renovation of the School of Sacred Music building at 66 Bond Street  
2009: Outdoor bronze plaque donated to the Music School

### ***ADMINISTRATION (PAST AND PRESENT)***

Msgr. John E. Ronan, Founder, Director, Principal (1937-1962)  
Msgr. Peter Somerville, Director, Principal (1962-1981)  
Mr. Harry Hodson, Principal (1981-1997), Director (1981-2004)  
Mr. John W. Ryall, Principal (1997-2000)  
Mr. Dan Smith, Principal (2000-2001)  
Mr. Domnic Melino, Principal (2001-)  
Fr. John-Mark Missio, Director (2005-2009)  
Fr. Peter Tammearu, Rector (2009-)

### ***KEYSTONE DATES***

September 29—The Feast of St. Michael  
October 15—Founder's Day (the anniversary of Msgr. Ronan's death on October 15, 1962)  
December 1939—First annual Christmas concert

### ***CREST***

The three symbols are one. At the center of the Choir School's academic effort to make the universe (circle) intelligible to growing minds is an experience of music (treble clef) for the praise of God in Jesus Christ (Chi Rho cross).

### ***MOTTO***

*Bis Orat Qui Cantat* (He who sings prays twice)

### ***SCHOOL COLOURS***

Maroon, Gold, Navy Blue (High School)

### ***TEAM NAME***

Spartans

### ***PUBLICATIONS***

*Schola* (yearbook), *Choir School News* (community newsletter), *SMCS Weekly Notice* (staff newsletter), *Friends of the Choir School Newsletter* (school supporter newsletter)

## THE CHORAL PROGRAM

### ***SERVICE TO ST. MICHAEL'S CATHEDRAL***

In order to serve the musical needs of the Cathedral liturgies, a number of choirs are formed from the student body:

***Elementary Choir (Grades 3 and 4):*** Grades 3 and 4 are considered training years, where every student begins to learn the necessary skills for them to be choristers. During these two years, students prepare for service in St. Michael's Cathedral without taking on regular Sunday duties. However, notable exceptions have been made, particularly when one of the other choirs must be replaced. The Elementary Choir may be asked, for example, to sing on Christmas Day and one other occasion in the spring. The Elementary Choir sings in the Massey Hall Christmas concert, and has appeared occasionally in other venues.

***Junior Choir (Grades 5 and 6):*** Regular, weekly Sunday duty at the cathedral begins when the student enters this choir in grade 5. At an investiture ceremony during their first Mass in September, the Grade 5 boys pledge their service as choristers in the cathedral. As a sign of the parents' involvement and commitment to the choral program, parents or guardians vest their son with his surplice for the first time.

At present, the Junior Choir sings at the 10:00 a.m. Mass every Sunday. Note that this includes Sundays during the Christmas and March breaks. In addition to Sundays, the Junior Choir sings at Christmas (Day or Eve to be determined), and at the evening Stations of the Cross on Good Friday. Choir gowns are provided but surplices are not provided. The Junior Choir sings in the Massey Hall Christmas Concert. Touring begins in grade 6, while the grade 5 students do not tour in order to provide music in the Cathedral without interruption.

***Senior Choir (Grades 7 to 12):*** Students in these grades are divided into two senior SATB (soprano, alto, tenor, bass) choirs. Some will sing at the Saturday 5 p.m. Mass, and others at the Sunday 12 Noon Mass. The weekly obligation includes Sundays during the Christmas and March breaks. In addition to Sundays, the Senior Choirs sing at the Christmas Eve Midnight and Christmas Day 12 Noon Mass. During Holy Week, the full Senior Choir (both Saturday and Sunday groups) sings on Holy Thursday, Good Friday, the Easter Vigil (Saturday) and Easter Sunday.

As it is crucial to our musical success that sections be balanced, assignments to Saturday evening or Sunday morning duties are made by the school. Students may not switch days without prior permission of both conductors.

### ***OTHER EVENTS***

#### ***Archdiocesan Events***

The Choir School plays an important role in important liturgical celebrations beyond the Sunday celebrations at St. Michael's Cathedral. As we are the "*schola cantorum*" of the Archbishop of Toronto, we are often asked to sing when the Archbishop presides at special services, even when they take place outside the cathedral. These could include:

- The ordination of bishops, priests or deacons
- Masses of Thanksgiving
- Ecumenical celebrations

Such events can occur 5 or 6 times a year, and sometimes with little notice. An effort is made to distribute these extra duties among the choirs. Occasionally, the Elementary Choir has been given the opportunity to sing.

### ***Weddings and Funerals***

Couples being married in the cathedral may request that choristers be provided by the Choir School to sing at their wedding. These usually take place on Saturdays and the boys receive a small stipend for this service. Funerals in the cathedral are also serviced by the choristers.

### ***Concerts***

The Massey Hall Christmas Concert is an important event in the life of the school. The entire school participates; all choirs from Elementary to Senior, all students from grades 3 to 12, sing in this concert. Choirs perform both separately and together in a massed choir, the latter being a unique experience of over 250 choristers singing together. The Massey Hall Christmas Concert is the principal appearance of our school outside of the Cathedral. It is also one of the major fundraising events of the year and as such, attendance at this concert is critical. Families should plan to attend, and to sell as many tickets as possible to relatives, friends, co-workers, etc.

### ***Tours***

The school usually goes on tour twice a year; the Junior Choir takes a short regional tour in December in preparation for the Massey Hall concerts, and the Senior Choirs typically tour for a week in Spring. As the tour policy is lengthy, it has been placed as an appendix at the end of the handbook.

### ***Pre- or Post-Tour Concerts***

Tours are sometimes preceded by a concert at a church or concert hall in the GTA, often in the spring.

### ***Guest Appearances***

The school's choirs are occasionally invited, in whole or in part, to participate in concerts in such venues as Roy Thompson Hall with an orchestra or another performing group.

## ***ENROLMENT REVIEW***

Admission into St. Michael's Choir School does not automatically guarantee that the student will remain at the school from one year to the next.

A student's continued enrolment at St. Michael's Choir School is reviewed by the Rector and the Principal if the student is not living up to the expectations outlined in this handbook. Under such a review, the student's work and progress will be carefully monitored, assessed, and discussed with the student and his parents/guardians. The enrolment review may result in an exit from the school. The complete exit policy is included as Appendix A of this handbook.

An enrolment review may occur as early as grade 3 or 4, when the student's suitability as a potential Cathedral chorister is assessed. During this time the boys are expected to show strong effort, consistent appreciation and enthusiasm for their work which will ultimately bring forth their true musical and academic potential.

## ***STUDENT EXPECTATIONS REGARDING THE CHORAL PROGRAM***

### ***Behaviour***

Respect for the Holiness of God, who is the beginning and end of all things, and for His House, compels St. Michael's Choir School to bring nothing less than whole-hearted, devout service to the liturgy of St. Michael's Cathedral.

An atmosphere of silence and prayer must prevail at all times in the Cathedral. Talking is not permitted. Reverent behaviour must be shown without exception.

### ***Rehearsals***

All choristers are expected to attend choral rehearsals for liturgical functions in the Cathedral and other locations. If any student is not present for rehearsal, or is not musically prepared, he may not perform. The right to perform may also be denied a student who does not conform to the standards of deportment expected of a chorister. All choristers must be on time for their Sunday services, meaning that they must be in place and ready to sing in their designated choral rooms at the following times:

- The Junior Choir assembles in the auditorium (66 Bond St.) by 8:45 a.m. Sunday.
- The Senior Choir (Saturday) assembles in the upstairs choral room (66 Bond St.) by 4:00 p.m. Saturday.
- The Senior Choir (Sunday) assembles in the choral room upstairs (66 Bond St.) by 11:00 a.m. Sunday.

The choristers of St. Michael's Choir School learn a great deal of music each year and it is essential that every minute be used wisely. Choristers must learn to do the following:

- Bring their music to all classes and rehearsals unless told otherwise.
- Use washrooms before class/rehearsal.
- Be in their own seat at the start of every class/rehearsal.
- Check the board for music being taught, and have it in order by the time the class/rehearsal begins.
- Follow instructions given by their conductor.
- Tidy the room at the end of class/rehearsal and leave it exactly as it was.

Choristers do not leave the Cathedral directly, but return together to the rehearsal room until they are dismissed by the conductor.

