



*MUSIC STUDENT
HANDBOOK*

2026-2027

Dear Parents/Guardians and Students,

I am thrilled to be starting up the 2026-27 School Year with your children! I am committed to continuing to create opportunities for students to build skills, connect with each other, give back to the community, and grow into successful empowered young adults through participation in band.

This handbook contains valuable program information for the year, including the class schedule which is unchanged from last year. Please ensure you read this handbook in its entirety to stay updated with our program, particularly if you are unable to attend the September 16th Music Program Orientation and Music Parents Society Annual General Meeting, to be held at 7:45pm in the school courtyard. In addition to this handbook and regular school messenger email updates to parents, important information about the program can be accessed through the *Fine Arts- Music* and *Music Parents Society* sections of the Henry Wise Wood website as well as your child's general D2L shell for Band 15-25-35 and Instrumental Music 10-20-30. The D2L shell contains important documents such as course outlines and outcomes-based assessment rubrics utilized within the program which are not available on the website.

We are committed at Henry Wise Wood to providing all students with quality Fine and Performing Arts experiences, and I look forward to working with all of your children this year. Please feel free to contact me at any time with questions or concerns regarding programming.

Sincerely,

Kristin Newman
Music Director
Henry Wise Wood High School
403.253.2261 ext.2158
kmclements@cbe.ab.ca

Class Schedule

	Monday	Tuesday	Wednesday	Thursday	Friday
AM J-Block 7:20-8:40	Concert Band Rehearsal (Band 15) Rehearsal *full-year	Symphonic Band Rehearsal (Band 25-35) *full-year	Symphonic Band Rehearsal (Band 25-35) *full-year	Concert Band Rehearsal (Band 15) Rehearsal *full-year	ROOM CLOSED (staff meetings)
Tutorial Time	OPEN	OPEN	OPEN	OPEN	N/A
<i>Block 1</i>	Instrumental Music 20-30 Semester 1 only in-timetable version		Instrumental Music 20-30 Semester 1 only in-timetable version		Instrumental Music 20-30 Semester 1 only in-timetable version
<i>Block 2</i>		Instrumental Music 20-30 Semester 1 only in-timetable version		Instrumental Music 20-30 Semester 1 only in-timetable version	
Lunch	CLOSED	OPEN	OPEN	OPEN	OPEN
<i>Block 3</i>	Instrumental Music 10 Semester 1 only in-timetable version		Instrumental Music 10 Semester 1 only in-timetable version		Instrumental Music 10 Semester 1 only in-timetable version
<i>Block 4</i>		Instrumental Music 10 Semester 1 only in-timetable version		Instrumental Music 10 Semester 1 only in-timetable version	ROOM CLOSED EARLY
PM J-Block 3:45-6:00	ROOM CLOSED	Instrumental Music 10 Jblock version Full-year	Jazz Band Rehearsal (Jazz Band 15-25-35) *ends at 5pm, interest meeting in September	Instrumental Music 20-30-Jblock version Full-year	ROOM CLOSED

Schedule notes

Instrumental Music students at all levels must also be enrolled in the co-requisite year-round AM Jblock Band course, and vice versa.

Student Conduct and Behaviour Expectations

- Students are to attend class regularly and on time.
- Students must be called in to the main office in order to be excused for an absence, but are expected to also directly notify Ms. Newman in the event of absence on an important rehearsal or performance day. Students or parents can inform Ms. Newman through any of the contact methods listed in this handbook.
- 3 unexcused absences or lates may result in the assignment or strong suggestion of additional practice time during Tutorial Time or Lunch Time in order to not have the absence affect rehearsal skills grades for Band 15-25-35. Teacher may also contact parents as well to create a plan for improved attendance at this point.
- Performances in and outside of the school are a mandatory part of all music course marks. However, if a student has an excessive amount of absences or is inadequately prepared in the teacher's view, they may be withdrawn from an upcoming performance and will have the opportunity to make up their mark in the form of an alternate assignment. These performance experiences are similar to unit and/or final exams, therefore student absences may only be excused by a parent or guardian in emergency circumstances, or for pre-planned family trips or important medical appointments. These absences should be communicated to the teacher in advance of the performance day whenever possible to avoid a negative impact on professionalism grades in Band 15-25-35 courses.
- Students renting instruments from the school must take care and responsibility for their instrument by keeping it clean, well maintained, and safe at all times, as well as by purchasing necessary supplies such as reeds, neck straps, cork grease, and valve oil if required in excess of supplies originally provided to students in September. If a student leaves the program during the year they are expected to immediately return their school instrument and program tie immediately. Partial refunds on rental fees are not available. Please see instrument rental form for more details if your child is using a school-owned instrument.
- Students are to treat each other, the teacher, and other's belongings with respect at all times. This respect will be reciprocated, and is the only main classroom management rule of the music space.
- Cell phones may only be used in class when permission is given by the teacher for use in a classroom activity.
- Students are able to eat in the music room at lunch time, as well as utilize the space during a spare period, provided Ms. Newman is nearby for supervision. Shared cleaning responsibilities will be clearly communicated to students regularly using the space.
- Students are expected to practice regularly outside of class time so that they are prepared for group rehearsals. When/if parts are observed to not be prepared for rehearsal to the expected standard, student grades will be affected in relevant program of studies outcome areas.

