

August 8, 2017

Dear Parent/Guardian:

September 5 Grade 9's only Students need to meet in the theater for an 8:40 start. Following the Welcome Assembly students will report to their homeroom and then rotate through their blocks. Homeroom lists will be announced at the end of the assembly. Dismissal for the day at approximately 11:40.

September 6 all students in attendance for full day. Students will report to their homeroom for first class. Homeroom assignments are the same as last year. A list is available in the office if you need a reminder or are a new student.

School Website - <http://emcs.sd62.bc.ca>

The school website is your best source for current and accurate school information. Please familiarize yourself with it. The school calendar is posted as are all other important school information updates. Watch for our "Weekly" that is posted every Friday.

Contact Information – It is important for the school to have current and accurate email and phone numbers for all parents/guardians. Please ensure demographic forms are updated or contact office staff with changes.

Student Schedules - Student schedules will be available for pick up at the EMCS office between Tuesday, August 29 and Friday, September 1 between 9:00 a.m. and 3:00 p.m. Students are encouraged to pick up their timetables during this time and ensure there are no errors. **Timetables are subject to change depending on class size and other factors; therefore all students will receive a current timetable in their first homeroom class.**

Counselling In preparation for the 2017-2018 school year, we will be working on student schedules during the summer. We will adjust student schedules based on 2016-2017 final marks, provincial exam results, and summer school marks. The school's timetable is being built based on the carefully selected course requests students and parents submitted earlier this school year. 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/>

Allan Phipps
Last names M-Z & International Students
aphipps@sd62.bc.ca

Sharon Jesson
Last names A – L
sjesson@sd62.bc.ca

Locks and Lockers – Returning students are assigned the same locker and combination they had last year. Students are not allowed to bring locks from home. If you choose not to have your assigned locker, **you must let the office staff know**. Lockers are the most secure place for storing personal belongings. We urge students not to share lockers or to give anyone else their lock combination. Students will not be 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. This charge is put on the student bill.

Bussing – Students who have registered with transportation will have received outlines of their route, bus number and estimated times. If you believe the information is incorrect or you did not receive the information please contact the School District Transportation Department at 474-9845 or 474-9800.

Information for incoming Grade 9's and their parents:

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
- Highlighter
- Coloured pencils
- Student Agenda – purchase your own
- Pens & pencils
- Calculator (basic scientific)

School shut down/operational details for parents