All choristers will arrive and leave the school in Sunday uniform. This includes any student serving as organist, cantor, server or lector at any liturgical function. Junior Choir members are expected to care for their own surplices (the white upper garment), keeping them clean and dry-cleaning them when necessary.

Chewing gum is not allowed at rehearsals, performances, recordings, or on tours. Gum is allowed when flying to a destination.

Choristers must try to rest for at least one hour on the day of a concert. In order to sing your best, you must be rested and fully able to concentrate. Choristers must "shine" during the concert, and appearance must be neat and tidy. At concert time, when processing on stage, choristers should carry their folders in the left hand, arms straight at the side. On the cue from the conductor, choristers should lift and open to

folders in preparation for singing. At the end of the performance as soon as the applause starts, choristers close their folders in their left hands, arms straight.

This list may sound demanding. It is! But choristers who conform faithfully and regularly will reach the standards necessary to maintain our professional choirs.

### ***Attendance***

If a chorister cannot attend a Cathedral function, parents or guardians are asked to send a note to the conductor ahead of time, or leave a message with the answering service. Perfect attendance is an attainable goal.

*NOTE: ATTENDANCE BELOW 80% OVER THE YEAR MAY RESULT IN TRANSFER OUT OF THE CHOIR SCHOOL.*

Regular attendance at choral classes and at choir functions is *AN ESSENTIAL REQUIREMENT* if we are to maintain the high standards of performance which Cathedral liturgy deserves and if the boys are to grow in awareness of the valuable contribution they are making to that liturgy. Since full participation at choir is an essential part of Choir School life, the boy who chooses to exclude himself from choir functions over a period of time is also choosing to exclude himself from the school. Therefore, students are asked not to seek exemption from choir duties for trivial reasons. Choir duties include all rehearsals leading up to Sunday masses, liturgical ceremonies and concerts. If a student has a good reason for seeking exemption, he must bring a note from one of his parents during the preceding month in the case of a request to be absent on Sunday, but certainly not on the day of a rehearsal or service.

Such requests should be made to:

- Ms. Dunn for members of the Elementary Choir
- Ms. Daley for members of the Junior Choir
- Dr. Cichocki for the Senior Choirs

In cases of emergency, e.g. sudden illness, parents are requested to contact the appropriate person by telephone, or leave a message on the telephone answering machine at the school (416) 393-5518.

## **INSTRUMENTAL MUSIC AND MUSIC THEORY PROGRAMS**

### ***PIANO***

Weekly private piano lessons are a regular part of the Choir School curriculum. Organ, classical guitar, violin, and voice lessons are also offered in the instrumental department, and some teachers provide summer lessons on a private basis.

Piano lessons take place during the regular school day, and are obligatory for all academic grade levels. Students in Grades I-VII piano receive a half-hour lesson; Grade VIII and IX, 45 minutes; and Grade X and ARCT, 1 hour. All students must play in a piano recital each year during the months of February and March. In the second year, and thereafter, all boys are required to take an instrumental exam annually: either through the Royal Conservatory or in house. Piano house exams will be held in the final term for all boys not taking an outside exam. A nominal fee of approximately \$10.00 is charged for the Instrumental House Exam. It is expected that students take no more than two consecutive house exams without taking an RCM examination. Performance at house exams and recitals count towards the final piano mark. In Grades 7 to 12, students receive individual music reports with their academic reports which indicate their progress in both practical and theoretical subjects as well as a general music average.

Parents are advised to monitor their son's daily practice closely and maintain regular contact with his piano teacher. This is particularly important in the early stages of piano study, when students must learn to develop the habit of regular practice and the discipline of working independently. Previous piano studies are not a pre-requisite for admission to the Choir School, but new students entering upper years should be aware that the normal expectation is that high school students will graduate from the choir school having passed the Royal Conservatory Grade VIII piano examination. In accordance with Ministry of Education regulations, the successful completion of the Grade VII piano examination (in combination with Grade I theory) can be used as a Grade 11 secondary school credit. In addition, the successful completion of the Grade VIII piano examination (in combination with Grade II theory) can be used as a Grade 12 secondary school credit.

If your son has studied piano prior to entering the Choir School, do not be surprised if there is a period of adjustment. We place a strong emphasis on a solid grounding in technique and the ability to read music fluently. Other teaching methods produce quick results without developing technique and musical literacy. If your son has studied using the Suzuki method or similar approaches, please discuss this with your piano teacher in the first week of lessons. We do not recommend that he continue lessons with another teacher outside the Choir School.

A genuine piano, not an electronic keyboard, will give your son the best chance of attaining excellence in his piano studies. The touch of a real piano has not been successfully recreated on electronic instruments. Some electronic keyboards will actually impede your son's progress in mastering the piano. Many excellent used instruments are available; often one can be borrowed from relatives or neighbours. If there is a serious reason why a real piano cannot be obtained, you should consult with the piano teacher, who will help you know what to look for in an alternative, i.e. a touch-sensitive, weighted keyboard is a must.

## ***ORGAN AND OTHER INSTRUMENTS***

Organ studies are one of the most important aspects of the instrumental program because of the Choir School's mandate to prepare its students to continue to serve the musical life of the Church in their future parishes. For this reason, no additional fee is charged for organ instruction. All students who reach Grade VI level in piano studies are strongly encouraged to take organ as a secondary or principal instrument. While there are limited opportunities to practice in the auditorium of the School of Sacred Music building, students are encouraged to find opportunities to practice the organ in their local parishes. Qualified organ students will be given the opportunity to play for school and cathedral liturgies, and occasionally, some may be able to undertake paid work in other parishes.

Instruction in classical guitar and violin (as second instruments only) is also available at an additional charge. Requests should be made in writing to the instrumental department head. It is expected that students continue to maintain an acceptable level of progress in their piano studies.

Individual and group vocal lessons are offered. These are generally assigned on the recommendation of the choral department head, however, students may make a request to be considered. No additional charge applies.

## ***THEORY***

At the Choir School, the program in music theory reflects the working conditions of the choral program, which involve quickly learning vast amounts of new repertory every year, and the musical tradition of the Catholic Church, which means much of this repertory involves the special study of Gregorian chant and the polyphonic style. The purpose of theory instruction is to develop musical literacy and perception in order to ensure mastery of musical material, and to allow students to gain a further appreciation of the music they perform. Theory instruction starts in Grade 3 and ends in Grade 10. Students are normally expected to pass the Grade II Theory examination of the Royal Conservatory of Music by the end of Grade 8, but at that stage, many students who have already attained this level are beginning to prepare for more advanced examinations in harmony, counterpoint and analysis. Theory is taught in small groups in a classroom situation, according to theory examination grade levels within the general class. Homework and practice examination questions are a regular part of the instruction. Many students benefit from working in the small-group environment, and senior students occasionally volunteer in providing additional tutoring.

## ***STUDENT EXPECTATIONS FOR THE INSTRUMENTAL PROGRAM***

In addition to regular attendance at piano lessons, it is necessary that students develop the organizational skills and self-discipline to practice independently on a regular basis, working efficiently in understanding and applying the instructional content of their lessons to their instrumental work. In the early stages, this will mean that at least one half-hour be dedicated to this purpose every day; reaching advanced levels requires even more time and effort. Students will need access to an appropriate instrument for practice. (Some electronic keyboards are a poor substitute for an acoustic piano, and can hinder the development of proper technique.)

From the earliest stage, students must be encouraged to realize that their schoolwork at the Choir School consists of three components of equal importance—piano, choir and classroom—and that their success or failure in this school depends on balancing the different requirements of their instrumental, choral and academic activities. Strength or weakness in one area is no excuse for neglecting the others. For this reason, parents must make it clear that at no point should the regular time dedicated to instrumental practice be sacrificed for other needs (even for choral or academic work). Continuing enrolment at the

Choir School depends on the level of achievement in both the choral and instrumental components of the School of Sacred Music program, as well as in the academic program. Your support and encouragement are essential to help your child progress at the Choir School.

As a general rule, beginning piano students (of any age) are expected to enter RCM Grade I within their first year of study, and to continue to progress at the rate of one grade per year until reaching Grade VI. At that stage, students are encouraged to begin studying organ, and in some cases, additional time may be necessary to prepare for examinations at more advanced levels. While the successful completion of the Grade VIII piano examination is the normal expectation for the Choir School graduate, it should be noted that by the end of Grade 12, a very large number of students reach the Grade X and ARCT levels in both piano and organ.