Program Communications

In addition to typical teacher communication methods of: **Email** kmclements@cbe.ab.ca and **School Phone** 403-253-2261 ext.2158, the following important methods are also utilized:

Henry Wise Wood School Website

Updated program information including a live google calendar managed by the Music Parents Society, as well as fundraising and other program documents will be housed in one of two areas on the school's website: either under the 'Music' section of the Fine Arts tab: <https://henrywisewood.cbe.ab.ca/fine-arts>, or under the 'Music Parents Society' section of the 'Get Involved' tab: <https://henrywisewood.cbe.ab.ca/music-parents>. Parents will be referred regularly to the relevant section of the webpage for most inquiries regarding fundraisers and upcoming events to reduce administrative workload this year.

School Messenger

Families will regularly receive school messenger emails from Ms. Newman with program updates covering items such as class and event scheduling, performances, volunteer call outs, payment deadlines, and fundraiser reminders. Please ensure you do not have the CBE's School Messenger service blocked, so that you can receive important school emails as well as music program updates.

Henry Wise Wood Music Parents Society Communications

All parents automatically become members of the Society upon enrolling their child in Henry Wise Wood's Music Program, and may receive emails directly from anyone on the society board and/or through the Sign Up Genius page after you have signed up for various bingos, fundraisers, or volunteer opportunities where you directly provide your contact information: <https://www.signupgenius.com/go/10C054BADA929A4FBCF8-64612801-202627>. All fundraising opportunities and general society information can be found on the 'Music Parents Society' section of the Henry Wise Wood website: <https://henrywisewood.cbe.ab.ca/music-parents>. This information will also be passed along to the full music parent population via Ms. Newman's School Messenger list whenever possible to ensure that no families miss out on these important opportunities while maintaining as much information privacy as possible. The Society Board can also be emailed at hwwmusicparents@gmail.com with questions regarding fundraisers or other society business.

D2L Student Page

Students will have access to all course handouts, fieldtrip paperwork, instrument-specific resources, as well as assessment rubrics through the 'content' tab as well as 'announcement feed' of the D2L student page. There is one combined page for all Instrumental 10-20-30 and Band 15-25-35 students, as resources are often shared between levels and courses. Please note that parents will be unable to access most information available on the D2L page and will need to ask their child to login if requiring access to additional copies of fieldtrip paperwork. Also of note, the calendar feature of D2L is not used as all live calendar updates are managed through the HWWMPS Calendar embedded in the school webpage.

TeamSnap

New this year, Henry Wise Wood will be utilizing TeamSnap for teachers to be able to message groups of students on sports teams as well as those involved in jblock courses such as Band and Theatre Productions. Please ensure you have completed and returned the **parent consent form** included on the following page for your child to be able to join the app. Students will receive information on how to join the app once the consent form has been returned.



Parental Consent for TeamSnap App

Please complete and return to the school.

August 31, 2026

Dear Parent / Legal Guardian,

When student information is shared in a way that makes the student publicly identifiable outside of the school environment, the *Protection of Privacy Act* (POPA) requires The Calgary Board of Education (CBE) to obtain parent consent.

The school will use TeamSnap (<https://www.teamsnap.com>) to communicate with students and/or parents for athletic teams, clubs and student groups. The following information will be shared on the platform: Student first name, initial of surname, and student CBE email address. The school will restrict participant access to personal information of other participants on the platform and disable social media linking features. If you withdraw consent to use TeamSnap, the school will promptly remove the student's data from the platform.

Parents are asked to sign this form for either decision you make. If you consent to this use of student information, you are agreeing that some of your child's personal information may be shared on the platform, as described above.

If you have any questions, please contact Simeon Perritt, Assistant Principal by phone 403-253-2261 or email syperritt@cbe.ab.ca.

