



*MUSIC STUDENT
HANDBOOK*

2025-2026

Dear Parents/Guardians and Students,

I am thrilled to be starting up the 2025-26 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 class scheduling which has been changed to better suit student need. Please ensure you read this handbook in its entirety and complete the necessary steps to stay connected and updated with our program, particularly if you are unable to attend the September 10th Music Program Orientation and Music Parents Society Annual General Meeting, to be held at 6pm in the school courtyard. In addition to this handbook and regular school messenger email updates to parents, important information about the content of the music courses can be accessed through the 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.

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>	ROOM CLOSED	Instrumental Music 10 Semester 1 only in-timetable version		Instrumental Music 10 Semester 1 only in-timetable version	ROOM CLOSED
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 September 3	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 within the City of Calgary 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, as per the ministerial order.
- 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:

School Messenger

Families will regularly receive school messenger emails from Ms. Newman with program updates covering items such as 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 School Website

New this year, updated program information and commonly referenced documents (events calendar, this handbook, fundraiser documents etc) will be housed in one of two areas on the school's website: either under the 'Music' section of the Fine Arts tab, or under the 'Music Parents Society' section of the 'Get Involved' tab.

D2L Student Page

Students will have access to all course handouts, numerous resources, as well as assessment rubrics through the 'content' tab 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.

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 the society and/or Sign Up Genius after you have signed up for various bingos or fundraisers where you've been asked to directly provide your contact information. All fundraising opportunities and general society information can be found on the 'Music Parents Society' section of the Henry Wise Wood website. 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.

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 2025-2026 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 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 2025-26 school year, including all percussionists. The fee, if applicable to your child, will show in your PowerSchool account to be paid on October or November. This fee helps to cover costs associated with instrument maintenance, repair, and replacement. An additional instrument rental fee will 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 HWWPMS to offset costs of these optional trips.

Funds in your child's individualized student fundraising account managed by the HWWPMS can be accessed to pay for any of the fees listed above. Simply email the HWWPMS (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 2025-26

**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 HWWMPS tab of the school's website*

Date	Time	Event	Groups Involved	Location/Venue
September 2	Lunchtime	New Student QR code survey completion <i>*please note there is no PM jblock on this first day</i>	Grade 10 Band students	HWW Music Room
September 2	All day on a drop-in basis	Senior Instrument Rental Form Pickup	Grade 11 and 12 Band students	HWW Music Room
September 3	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 3	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 4	PM jblock	First Instrumental Music 20-30 class		
September 10	6-8pm	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 class time	Feeder School Workshop	Instrumental Music 20-30 PM Jblock class	TBD
October 8	6pm	Fall Trip (Camp Caroline and Vic Lewis Band Festival) Mandatory Parent Meeting	Required attendance for at least one legal guardian of each student attending trip	HWW Courtyard
October 15	9am-12pm	Veteran's Tea Performance	Instrumental Music 10-20-30 timetable classes	HWW Lobby/ Courtyard
October 29- November 2	5 days/ 4 nights	Camp Caroline and Vic Lewis Band Festival (optional)	Concert Band Symphonic Band Jazz Band	Caroline, AB AND Canmore, AB

November 6	3:45-6:00pm	Remembrance Day setup and Dress Rehearsal	Symphonic Band	HWW King Gym
November 7	Blocks 3 and 4	Remembrance Day Assembly Performances	Symphonic Band	HWW King Gym
Nov/Dec TBD	During timetable class	Community Performance at a venue such as retirement home, mall, etc	Instrumental Music 10-20-30 timetable class	TBD
Nov/Dec TBD	TBD	Offsite Performance Viewing (optional)	All interested band students	TBD, within Calgary
November 27	5-7pm	Open House Evening Performance	Jazz Band	HWW King Gym
December 4	All day and evening	Setup, Dress Rehearsal, and Winter Concert	All	HWW King Gym
January 27	AM	Grade 9 Tours Performance	Symphonic Band	HWW King Gym
March TBD	During PM Jblock class time	Feeder School Workshop	Instrumental Music 20-30 PM Jblock class	TBD
March or April TBD	5 days/4 nights	Spring Band Tour (optional)	Concert Band Symphonic Band	Ottawa and Montreal
April 22	6-8:30pm	Music Silent Auction/Feeder School Event	Jazz Band Instrumental Music 10-20-30 PM Jblock classes	HWW Courtyard
Early May, exact dates TBD	TBD	Calgary Performing Arts Festival performances	Symphonic Band Concert Band	Mount Royal University
May 29	AM	Graduation Ceremony Performance	Concert Band	Grey Eagle Event Center
June 3	5-8pm	CTS and Fine Arts Awards Night	Possible performance for Jazz Band and auditioned soloists/small ensembles	HWW King Gym
June 4* <i>subject to change pending possible external venue rental</i>	All day and evening	Setup, Dress Rehearsal, and Spring Concert	All	HWW King Gym * <i>subject to change pending possible external venue rental</i>
June TBD	After school	Music Program Offsite Wrap Up Party (optional)	All	TBD

2025-26 HWWMPS Fundraiser Overview

September:

- Texas Donuts (in-school) Tues Sept 23

October:

- Coco Brooks: orders close Fri Oct 10, pickup Mon Oct 27
- Bingo: Mon Oct 6

November:

- Bottle drive: trade recycling for your band camp attendee Sun Nov 2
- Purdy's Chocolatier: orders close Mon Nov 10, pickup Fri Nov 28
- Bingo: Mon Nov 24

December:

- Winter concert: Thurs Dec 4
 - Bake sale
 - 50/50 draw
 - Admission by donation
- Bingo: Sat Dec 13

January:

- Bottle drive: community pick up Sat Jan 17
- Bingo: Sat Jan 24

February:

- Bingo: Tues Feb 17

March:

- Purdy's Chocolatier: exact dates TBA, product delivery prior to Easter

April:

- Bingo: Tues Apr 14

May:

- Bingo: Sun May 3
- Growing Smiles date to be confirmed

June:

- Spring concert date and details to be confirmed
- Bingo: Fri June 26