If unsatisfactory progress is evident, the instrumental department head after due consultation with the piano teacher and parents, will do one of the following:

- assign the student to a different piano teacher;
- recommend to the Rector that because of exceptional circumstances the student should be exempt from keyboard studies, and recommend that another instrument or vocal lessons be considered;
- recommend to the Rector that the student not be allowed to return to the Choir School, and that the Principal should consider implementing the exit procedures.

All students have the responsibility of going to their lessons at the assigned time. Parents of students in Grades 3 and 4 particularly, and of other new students in general, are asked to pay special attention to helping their sons learn to develop a regular routine as quickly as possible in order to remember their lesson times and piano books by the proper use of their agenda books and other reminders.

Changes in the regular music lesson schedule are to be discouraged, but if an occasional change of lesson time is necessary, both the instrumental teacher and the classroom teacher must be consulted and informed before any change can take place. If an instrumental lesson conflicts with a scheduled test, the student must make an alternative arrangement with the instrumental teacher in the week prior to the test. In the event of a secondary or elementary P.A. day, instrumental lessons continue unless an alternate arrangement has been made between the teacher and the student.

Unjustified absence from instrumental lessons is unacceptable, and in such cases the student's parent or guardian should be notified by the instrumental teacher. If a student repeatedly skips instrumental lessons, the school administration will be informed and will contact the parent to find a solution to the problem. In general, instrumental teachers will try to arrange for a catch-up lesson in cases a student misses his lesson for a legitimate reason.

**Please note:**

- **Instrumental lessons are scheduled classes and should be respected as such by everyone.**
- **Students will be given the option of a make-up lesson only if the teacher or student is legitimately absent or the school activity is deemed to “override” the instrumental lesson.**
- **Unjustified absences from a scheduled lesson will be considered a “skip” and will be dealt with accordingly.**

## GENERAL NORMS AND EXPECTATIONS

### *ATTENDANCE AND PUNCTUALITY*

Regular attendance is a requirement for successful completion of courses at SMCS. Absences will be reported to the main office and may result in contact with the student's parents or guardians. Unauthorized absence from a class (“skipping”) will not be tolerated at any level. If a student skips class, the teacher or Principal must notify the parent. A detention may be given. Repeated skips will result in suspension from school.

Parents are urged to examine the school calendar and take advantage of PA days for appointments that otherwise might cause absences during the school day. Holidays are not to be taken on school-days. Plans to extend vacation periods should be discussed by parents with the Principal prior to arrangements being finalized. Absence from end-of-semester formal examinations will result in a “zero” grade unless the student presents a doctor’s certificate indicating serious illness, or evidence of unavoidable emergency—*not* including vacations.

If an early dismissal or late arrival is required by reason of an appointment, a parent should send a note with the student. The note should be handed to the homeroom teacher when attendance is taken, or handed into the office when the student signs in. The note should state the reason for the late arrival or early dismissal, and in the former case estimate the time of arrival, or in the latter case the time of early dismissal.

There is a pay phone in the school for the convenience of students. Parents are asked to ensure that their son always has 50 cents to enable him to use the pay phone with the permission of his teacher. School office phones should only be used by students in special cases and with the permission of the office staff and their teacher. The office cannot accept messages to be passed on to students during class hours unless the messages are of an urgent nature.

Absences require a note or phone call from the parent or guardian notifying the office of such absence. Evening and early morning messages may be recorded by the answering service. A student who is ill during the day must first report to his classroom teacher and then to the office. He will not be allowed to go home unless he has obtained permission from a parent. If a student is late for school, he must go to the office for an “admit to class” slip, and then proceed without delay to his class. A high school student is late if he is not in his homeroom by 8:30 am.

If a student who is given a detention is responsible for an elementary student (brother or buddy) at the end of the school day, the high school student is expected to tell the elementary student about the change in routine. The elementary student must wait in the school yard or designated study area after school until the high school student arrives to take him home.

The Principal or acting staff member will phone or write the parents or guardians if a student continues to be late without just cause. If necessary, parents or guardians may be asked to come to school for a conference with the Principal and the student to seek a solution to the problem of chronic lateness.

Punctuality in the high school is a matter of personal responsibility for the student. The classroom teacher and the office will keep a record of all lates, letters and consequences. In the event that high school students in grade 12 have a first period spare, they are to sign in at their homeroom class.

If a grade 12 student has a last period spare, he will be dismissed at the beginning of that period-usually 2:09 p.m. It is understood, of course, that the student must still meet any obligations such as attendance at after-school rehearsals, athletics practices, meetings, etc.

No student from Grades 3-10 may leave school property without permission from the office during the school day.

A student 18 years and older has reached the age of majority and may assume responsibility for attendance and may sign himself in and out of school without home contact. However, to do so he must fulfill the following conditions:

- He must have a reasonable explanation for his absence acceptable to the administration.
- If signing out, he must complete a sign-out sheet signed by any teacher whose class will be missed.
- He must take full responsibility for missed work.

### ***UNIFORM AND PERSONAL GROOMING***

Respect for the school community can be fostered by the uniform. It is a constant reminder of the ideals and objectives to which those who have come to the Choir School have committed themselves. The school uniform must be worn on all school days of the year. The uniform must be worn to and from school. Within the buildings, no extras or over-clothes may be worn. Appropriate athletic uniforms and athletic shoes are required to be worn in gym class and at athletic events. A student may be allowed in school without some part of his uniform if he brings a parent's note. This exemption should not be for more than one day.

Uniforms must be obtained from R.J. McCarthy Ltd. (360 Evans Avenue, Etobicoke, ON M8Z 1K5 416.593.6900). School day uniform for elementary students (grades 3-8) consists of the dark blue pants, maroon shirt, maroon tie and a maroon sweater. School day uniform for high school students (grades 9-12) consists of grey pants, light blue shirt, maroon tie, navy blue sweater or navy blue blazer. School day shoes for all students are black dress shoes, or athletic footwear that does not mark the floor.

In warm weather, when announced by the Principal, students may wear the official crested golf shirt instead of the regulation shirt and tie. In the high school, the golf shirt is navy blue; in the elementary school, the golf shirt is maroon. Sweaters or blazers are not worn in warm weather. The uniform shirt or golf shirt is to be worn tucked inside the waistband of the uniform pants. The shirt must be buttoned to the top button, and the tie must be worn with the knot high enough to cover the top button. Each student is expected to have his uniform clean and neat at all times.

Sunday uniform is worn for all official choir functions (except some masses on school days), for piano and other instrument recitals, and for Closing Ceremonies. Elementary students in Sunday uniform wear grey pants, a white shirt, a maroon tie and a maroon blazer. High school students in Sunday uniform wear grey pants, a light blue shirt, a maroon tie and a navy blue blazer.

All students in Sunday uniform wear black leather dress shoes and black socks. Respect for our school community can be continually fostered by personal appearance. Personal appearance must be a priority for all students. The practice of looking neat and clean every day at school enhances the ability to look good at all public appearances, each week in St. Michael's Cathedral for Mass, and at all other choir obligations throughout the school year.

- Uniforms must be clean and neat at all times, and must not be altered except for proper fit.
- Hair is to be neat and trim. Extreme or unconventional hair styles or colours which detract from the appearance of the choir are unacceptable.
- No facial hair is acceptable as part of the uniform for Choir School students. Therefore beards and moustaches are not part of the uniform.

Simple jewellery may be worn, such as a gold chain, provided that it is unobtrusive and does not detract from the uniform appearance. No earrings may be worn. If a student's personal appearance is unacceptable, he will normally be given a verbal warning and asked to fix the problem as soon as possible. Such warnings may be given by any staff member. If the problem cannot be solved immediately, for example if the hair is not neat and trim, then the student must remedy the situation by the following school day.

If a student's personal appearance is unacceptable for a public Choir School function, he will be asked to correct the problem. If this is not possible, the choir conductor or Rector may decide that the student will not be permitted to perform. In this case parents will be contacted as soon as possible.

### ***BEHAVIOUR IN THE CLASSROOM***

There must be respect for the learning environment. Any deliberate action which disturbs the class, from within or without, is unacceptable. Students should come to class with the required textbooks and music. They should have assigned homework and study completed. They should show in their attitude to school work that, increasingly, they are accepting responsibility for their own learning.

