Dear Parent/Guardian:

We are looking forward to welcoming your student to EMCS for the 2019/20 school year! School staff are excited to work alongside parents to ensure that your student has the best possible year. Below are some operational details that we ask you to review as our first steps to a fantastic year!

**Thursday, August 29: Parents Welcome 8-9am**
All parents welcome for a morning coffee meet and greet with the Principal / Vice Principal Team and our Parent Advisory Council.

**Tuesday, September 3: Grade 9’s only** Students will meet in the theatre for an 8:40am start. Following the Welcome Assembly, students will report to their homeroom and then briefly meet with each of their first semester teachers. Homeroom lists will be announced at the end of the assembly. Dismissal for the day at approximately 11:40am.

**Wednesday, September 4: All students** Everyone in attendance for a full day. Students report to their homeroom for first class. A homeroom list will be posted, and the front office will be available to help. Returning students will be in the same homerooms as last year.

**School Information**
Pay close attention to these three sources of recent and accurate school information throughout the school year:
- School Website : [http://emcs.sd62.bc.ca](http://emcs.sd62.bc.ca)
- Watch for our Weekly Newsletter that is sent every Friday
- Download the EMCS Wolverines APP. See attached or go to [this link](http://emcs.sd62.bc.ca) to set up the Wolverine App.
- Our bell schedule can be found [here](http://emcs.sd62.bc.ca). Please refrain from attempting to contact your student via cell phone during class times. In case of emergency, the front office is always willing to assist in connecting you with your student.
- The EMCS Code of Conduct can be found [here](http://emcs.sd62.bc.ca). Please review this with your student.

**Contact Information** – Please check your contact details in the Parent Portal - [click here for instructions](http://emcs.sd62.bc.ca). If you have updates or changes please email us at emcs@sd62.bc.ca to provide us with those details. It is imperative that all families have accurate information on file as well as a pick-up plan for their children in case of road closures, inclement weather, or emergency.

**Consent**
Please be sure to visit [https://consent.sd62.bc.ca/apps/OnlineConsent](https://consent.sd62.bc.ca/apps/OnlineConsent) and let us know if you consent to following:
- Aboriginal Education
- General Consent for School Fieldtrips/Activities
- Google Apps For Education (G Suite) Consent
- Internet Access Consent
- Media Consent
- School Cash Online Consent
- MyBlueprint Consent
- FreshGrade Consent

More details regarding each are available online. If you have any questions, please do not hesitate to contact our front office.
**Student Schedules** - In preparation for the 2019-2020 school year, we will be working on student schedules during the summer. Schedules will be adjusted based on 2019-2020 final marks and summer school marks. Student schedules will be available in the Student and Family MyEducation BC portal starting at noon on Monday, August 26th. **Schedules are subject to change depending on class size and other factors; therefore, all students will receive a current timetable in their first homeroom class.**

Requests for course changes will be considered only under certain circumstances. For example, requesting changes to be in classes with friends is not something we can accommodate. **All requests for schedule changes are made by submitting a Request for Timetable Change form available on the EMCS website:** [http://emcs.web.sd62.bc.ca/students/counselling-centre/commonly-used-forms/](http://emcs.web.sd62.bc.ca/students/counselling-centre/commonly-used-forms/). Forms should be submitted during the last week in August. No forms will be accepted after September 5th, 2019. Changes will only be accommodated if space is available in a requested class.

**Support**
Parents and students are encouraged to reach out to classroom teachers frequently for information and support. Students are also assigned a Vice Principal and a Counsellor:

**Last names A–L:**
- Vice Principal: Mr. John Lyall – jlyall@sd62.bc.ca
- Counsellor: Ms. Sharon Jesson - sjesson@sd62.bc.ca

**Last names M–Z & International Students:**
- Vice Principal: Mr. Todd Powell – tpowell2sd62.bc.ca
- Counsellor: Mr. Allan Phipps - aphipps@sd62.bc.ca

Students with Individual Education Plans, will also be assigned a Support Teacher. Please connect with your Counsellor or Vice Principal if you need to be connected to a Support Teacher.

**Medical Alerts**
Please inform Terri in the front office if your child has any medical conditions of which the school should be aware. If your child is anaphylactic or diabetic, you will be contacted by the school to update your child’s anaphylaxis action plan or medical action plan. If your child requires medication during school hours, please contact Terri to complete a medication administration form. If you have any further questions, please contact Vice Principal Mr. John Lyall.

**Locks and Lockers** – Lockers are the most secure place for storing personal belongings. Grade 9 students will be given their locker number and combination in their homeroom on the first day of school. Returning students are assigned the same locker and combination they had last year. We urge students not to share lockers or to give anyone else their lock combination. Students are not allowed to bring locks from home. If you choose not to use your assigned locker, you must let the office staff know. Students are not permitted to switch lockers. At the end of the year, any student who has lost or damaged their lock will be charged a $5.00 fee.

**Bussing** – Students who have registered with transportation will receive an email outlining their route, bus number and estimated times by the end of July. If you believe the information is incorrect or you did not receive the information please contact the School District Transportation Department at bussing@sd62.bc.ca.

**Start-up kit** – we receive many phone calls over the summer from parents wondering what school supplies their son or daughter should bring to Edward Milne Community School in September. At EMCS, some teachers will want students to bring specific items to work on assignments; this information will be communicated during the first week of classes. We have, however, come up with a generic list of items that could be used in all classes, and will be helpful during those first few days until parents can shop for the specialty items:

- 3-ring binder with loose leaf paper & dividers
- Coloured pencils
- Pens & pencils
- Highlighter
- Student Agenda – purchase your own
- Calculator (basic scientific)