Consent for Release

Consent is valid for one school year only.

- ☐ I give The Calgary Board of Education consent to use my child's information as described above for educational purposes.
- ☐ I DO NOT give consent to use my child's or my information as described above.

Print Name of Student

Name of School and TeamSnap Team

Print Name of Parent or Independent Student

Signature of Parent or Independent Student

School Year (2026-2027)

Date of Signature (YYYY-MM-DD)

Authorization for Collection of Personal Information. Personal information is collected under the authority of the *Education Act* and the *Protection of Privacy Act* (POPA). This information will be used to manage student personal information. If you have any questions regarding the collection of this information, contact the school principal.

Video and Photo Sharing

Throughout the year parents often request to have photos and videos of our events and fieldtrips shared with them. It is Henry Wise Wood and the CBE's policy to ensure these items are not shared without the consent of everyone visible in the photos and videos. In the 2026-2027 year I would like to continue expand upon the program's ability to share content with parents and the community through the school's website, Instagram, youtube channels, the Wednesday Warrior, google drive, and any potential media events. In order to make sharing as easy as possible, I would ask that everyone please fill out both the CBE consent form and Third Party Media Consent Form, which can be accessed through the following links:

<https://cbe.ab.ca/FormsManuals/Consent-for-CBE-Use-of-Student-Information.pdf>

<https://www.cbe.ab.ca/FormsManuals/Consent-for-Use-of-Student-Information-by-News-Media-and-Outside-Groups-Third-Party.pdf>

Concert Attire

All students must be dressed appropriately for performances that occur throughout the year, starting at the beginning of October for some ensembles. Failure to be appropriately attired may result in students being pulled from performance experiences. Students who discover they are missing uniform items on the day of performances are encouraged to be proactive and speak with Ms. Newman regarding borrowing from the school-based inventory of extra uniform pieces. Students who have outgrown old concert attire, especially dress pants and shoes, are welcome to donate their old items to the program.

All students will be given a numbered music program tie prior to their first ensemble performance. ***Students must return these ties promptly when requested by the teacher either upon leaving the program or at the end of the year to avoid having a \$25 missing supply fee added to their PowerSchool account.***

The following concert attire must be provided by each student:

- Plain black, button-up, collared, long-sleeved dress shirt
- Black dress pants OR black knee-length skirt with solid black tights
- Black dress shoes (NO sneakers)
- Black socks (only needed if your style of dress shoe is typically worn with socks. Ballet flats with bare feet is fine)

*****Please note for the purposes of ensemble uniformity, no excessively bold patterned or colored accessories (jewelry or hair) are permitted.***

Program Fees

The Music Program at Henry Wise Wood High School is not provided with an operating budget from the CBE, and runs based on funds raised by the HWWPMS, as well as collected course fees and instrument rental fees.

A **\$100 Music Instrument Rental Fee** will be assigned to all students who are using a CBE instrument/s for the 2026-27 school year, including all percussionists. The fee, if applicable to your child, will show in your PowerSchool account to be paid in October or November. This fee helps to cover costs associated with instrument maintenance, repair, and replacement. An additional instrument rental fee will typically not be assigned for students utilizing a secondary school-owned instrument for purposes such as home practice or secondary ensemble doubling instruments.

A **course fee of \$140 per student** will also be collected for each student enrolled in the program. This fee will help to cover costs associated with a robust music program including but not limited to: new repertoire purchase, equipment and uniform maintenance and purchase, clinician/workshop fees, a portion of festival enrolment and transportation fees, and the year-end wrap up party.

Fees associated with optional fieldtrips will be clearly outlined in parent letters for trips, and made visible to pay through PowerSchool as they arise. Fundraising opportunities will be made available through the HWWMPS to offset costs of these optional trips.

Funds in your child's individualized student fundraising account managed by the HWWMPS can be accessed to pay for any of the fees listed above. Simply email the HWWMPS (hwwmusicparents@gmail.com) to query your account balance and request use of funds towards a specific fee. Once the email has been acknowledged as received, your payment will be considered complete for the purposes of meeting payment deadlines. It may take up to a month for your balance to be showing as cleared from your PowerSchool account as money is transferred from the Society to the school.