As a sign of respect and courtesy, elementary classes should stand and greet a teacher or guest who has come to visit the class, at the direction of the teacher. In the elementary school, students are expected to keep their desks clean and neat.

A student who is sent out of a class must report to the office without delay and the classroom teacher must notify the office of the reason. If a student is asked to sit in the hall outside a class, the classroom door must be open, and the student may not leave the area. When a student's behaviour is unacceptable, a teacher may assign a detention to that student. The office must be notified of the detention and the reason for it. If a student skips a detention, the office will be notified so that action may be taken to remedy the situation. Repeated defiance is a serious offence.

### ***BEHAVIOUR IN THE SCHOOL IN GENERAL***

Concern for students' safety is a priority at St. Michael's Choir School.

Students are encouraged to show consideration for others as they move around the school. Behaviour which may lead to injury, for example throwing chalk or snowballs, or running and jumping in the stairwells, is forbidden. Students in Grades 3-8 must be accompanied by a teacher when they cross Bond Street on their way to and from classes held in the 66 Bond St. building and the gym. Students in Grades 3-6 must be accompanied when crossing Bond St. for any reason. All students are urged to cross the street carefully and to use the crosswalk.

Students may not use the gym except in the presence of a teacher. Students may not exit the gym by the north door that leads into the parking lot. Students may not enter the science lab unless a teacher is present. Food and drink are not allowed in these areas of the school for safety reasons.

In a fire drill, all students must vacate the building in an orderly fashion and as quickly and quietly as possible. There should be no talking. Students are to proceed to the assigned areas outside the building. Students will remain in the assigned areas until instructed to return to class.

Elementary students and high school students in grades 9 and 10 must eat lunch on school property. For all students, food and drink must be consumed in the cafeteria unless a teacher gives permission in his/her class.

School accidents must be reported to the office as soon as possible. In a case of personal injury to a student, the Principal or designate may decide to send the student to the emergency department of St. Michael's Hospital. The injured student will be accompanied by a staff member, and parents or guardians will be informed as soon as possible.

### ***RESPECT FOR OTHERS***

St. Michael's Choir School must be a place where all students feel safe, welcomed and respected.

Respect for others requires that the words we use be polite, sincere and considerate, especially when there is a disagreement. Language which is coarse, vulgar, profane, obscene or blasphemous has no place in a Catholic school community. Persistent use of such language is considered a serious offence. Some actions have a harmful effect on the school community as a whole, for example repeated acts of defiance, theft, fighting, chronic absenteeism, drug or alcohol abuse. Offences of this nature are considered serious. A serious offence will be dealt with by the school administration, always with parents or guardians involved. Students and parents should be aware that a suspension or expulsion from school is a possible result of serious offences.

There shall be no tolerance of “bullying” in the school. Bullying will be considered as any ongoing physical, verbal, or emotional harassment, intimidation or victimization.

Students found to be bullying will face one or more of the following responses:

- a meeting with a teacher or administrator or school counsellor
- student to student mediation
- report to the parent; parent meeting with school administration
- parent to parent meeting
- referral to Board counsellors through the School Based Support Team
- suspension from school to protect the physical and mental well-being of other students.

Any person in the school who is a victim of bullying or who sees others being victims, is expected to inform a teacher, or the Principal.

In accordance with Board policy S-15 and Board practice, the Choir School recognizes that some cases will call for assistance from or reporting to public authorities, including the police and Children's Aid, Board staff and consultants retained on behalf of the Board. Under the Police/School Board Protocol, police response at a school is required for very serious occurrences, including many cases where a student is subject to a mandatory suspension or expulsion

### ***BEHAVIOUR AT SCHOOL-RELATED ACTIVITIES***

No student is permitted to attend a school excursion without the written consent of a parent or guardian. On school outings, students are expected to follow the instructions of the teachers in charge of the outing. Students 18 years of age and older agree to follow these instructions when they sign the consent form. Students must leave the school and stay with the group at all times. Respect, courtesy and cooperation should be given to persons taking on the duties of guides at a specific venue. Particular attention must be paid to instructions given in matters of safety. Any student who does not follow their instructions of guides or teachers will be dealt with by the teacher in charge. Parents may be contacted by the teacher or school administration.

Students must attend school-related activities in regular school day uniform unless otherwise instructed. Where casual dress is permitted, jeans or other casual pants, and casual shirts such as sweatshirts or T-shirts may be worn. Clothes must be clean and neat. All messages, images and logos on clothing must conform to the standards expected in a Catholic school community. For example, there should be no sexist or racist message on a T-shirt. In group situations, students may be required to wear a uniform sweater.

### ***RECITAL ETIQUETTE***

Annual student music recitals have a long tradition at the Choir School. As such, they are considered formal performance events meant to celebrate and showcase individual accomplishments in voice, piano, organ, guitar and violin. In keeping with this, the following requirements apply:

1. All students are required to wear dress uniform (including black shoes and dark socks).
2. Students performing in the recital must arrive at least 15 minutes before the recital start time, and be seated and ready 5 minutes prior to the start time.
3. Out of courtesy to all, performers are expected to remain for the entire program (generally one hour in length) and stay seated during this time.
4. ‘Stage presence’ is part of your performance: walk to and from the stage and acknowledge applause with a bow before leaving the stage.
5. Late arrivals should see their instrumental teacher first, and then seat themselves quietly. Students absent from their recital will be re-scheduled to a later date.
6. Students are reminded that they are responsible for maintaining a dignified atmosphere. Any inappropriate behaviour before, during or after the recital is unacceptable.

### ***PROPERTY***

Students must show respect for school property and for personal property of all kinds.

In the high school, students are expected to keep their lockers clean and neat. Lockers must be locked at all times. Locker combinations must not be given to anyone. A student may only use the locker assigned to him at the beginning of the school year. The school does not accept responsibility for any loss of personal belongings. Students are encouraged to leave expensive items of jewellery, electronic equipment, and clothing at home.

**The use of electronic devices such as cellphones and music devices (i.e. iPods) are prohibited in the classroom.**

Students have a responsibility to the school community not to abuse the library or its materials. Library materials must be properly checked out, and they may only be returned when the library is open. Students may not bring food or drink into the library. The high school lunch period is a silent study in the library.

A student who damages property by accident must report it to the office so that it can be repaired. A student who damages property through carelessness, for example throwing an object which breaks a window, must be prepared to pay for the repairs. Deliberate damage to property (vandalism) will be dealt with according to the seriousness of the offence including possible suspension.

Students are encouraged to keep the school environment clean and tidy, by using the cafeteria to eat lunch, leaving the eating area free of litter, and by putting waste in the proper containers provided by the school. Elementary students, and high school students in grades 9 and 10 must eat lunch on school property. Senior high school students may leave the school during their lunch or spare period, provided they return in time for their next class. Persistent lateness to class will be dealt with by the class teacher.

## **MISCELLANEOUS**

### ***NEW STUDENT ORIENTATION & SCHOOL START-UP***

A new student orientation is organized by the student council every year prior to the first day of school. The purpose of the orientation is to lessen the stress associated with a change of school. A light lunch will follow the orientation at 12:00 noon.

For opening day, students are expected to be at school in full and proper uniform. The golf shirt may be worn in place of a shirt and tie until Thanksgiving.

For the younger grades, a schedule of the student's weekly routine is made available to all parents on curriculum night which is normally held during the second week of the school year. Please take time to familiarize yourself with your son's daily and weekly schedule.

### ***BEFORE AND AFTER SCHOOL SUPERVISION***

Before and after school supervision is available free of charge from 7:00 a.m. to 8:30 a.m. and from 3:30 p.m. to 5:00 p.m. Students in the elementary school must go to the schoolyard upon arrival at school in the morning. In bad weather, elementary students may use the North hallway in the high school until 8:25 a.m., when the teachers will take them to class. Our library is open from 8:00 a.m. to 5:00 p.m.; the library is always supervised and is a terrific alternative to the school yard – especially in inclement weather. Our before and after school supervisor may be reached at 416.578.2255.

No student may stay in his classroom before, during or after school without the permission of his classroom teacher. Under no circumstances may a student be in a classroom alone. At the end of the school day, those elementary students who wait for their ride home must go to the schoolyard (through the school building, not on the sidewalk), or to the designated study area. The supervisor will be in the yard from 3:30 p.m. to 5:00 p.m. All visitors to the school should be greeted politely and directed to the office.

### ***ENROLMENT AND COURSE SELECTION: ELEMENTARY AND SECONDARY***

Students wishing to enrol at the Choir School for the subsequent academic year must submit a notice of return, a course selection sheet (where applicable) and a non-refundable Activity Fee to the school prior to the March Break of the current school year.

The small student population prevents option selection for students in grades 9 and 10. The program of studies is set for all students (see Course File for details). Grade 11 and 12 are allowed one option choice each (see Course File for details). Students in grades 9-11 may not have a "spare" or "study" period. They must take 8 credits and Choral. Students in grade 12 may have 1 spare period.

No student may add, change, drop a course without the signed permission of the guidance counsellor, Principal and (for those under 18) parent. Students who wish to change their timetable must attend all classes and perform the required work in the existing timetable until an official change is finalized.

### ***ACTIVITY FEE***

- Grade 3-6: \$75.00 per student
- Grade 7-12: \$125.00 per student

The music tuition fee does not include the academic school Activity Fee. The Activity Fee should be in cash or separate cheque issued to "St. Michael's Choir School." The Activity Fee is used to cover expenses incurred by each student but not covered by the budget given to us by the Toronto Catholic District School Board. It cuts down on the number of collections we ask of the students during the year.

With this fee we order for each student:

- The School Agenda. This contains a Calendar of the year's events, the Timetable, and the complete Code of Behaviour.
- The School Yearbook
- The TTC Card
- The Student Council Fee
- A subsidy for events such as Winter Carnival and Field Day
- Retreats
- Excursions
- Graduation
- Service Charges
- Athletics (entry fees, tournaments, clinics, referee fees etc.)
- Printing costs
- Miscellaneous expenses (Classroom related expenses, Honorariums, Library expenses,)

## ***REPORT CARDS AND TRANSCRIPTS***

### ***Elementary***

Every elementary student will receive an official and detailed Report Card of his progress in early December, early March and late June of the school year. Two Parent-Interview Sessions are available in December and March (see Calendar). In cases of need, parents may make appointments with the teachers in late June.

All elementary report cards will be in accordance with Ministry standard formats. Parents have the opportunity to include response comments to the report for the OSR File.

### ***Secondary***

High school students will receive official Report Cards of their progress in November, February, April and June. Two Parent-Interview Sessions are scheduled for November and April (see Calendar). In addition to the above, additional teacher reporting periods have been established for early October, January, March and May.

All subjects taken and grades received by a student, including subjects failed or repeated will be identified on the official student Transcript and be maintained in the OSR File.

### ***Ad Hoc Reporting***

It is the responsibility of the class or course teacher to notify the parent or administration of a student who is seen to develop a pattern of work not done, tardiness or absence, and/or failing grades outside of the regular reporting dates.

## ***SCHOOL AGENDA***

Every student receives a school agenda at the beginning of each academic year, the price of the agenda is included in the Activity Fee. The school agenda supports and reinforces our mission, it publicizes our expectations, and supports our school/home communication with parents. Please encourage your son to use the agenda on a daily basis, it is a great organizational tool.

## ***TRANSPORTATION***

The majority of our students travel to and from school by way of the Toronto Transit Commission. Two TTC tickets, for every school day, are provided to every student. To ensure a greater degree of safety, younger students, in grade 3 & 4, may be teamed up with older students when traveling to and from school. The music office secretary looks after all the transportation arrangements.

## ***CAFETERIA SERVICE***

Students have the option of purchasing a hot lunch in our full service cafeteria located on the 5th floor of the main building. Intermediate students (Gr. 7-10) normally have lunch at 11:10 a.m. whereas junior students (Gr. 3-6) have lunch at 12:00 noon. All lunch periods are supervised by our teaching staff and include a 40 minute recess.

## ***UNIFORM EXCHANGE***

The Uniform Exchange is held on the first Saturday after our boys return to school in September. Used uniforms in good condition can be brought to school during the first week of September and will be sold for you on consignment. The school uniform is a symbol of the excellence of our students and our school. As such, only items in good condition can be accepted.

You can expect to find blazers and dress pants, black shoes, shirts (white, blue and maroon), sweaters, gym uniforms and other clothing items that your son will need during the year. Many of these items are like new. So whether you are buying the whole uniform or just spare parts, it is a good idea to come to the Uniform Exchange on the first Saturday in September. Doors open early!

For those selling uniform items, profits from the sale of clothing is either returned to the owner (less a commission), or in many cases parents designate the entire profit to the school. Unsold clothing is either returned to owners or donated to a clothing drive.

## ***FUNDRAISING***

St. Michael's Choir School is a registered charity in Canada. As a non-profit organization we rely on our families, friends and community supporters to help fund the training of the next generation of composers, conductors and professional singers.

Monies raised towards the Annual Fund help to defray the costs of music tuition and the expenses incurred by our co-curricular programs. Gifts to the music school's Endowment Fund assist in subsidizing the school's much-needed bursaries and scholarships. We encourage parents to include the Choir School in their annual charitable giving plans.

Each year the academic school also organizes a series of fundraising activities to assist with the funding of new school equipment (such as new computers) or outings for students. These fundraising activities provide parents with an opportunity to get involved and work together with staff, other parents and with

the school's broader community of supporters. Some of the academic school's annual fundraising activities at the school include:

- Uniform exchange
- Bake sales
- Magazine subscriptions
- Chocolate drive

Parents can also provide meaningful support to the music school by identifying possible donor/sponsor prospects for the annual Massey Hall Christmas concert: individuals, corporations, businesses and foundations that might have an interest in supporting the school or sponsoring this wonderful performance opportunity for the boys.

## **MISSION AND VISION STATEMENTS OF THE TORONTO CATHOLIC DISTRICT SCHOOL BOARD**

### ***OUR MISSION***

In a school community formed by Catholic beliefs and traditions, our Mission is to educate students to their full potential by providing:

- leadership in the shared responsibility for education that exists among schools, students, families, parishes and the community;
- a safe and welcoming learning environment that is an example of Christian community;
- role models of Gospel Values and Catholic doctrines, teachings and beliefs;
- guidance in what students need to learn;
- instruction in the learning process itself;
- religious, academic and technological instruction;
- integration of Catholic, Christian beliefs into the total learning experience; and
- feedback on students; proficiency and performance.

### ***VISION OF OUR STUDENTS***

We envision students who:

- are formed in the Catholic faith;
- apply Christian values to life's opportunities, challenges and choices;
- pursue academic excellence;
- demonstrate relevant knowledge and ability;
- display self-esteem and self-respect;
- strive to be the best they can be;
- demonstrate skills for developing and maintaining personal and family wellness; and
- demonstrate global perspective and community responsibility.

### ***VISION OF TCDSB***

To provide students with the qualities they will require, our Vision of TCDSB is a school system that:

- is Christ-centered;
- is student-focused;
- demonstrates a clear sense of purpose;
- is visibly and demonstrably Catholic;
- reflects empowering leadership;
- applies collaborative decision-making;
- is innovative; and
- provides role models among all stakeholders for all these qualities.

## ONTARIO CATHOLIC SCHOOL GRADUATE EXPECTATIONS

### *THE GRADUATE IS EXPECTED TO BE:*

- A discerning believer formed in the Catholic Faith community who celebrates the signs and sacred mystery of God's presence through word, sacrament, prayer, forgiveness, reflection and moral living.
- An effective communicator who speaks, writes and listens honestly and sensitively, responding critically in light of gospel values.
- A reflective, creative and holistic thinker who solves problems and makes responsible decisions with an informed moral conscience for the common good.
- A self-directed, responsible, lifelong learner who develops and demonstrates their God-given potential.
- A collaborative contributor who finds meaning, dignity and vocation in work which respects the rights of all and contributes to the common good.
- A caring family member who attends to family, school, parish, and the wider community.
- A responsible citizen who gives witness to Catholic social teaching by promoting peace, justice and the sacredness of human life.