Music Program Important Dates 2026-27

**HWWMPs fundraisers and Bingo Dates not included on this document, please see next page*

***Both this event schedule and HWWMPs dates can be found in calendar form on the school website. Please refer to the website for the most up-to-date information throughout the year, as the schedule below is subject to change*

Date	Time	Event	Groups Involved	Location/Venue
August 31* <i>please note there is no AM jblock Band 15 class on this day for grade 10 students</i>	Lunchtime	New Student QR code survey completion	Grade 10 Band students	HWW Music Room
August 31	All day on a drop-in basis	Senior Instrument Rental Form Pickup and Summer Rental Instrument Return	Grade 11 and 12 Band students	HWW Music Room
September 1	AM jblock	First Symphonic Band Rehearsal- students please bring self-owned instruments in for this day	Grade 11 and 12 Band students	HWW Music Room
September 2	PM jblock	Jazz Band Interest/sign-up Meeting	All interested band students	HWW Music Room
September 4	AM jblock	First Concert Band Rehearsal- students please bring self-owned instruments in for this day	Grade 10 Band students	HWW Music Room
September 16	7:45-8:30pm	Music Program Orientation and Henry Wise Wood Music Parents Society AGM	All music parents (strongly recommended to attend)	HWW Courtyard
Oct/Nov TBD	During PM Jblock or timetable class time	Feeder School Workshops/outreach performances	Instrumental Music 20-30 students	TBD
October 14	5:30pm 6:30pm	Camp Caroline Mandatory Parent Meeting Vic Lewis Band Festival Mandatory Parent Meeting	Required attendance for at least one legal guardian of each student attending each trip	HWW Courtyard
October 28-30	3 days/ 2 nights	Camp Caroline (optional)	Concert Band Symphonic Band Jazz Band	Caroline, AB
November 6-8	3 days/ 2 nights	Vic Lewis Band Festival (optional)	Concert Band Symphonic Band Jazz Band	Canmore, AB
November 9	3:45-6:00pm	Remembrance Day setup and Dress Rehearsal	Symphonic Band	HWW King Gym

November 10	Blocks 1 and 2	Remembrance Day Assembly Performances	Symphonic Band	HWW King Gym
November 26	6-8pm	Open House Evening Performance	Jazz Band	HWW King Gym
November 27	5:30-10pm	Calgary Philharmonic Orchestra Soundtrack Concert- How the Grinch Stole Christmas (optional)	All interested band students	Jack Singer Concert Hall, Werklund Centre (formerly Arts Commons)
December 10	7pm	Winter Concert	All	HWW King Gym
February TBD	3-hour window for each ensemble	Alberta International Band Festival Performance	Concert Band Symphonic Band	Rozsa Centre, UofC
March TBD	During PM Jblock class time	Feeder School Workshop	Instrumental Music 20-30 PM Jblock class	TBD
Late March- Early April TBD (potentially including spring break dates)	Up to 8 days/7 nights	Spring Band Tour (optional)	Combined Tour Band (all grades)	Spain or British Columbia
April 28	5-8:30pm	Music Silent Auction/Feeder School Event	Jazz Band and Instrumental Music 10-20-30 Jblock classes	HWW Courtyard
May 14	TBD	Pep rally	Symphonic Band	HWW King Gym
May 28	AM	Graduation Ceremony Performance	Concert Band	Grey Eagle Event Center
June 1	All day and evening	Setup, Dress Rehearsal, and Spring Concert	All	HWW King Gym
June 3	5-8pm	CTS and Fine Arts Awards Night	Possible performance for Jazz Band and auditioned soloists/small ensembles	HWW King Gym
June TBD	After school	Music Program Offsite Wrap Up Party (optional)	All	TBD

2026-27 HWWMPs Fundraiser Overview

September:

- Texas Donuts (in-school) **September 29th delivery**

October:

- Coco Brooks: order cutoff and delivery date TBA
- Bingo: **October 12th**

November:

- Bottle drive: trade recycling for your Vic Lewis Band Festival Attendee **November 8th**
- Purdy's Chocolatier: order cutoff and delivery date TBA
- Bingo: **November 30th**

December:

- Winter Concert: **Thurs Dec 10th**
 - Bake sale
 - 50/50 draw
 - Admission by donation
- Bingo: **December 19th**
- Cash Raffle: ticket sales cutoff and draw date TBA

January:

- Bottle drive: potential community pickup date TBD
- Bingo: **January 30th**

February:

- Bingo: **February 23rd**

March:

- Purdy's Chocolatier: exact dates TBA, product delivery prior to Easter
- Bingo: **March 17th**

April:

- Bingo: **April 20th**

May:

- Bingo: **May 9th**
- Growing Smiles: order cutoff and delivery date TBA

June:

- Spring Concert:
 - 50/50 Draw
 - Admission by donation