## TORONTO CATHOLIC DISTRICT SCHOOL BOARD

Catholic Education Centre  
80 Sheppard Avenue East  
North York, ON M2N 6E8  
(416) 222-8282

### *TRUSTEES 2009 - 2010*

- Joseph Martino, Ward 1
- Ann Andrachuk, Ward 2
- Sal Piccininni, Ward 3
- Mary Cicogna, Ward 4
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- Rob Davis, Ward 6
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- Paul John Crawford, Ward 12

### *SENIOR ADMINISTRATION*

- Ann Perron, Director of Education
- Bernice Brand, Superintendent of Education, Area 7

## **APPENDIX A: ST. MICHAEL'S CHOIR SCHOOL STUDENT EXIT POLICY**

On occasion, there will be situations that arise involving the determination and subsequent decision that a student withdraw from St. Michael' Choir School and continue his education elsewhere.

First and foremost, it is important that the student realize that attendance at St. Michael's Choir School is a privilege and not a right. When an individual has been determined to be in one of the following situations, this privilege may be withdrawn.

### ***EXIT SITUATIONS***

There are four situations that may lead to the determination and subsequent decision that a student withdraw from St. Michael's Choir School:

- A student, in the opinion of St. Michael's Choir School, does not have an adequate musical standing, and shows little indication of change.
- A student, in the opinion of St. Michael's Choir School, does not have an adequate behavioural standing, and shows little indication of change.
- After due consideration and repeated requests, the student's tuition remains in arrears.
- A student, in the opinion of St. Michael's Choir School, does not have an adequate academic standing, and shows little indication of change.

Note: "Musical standing" refers to the student's performance in respect of the standards expected by St. Michael's Choir School for choristers, as outlined in the student handbook and related documents.

"Academic standing" refers to the student's academic average when compared to the standards as determined by St. Michael's Choir School, and are often in accord with university entrance requirements. This is taken in combination with his work ethic and, in the opinion of St. Michael's Choir School, the likelihood of this academic success at St. Michael's Choir School.

"Behavioural standing" refers to the standard of conduct as set by St. Michael's Choir School for a student's performance and demeanour within the school community.

"Arrears" refers to tuition payments which are not up-to-date. Parents are required to adhere to one of the three official payment plans as set by the school.

### ***EXIT DECISION***

After making every effort to avoid an exit, in accordance with the procedures set by St. Michael's Choir School, the decision to implement an exit will rest with the Principal and the Rector. The student and his support group must be informed of the decision in person, by phone or personal interview.

### ***EXIT INTERVIEW***

The exit interview will take place to inform the student and his support group of the alternatives that are at their disposal. This meeting should be attended by the Guidance teacher, the Choir School Rector and the Principal (or his designate). The exit interview should take place after the student and his support group have been personally notified by the Principal and the Rector that the student is to be withdrawn from St. Michael's Choir School. The purpose of the exit interview is to help ease the student's transition

from St. Michael's Choir School. Assistance in finding an alternative educational institution should be offered.

### ***PRE-EXIT PROCESS***

Students who may be in an exit position must be recognized early. Any student who experiences academic, musical or behavioural difficulty in the previous year is to be monitored closely by the Guidance Department starting in September. The individual is reviewed and his support group is kept apprised of his progress, or lack thereof. In most cases the exit will be at the end of the school year, in June. All parties must be advised of the exit well in advance of the exit date.

In extreme cases a January exit may be advisable. If this is the case, it is incumbent upon St. Michael's Choir School, and in particular the Guidance Department, to make every effort to locate an academic institution for the student being asked to withdraw.

Prior to any exit, the lines of communication between student, student support group and the St. Michael's Choir School staff must be kept open. This is of paramount importance. All parties involved must work together to keep the student at St. Michael's Choir School. If an exit is inevitable, all parties must be informed as soon as possible to facilitate the student's exit from St. Michael's Choir School and his entry to another academic institution.

Tuition accounts must be up-to-date by the end of each academic year for a student to be eligible for re-admittance. Please refer to the Finances section of this handbook for more information.

## **APPENDIX B: ST. MICHAEL'S CHOIR SCHOOL TUITION POLICIES**

Each family will receive a Tuition Fee Statement at the beginning of July. The fee statement will include the financial agreement that parents are required to sign accepting responsibility for the payment of the tuition fees, and confirming their understanding that each boy's continued enrolment at the school is contingent upon complete payment of the fees within the dates set out in their chosen payment plan.

### ***TUITION PAYMENT PLANS***

The Tuition Fee Schedule will also outline the school's three tuition payment plans:

- Plan A: one instalment (dated September 7<sup>st</sup> 2009)
- Plan B: three instalments (dated September 7<sup>st</sup> or 15<sup>th</sup> 2009, November 1<sup>st</sup> or 15<sup>th</sup> 2009, and March 1<sup>st</sup> or 15<sup>th</sup> 2010)
- Plan C: ten monthly instalments (dated on the 1<sup>st</sup> or 15<sup>th</sup> of each month between September and June)

Parents are to complete one Tuition Fee Schedule **per child** attending the school, and return it to the school, along with all post-dated cheques, **before August 31<sup>st</sup> 2009.**

### ***FINANCE FEES***

Financing fees apply for instalment payment Plan B and Plan C. There are no financing fees for full payment (Plan A). Plan fees are outlined in the Tuition Fee Statement.

If any cheque paid to St. Michael's Choir School is not honoured by the bank (returned as NSF), replacement payment must be received within 10 days of notification. A \$50 administration fee payable to St. Michael's Choir School will apply for any NSF payment.

All overdue balances will be assessed at an interest rate of 2% monthly.

### ***DISCOUNTS***

A \$300 sibling discount will be applied towards tuition of second or additional children of the same family. Please note that the sibling discount is the only available discount at St. Michael's Choir School.

### ***ADDITIONAL INSTRUMENTS FEE***

Organ studies are available at no additional charge. However, parents wishing to enrol their son in violin or guitar lessons should be advised that an "additional instruments fee" will apply, as outlined on the Tuition Fee Statement.

### ***OVERDUE ACCOUNTS***

Overdue accounts will be monitored regularly, and reminder statements will be sent as soon as an account has become delinquent. Outstanding balances should be paid immediately upon receipt of a statement. Overdue accounts may be subject to interest charges.

The Music programme is funded solely by the tuition fee payments. The tuition payment plans are designed both to help families budget their payments in a predictable manner; and also to help the school budget for its fixed operating costs.

**All families are required to provide the Choir School with post-dated cheques at the beginning of each school year.** Having the post-dated cheques on file for the entire year reduces the increased administrative costs associated with contacting and collecting payments from families who may become behind schedule.

Furthermore, tuition payments must be up-to-date for students to be readmitted for the next academic year.

### ***TAX RECEIPTS***

Each February the auditors of St. Michael's Choir School evaluate whether the school may issue charitable donation receipts for a portion of tuition paid in the previous calendar year. This amount varies from year to year as it is affected by miscellaneous income and certain types of grants and donations.

Please note that if a tax receipt is issued, that it is not to be recorded as a tuition payment on your income tax return, but as a "charitable donation" as outlined in paragraph 9 of Income Tax Circular IC75-23 on fees and donations paid to privately supported secular and religious schools.

## **APPENDIX C: THE TOUR POLICY**

Since the early days, St. Michael's Choir School has found many varied opportunities to share its music with others and so to extend its reach and influence.

The primary objective of a Choir School tour is to promote the beauty of choral music by sharing an experience of our music with as many people as possible. Additional community outreach is achieved through small concerts in hospitals and Senior Citizen residences, and encouragement of music in schools by numerous elementary and secondary school concerts. It is a natural outcome of this sharing that the boys' overall education is enriched by exposure to people and communities throughout Canada and beyond.

The Choir School undertakes 2 tours annually, one in the Christmas season, and one during the early Easter season. The seasonal tours have a different focus: The Christmas Tour is normally 2 to 5 days in length followed immediately by the Massey Hall Concert week. The Spring Tour is normally 7 to 10 days in length.

Our choral service in St. Michael's Cathedral takes many different forms and to give a picture of this to the communities we visit we have adopted the practice of touring with choristers of both – the Junior and Senior Choir. This inclusionist approach has only been possible through the wonderful cooperation of our hosts, of our own teachers and parents.

The choice of participants in each tour is influenced by the practical obligation to provide choral excellence in liturgy and in concert. We are performing for a paying public. The programmes performed must meet needs different than those of the Cathedral. Each choir conductor is responsible for selecting the choristers from his choir who will tour. Where there is divided responsibility the conductors will consult on their choices. There is such a wide range of musical ability and vocal development in all the choirs that arbitrary formulas that would remove the responsibility of selection from the shoulders of the choir leaders would tie the hands of the school, both in terms of programming and in terms of providing the best possible musical experience we can give to those who have set aside time and money to attend.

It is impossible to predict when voices will change and when they will settle; they do not change according to pre-set formulas. It is a musical necessity to keep a proper balance between higher and lower voices in all the choirs, both individually and in the 'massed choir' configuration. As a general rule, one 'changed' or man's voice requires 2 trebles to balance it. Changed voices are bigger and stronger. For this reason choir leaders first ensure that they have a strong core group and then extend an invitation to as many other members of their choir as possible.

It is our policy to make every effort towards the equitable treatment of all choristers in the tour selection process.

To that end records of tour participation are maintained and consulted before each tour selection process begins so that opportunities to tour will be offered to all. Also to that end, no student is excluded from touring due to financial hardship or need.

It is our policy that a chorister participate at least once during his membership in each of the two Cathedral Choir divisions.

This assures a minimum of 2 times, but in practice, it has meant at least 3 tours since the Junior choristers have usually toured twice in the grade 6 year. Occasionally early onset of the voice change in grade 7 or 8 has meant that chorister has had to wait until his graduate year to tour as a Senior Choir chorister, after he has already participated as a Tenor and Bass Choir member.

It is our policy to recognize that touring is a privilege and a responsibility. Choristers may exclude themselves from invitations to participate by failing to comply with the norms and standards developed by this community to uphold Christian values and to encourage the pursuit of academic and musical excellence.

This means that such things as sub-standard performance at regular mass and other duties for invalid reasons, attitudinal or behavioural problems which have been pointed out and noted to both the chorister and his parents, or demonstrated academic weakness and needs may be reason to withhold an invitation to tour until such time as sufficient improvement has been demonstrated.

It is our policy to exercise openness and understanding at all times, including the announcement of participants for each tour. Tour selection will be announced privately, by letter to parents and choristers. Those invited will receive a letter of invitation including as many details as are available at the time, including rehearsal schedules. Those who are staying at home will receive a letter announcing the tour and inviting them to support it on this occasion by helping maintain excellence in our choral responsibilities at the Cathedral. It is also our policy to remain open to input and questions regarding both tour policies and specific tours.

An individual student and /or his parent is/are welcome to discuss the individual chorister's participation in tours, both with regard to frequency and to perceived difficulties and other questions. St. Michael's Choir School recognizes that not being invited on a tour when others in one's class are going creates a difficult situation for an individual student. Bonding and teamwork are part of the core values here at the school. On the other hand, not everyone can go on a particular tour and the Cathedral must be served. While every effort is made to serve the good of the tour and the good of the individual student, choices must be made. Artistic decisions will be explained as fully as possible. Asking questions does not and will not impact on a chorister's future inclusion in tours.

If a student is invited on a particular tour but is unable to participate at that time for documented reasons of health, family responsibility or academic requirements, every effort will be made to provide an invitation to a subsequent tour.

In keeping with this openness, suggestions for improvement to the Tour Policy should be made to the Rector of the Choir School, the Tour Director or to the St. Michael's Choir School Advisory Board.

All of the requirements for behaviour on school-related activities apply to tours. In addition, there are several specific requirements relating to travelling. The particular requirements relate to the student's conduct in the following situations:

- on a bus, train, or airplane
- in and around a concert venue
- on stage
- in a host home
- in a group overnight lodging
- on an educational trip while on tour

## **APPENDIX D: CATHOLIC SCHOOL ADVISORY COUNCIL**

The School Advisory Council (also known as “CSAC”) is an advisory group of elected parents, educators, students and appointed community members responsible to assist the Principal in the decision-making process on educational issues.

One of the functions of the School Advisory Council is fund-raising. The money raised by this dedicated group of people goes directly to the operation of the school. Throughout the school year the School Advisory Council also sponsors Bake Sales, the Uniform Exchange and other events. Any profits are used to benefit the boys directly, through the Track and Field Day, Closing Ceremonies and other events.

CSAC meetings are listed in the School Calendar. They provide an opportunity to meet with other members of the “Choir School Family” and to discuss matters of mutual interest or concern.

### ***CATHOLIC SCHOOL ADVISORY COUNCIL CONSTITUTION***

#### ***Article I—Name:***

The name of this Catholic School Council shall be St. Michael’s Choir Catholic School Advisory Council (CSAC) hereafter referred to as the Council.

#### ***Article II—Objectives***

To advise the Principal and, where appropriate, the Toronto Catholic School Board on any matters that it identifies as important concerns of the school community.

To foster understanding and cooperation between the parents, students, staff, parish and other interested groups within the school community, in the common pursuit of the aims and objectives of the Choir School.

To assist the Choir School by operating fund-raising activities for projects to benefit the School and encourage for these same purposes, gifts and donations.

To assist the Choir School staff and community in operating certain extra-curricular activities that enrich the education of the students and promote a unified Catholic school community.

To serve as a liaison between the school and the school community and encourage the active involvement of parents and other community groups.

#### ***Article III— Membership***

The School Council shall consist at least of the following members:

- parents who shall constitute the majority of the School Council
- the Rector
- the Principal
- a high school student
- a high school teacher
- an elementary school teacher
- an instrumental department teacher
- a non-teaching staff member
- the rector of St. Michael’s Cathedral or designate
- community representatives (where appropriate and possible).

Catholic community representatives may include but not be registered to: parents of former students, Choir School alumni, Archdiocese representatives, members of local community support agencies,

business and labour representatives. An elementary school student may be appointed to the council at the discretion of the Principal.

#### ***Article IV—Elections and Appointments***

The election of the Council representatives shall be done as follows:

Parents: shall be elected by the parents of the students attending the school. The elections normally will take place at the beginning of the school year. Term of office is two years subject to transitional rules in the first year of Council. Approximately half of the number of parent members will be elected in each year. The minimum number of elected parent members shall be eight. No more than fourteen elected parents shall be on Council in any year. The previous past Chair of the Council is an ex-officio member of the Council.

Teachers: shall be elected by the teachers of the Choir School at a meeting of the teachers.

Non-teaching Staff member(s): shall be elected by the non-teaching staff of the Choir School at a meeting of non-teaching staff members.

Student Council member(s): shall be elected by the students of the Choir School at a meeting of the students.

Community representatives will be appointed by the Council in as many numbers as considered appropriate and feasible and within the restrictions of Article IIIa.

#### ***Article V—Roles and Responsibilities***

- review its goals, priorities and procedures to remain responsive to the Catholic School community;
- provide advice to the Principal and where appropriate to the School Board in their decision making on school community related issues including:
  - local school calendar of events
  - school code of student behaviour
  - curriculum and program goals and priorities
  - fire, air quality, traffic and other health and safety concerns
  - school budget priorities, including local capital improvement plans
  - criteria to be used in selection of Principals
  - school/community communication strategies
  - methods of reporting to parents and the community
  - extracurricular activities of the school
  - responses of the school or Board to achievement in provincial and Board assessment programs
  - school-based services and community partnerships related to social, health, recreational and nutritional programs
  - community use of facilities
  - local co-ordination of services for students
  - development, review and implementation of Board policies at the local level.
- communicate regularly with parents and other members of the School Community as deemed appropriate, seek their views and preferences with regard to matters being addressed by the Council
- report on the activities of the council to the School Community
- identify, plan, establish procedures and ensure execution of fund-raising and other events.

#### ***Article VI—Meetings***

Meetings of the Council shall be held at least four times per year or approximately once a month during the school year. Special meetings may be held at the request of the Chair or the Secretary. All members

of the Council will have one vote. Other parents or invited guests may be present at Council meetings and at the discretion of the Chair be allowed to address the Council; however, only Council members have the right to make motions of the request.

Special meetings involving the school community may be called by the Chair or the Secretary and shall be called forthwith upon written request signed by ten members of the school community. Such special meetings must be held within 30 days of receipt of the request.

The regular meeting in the month of May shall be designated the Annual Meeting of the Council.

Election of the parent members of Council shall be held at this meeting to be designated the Election Meeting. If a date in May proves unsuitable, the Council may, by resolution, fix another time for the Annual or election Meeting, but such a meeting shall not be held later than the last week of the academic year.

A Nominating Committee will be formed to prepare a list of nominees for presentation at the election meeting. The nominees must agree in advance to serve on the Council if elected. The Nominating Committee shall consist of two members appointed by the Council. Further nominations may be made from the floor in the Election Meeting provided the nominees agree to be nominated.

Election of the parent representatives shall take place by secret ballot unless the candidates are acclaimed. A majority of the voting members of the Council shall form a quorum at the Annual General Meeting or other special meeting of the school community.

In the event of any disagreement, Roberts' Rules of Order shall be followed.

#### ***Article VII—Council Executive***

The Council will elect from their number, officers of the Council including:

- Chair
- Vice-Chair
- Secretary
- Treasurer
- Director of Communications
- Publicity Coordinator
- Social Convenor
- Telephone Coordinator
- Health & Safety Representative

The Chair and the Vice-Chair positions must be held by parents elected by the parent community as per Article IV. The election shall take place in the Council meeting following the Election Meeting of parent representatives. A nominating Committee consisting of two appointed members of Council shall present a slate of officers for approval. Further nominations may be made from the floor of the meeting.

The officers shall be elected for a term of two years taking office on August 1 of the election year. No member shall be elected to the same position for more than two consecutive terms. The positions of Chair, Treasurer, Publicity Coordinator, Telephone Coordinator and Health and Safety Representative will be elected in the same year. The positions of Vice-President, Secretary, Director of Communications and Social Convenor will be elected in the alternative year.

If a member of the Council should resign during his/her term, the Council may appoint a replacement to fill the vacancy created for the balance of the term of office.

#### ***Article VIII—Duties of the Council Officers***

The Chair shall:

- act as the official representative of the Council and shall provide the necessary leadership in the effective operation of the Council;

- when present, act as Chairperson at all meetings of the School and shall set the agenda for all meetings. In the absence of both the Chair and Vice-Chair, such duty or power may be exercised by another parent member of the School Council appointed by the Chair.
- Present an Annual Report on the activities of the Council at the Annual General Meeting.
- Communicate with the Choir School Principal.
- Consult with senior Board staff and Trustees, as required.
- Be a signing officer for the Council's bank account(s).
- The Chair is expected to be a member of the Choir school Advisory Board.
- The Chair shall be an ex-officio member of all sub-committees of the Council.

The Vice-Chair shall;

- act as Chairperson of all meetings of the Auxiliary and of the Executive Council in the absence of the Chair.
- Assist the Chair at all times in the discharge of his/her duties.
- Be a signing officer for the Council's bank account(s)
- The Vice-Chair is expected to be a member of the Choir School Advisory Board.

The Secretary shall;

- notify or cause to be notified all members of the school community and of the Council of meetings at least ten days prior to the Annual Meeting or five days prior to the monthly meeting;
- prepare the minutes of the meetings of the school community and Council; and
- maintain records including minutes, correspondence, list of Council members.
- The Secretary is expected to be a member of the Choir School Advisory Board.

The Treasurer shall;

- receive and safely keep all money of the Council and pay out such money as the Council may direct;
- keep books, records and accounts of the financial affairs of the Council and make recommendations in respect thereof;
- be a signing officer for the Council's bank account(s) and all cheques of the Council;
- make recommendations with respect to the allocation and budgeting of funds;
- prepare financial statements at the end of each fiscal year and present them for review and approval at the Annual General Meeting;
- present interim financial statements to the Council at regular intervals during the year.
- The Treasurer is expected to be a member of the Choir School Advisory Board.

The Director of Communications shall edit, print and distribute a Newsletter on a monthly basis or as required.

The Publicity Coordinator shall arrange publicity for fund raising and other Auxiliary sponsored events.

The Social Convenor shall:

- coordinate fund-raising events by finding, organizing and advising convenors and parent volunteers.
- Oversee purchase of refreshment supplies and maintain custody of supply cupboard.
- Form a Fund Raising Events Committee as needed and Chair meetings to identify new fund raising opportunities and to provide detailed preparation of events.

The Telephone Coordinator shall coordinate parent volunteers to phone parents from time to time about fund raising or other events of interest to parents.

The Health & Safety Representative shall:

- identify and discuss health and safety issues concerning the Choir School facilities in partnership with Metropolitan Separate School Board, Choir School administration and staff;

- form a Health & Safety Committee as needed and Chair meetings to assist in evaluating health and safety issues;
- address any other building deficiencies affecting the quality of education of the students and participate in plans for new building facilities.

Other parent members shall participate in all Council decisions and may be called upon to form a Sub-Committee or fulfil the duties on an interim basis of another officer who resigns or cannot perform his/her duties.

The Principal shall:

- assist in the operations of the School Council;
- support and promote the Council's activities;
- seek input from Council in areas for which there has been assigned advisory responsibility;
- act as a resource on laws, regulations, board policies and collective agreements;

The Choir School Teacher member(s) shall act as the liaison between the Council and the Choir School teaching staff.

The Non-Teaching Staff representative(s) shall act as a liaison between the Council and the non-teaching Choir School staff.

The Student representative(s) shall act as a liaison between the Council and the students of the school.

The Rector of the Cathedral shall act as a liaison between the Council and the parish and advise on matters affecting the parish and the school community.

The School Council shall appoint sub-committees as may be considered necessary. Each sub-committee shall consist of a Chairperson (who shall be on the Council) and members as required.

#### ***Article IX—Fiscal Year***

The fiscal year shall end on the thirtieth day of April. There shall only be an audit of the financial records and statements of the Council done on a motion by the Chair or the Secretary passed by the Council or upon a written request by members of the school community. The Chair and Council shall appoint an auditor for such purpose to produce an audit no later than 90 days of such a request. Notwithstanding the preceding requirement no audit will be countenanced earlier than 365 days of the last audit.

#### ***Article X—Expenditures***

The School Council and its signing officers shall have the power to make expenditures on behalf of the school community provided the expenditures relate solely to activities that are the responsibility of the Council as written in the Constitution. Cheques must be signed by two of the three authorized signatories.

#### ***Article XI—Amendments***

This Constitution may be amended at the Annual General Meeting or a special meeting of the school community of which notice of ten days of the proposed amendment shall have been given if carried by a vote of two-thirds of those present and entitled to vote, provided that for the purposes of such amendment meeting, the quorum shall be twenty members.

## **APPENDIX D: THE CHOIR SCHOOL ADVISORY BOARD**

Since 1937 the music programme has been administered by a Director, appointed by the Archbishop of Toronto and supported by a variety of inputs. There have been four Directors: Msgr. J. E. Ronan (1937-1962), Msgr. Peter Somerville (1962-1980), Henry Hodson (1980-2004), and Fr. John Mark Missio (2005-2009). The most important organization supporting and guiding the work of the Archdiocesan Choir School is the Choir School Advisory Board. This is a body which is advisory to both the Rector and to the Archbishop of Toronto, and which has a strong say in the management of the affairs of the music school. This Board has developed over the past few years to a large group with a well-defined structure and a variety of standing committees. It includes representation from the Archdiocese, Choir School alumni, the Cathedral, the Toronto Catholic District School Board, and other prominent members of our musical, business and faith communities.

Effective governance is critical to St. Michael's Choir School as a business and as a charitable organization. There are many benefits to having an active, accessible governing body: the Advisory Board enhances the music school's management effectiveness, provides oversight of our programs and services, and provides objectivity and ensures decisions are made in the best interest of our organization. Furthermore, it provides the opportunity for involvement in our organization by the community we serve.

### Required attributes of Advisory Board Members

Board members will be our organization's ambassadors in the community, and should:

- Understand, and be committed to, the organization's mission, vision and values. (This includes avoiding any conflict of interest with their professional or personal affiliations.)
- Work collectively with staff leadership to make the best decisions for the organization.
- Understand the organization's operating environment and critical issues.

### High-level Outline of Advisory Board Member Responsibilities

- Ensure that our programs and services align with our mission.
- Ensure the organization is effective and strategic (long-term) in its planning.
- Approve our budget and fiscal year-end statements.
- Approve the use of the Foundation's funds.
- Participate in, and have visibility of, the organization's standing committees.
- Enhance our public image.
- Recruit and orient new Board members.