



August 25, 2021

Dear EMCS Families:

We are looking forward to welcoming you back for the 2021/22 school year. As Principal, I am excited to be returning to my community and joining the students and staff at EMCS.

The school year begins on Tuesday September 7<sup>th</sup> for grade 9s (8:40am-12:00pm) and for all grades (9-12) on Wednesday September 8<sup>th</sup> (all students will attend for the full day). The information included in this package will assist you and your family in preparing for the 2021/22 school year. Remember to check our [school website](#), [school app](#), and the [EMCS Newsletter](#), regularly for more information and updates.

Please note that all staff and students will be required to wear masks when we return to school. Any other information regarding health protocols will be released at a later date once guidelines have been updated by the School District and Ministries.

### Opening Week

#### Tuesday, September 7<sup>th</sup> – Opening Day (Grade 9s only, half day)

**8:40am** Students with last names A–K: will be greeted at the back entrance (playing field side) by Vice Principal Mr. Powell and Counsellor Ms. Jesson and students with last names L–Z: will be greeted at the front entrance by Vice Principal Mr. Mennie and Counsellor Mr. Phipps. Students will receive a schedule as they arrive on the morning of the 7<sup>th</sup>, but they are also available through the My Ed Student and Parent Portal.

8:50am-10:20am- A Block

*Transition*

10:30am-12 noon- B Block

Dismissal: **Busses will begin pick up by 12:10pm.**

#### Wednesday, September 8<sup>th</sup> & Thursday, September 9<sup>th</sup> (all students, all day)

All students will begin their day in their B Block class ([click here for this year's bell schedule](#)). Information about how grades 10-12 students access their schedules is below.

#### Friday, September 10<sup>th</sup> (all students, all day)

Please note Friday schedule has an early dismissal at 2:00pm

### Student Course Schedules

**Grade 9s** – Will receive their schedules when they arrive at school on Tuesday, September 7<sup>th</sup>.

**Grade 10-12s** – Draft schedules will be available in the Student and Family MyEducation BC portal on Tuesday, August 24<sup>th</sup>. Instructions on how to access the portal and view your schedule can be found [here](#). If you have difficulty accessing your account, you can view instructions on resetting your password [here](#) (make sure to use the 'forgot my password' link and keep in mind that you need to remember the email address you usually use to sign into the portal).

**Schedules are subject to change depending on class size and other factors.**

Beginning August 31, counsellors will adjust student schedules based on 2020-2021 final marks, summer school marks, and completion of online courses. Students should check their schedules carefully and submit an online course change form if changes are required due to unsuccessful courses from last school year, summer school or online course completion. **All requests for course changes are made by submitting an [online course change form](#)**

Counsellors have done their best to create schedules that will lead to success, but we rely on you to identify errors. Please look for unbalanced schedules (such as all academics in one semester), missing graduation or post-secondary requirements, gaps, or “See Counsellor” notes. Usually, these indicate that we have done our best to fulfill your requests but need more information.

**All other questions will be addressed after school starts.** A reminder that we do not accommodate student requests for certain teachers or to be in a class with their friends. New registrations who are in catchment will be contacted by their VP, Counsellor or a clerical staff member regarding course selection or incomplete registration information. Course change forms will not be accepted after **September 10, 2021**

## 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–K & International Students:**

Vice Principal: Mr. Todd Powell – [tpowell@sd62.bc.ca](mailto:tpowell@sd62.bc.ca)

Counsellor: Ms. Sharon Jesson - [sjesson@sd62.bc.ca](mailto:sjesson@sd62.bc.ca)

### **Last names L-Z**

Vice Principal: Mr. John Mennie – [jmennie@sd62.bc.ca](mailto:jmennie@sd62.bc.ca)

Counsellor: Mr. Allan Phipps - [aphipps@sd62.bc.ca](mailto:aphipps@sd62.bc.ca)

Information about counselling services can be found [here](#). Students with Individual Education Plans will also be assigned a Support Teacher, who will connect with students and families in September.

## Picture Day

School Photos will be taken on **September 16**. Retakes are on **October 25**.

## School Cafeteria – Eddie M’s

The Cafeteria plans to open in late September, stay tuned for details!

## Medical Alerts

Please inform the front office if your child has any medical conditions of which the school should be aware. If your child is anaphylactic or diabetic, please contact the school to update your child’s anaphylaxis action plan or medical action plan as soon as possible. If your child requires medication during school hours, please contact the front office to complete a medication administration form. If you have any further questions, please contact Vice Principal Mr. Todd Powell.

## Contact Information

Please check your contact details in the Parent Portal - [click here for instructions](#). If you have updates or changes please email us at [emcs@sd62.bc.ca](mailto: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 inclement weather, or emergency.**

## Online Student Consent

Parents & Guardians - Please visit the [online consent portal](#) to provide and/or review consents for your children.

Consents include:

- General Consent for local/walking fieldtrips
- Google Apps For Education (G Suite)
- Internet Access
- Media Release
- Online Learning Platforms
- Student Daily Health check
- KEV School Cash Online
- MyBlueprint
- FreshGrade

## 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](mailto:bussing@sd62.bc.ca).

## Lockers

Lockers are not automatically assigned, those students who would like a locker need to speak to clerical staff to request one. Lockers are the most secure place for storing personal belongings and we encourage students to use them. We urge students not to share lockers or to give anyone else their lock combination. Students are not allowed to bring locks from home or 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.

## Fees

School fees can be paid through the **KEV School Cash System** at <https://sd62.schoolcashionline.com>. The Sooke School District 2021-22 fee schedule can be found [here](#).

- After completing the online consent for School Cash Online, wait 24 hours before logging in to <https://sd62.schoolcashionline.com> and attaching your children.
- Create account login/password by choosing "Get Started Today".
- Students are encouraged to create an account as well.
- You will need to know the student's PEN number (on the report card) in order to complete this process.

## Code of Conduct

The Sooke School District Secondary School Code of Conduct can be found [here](#). Please review this with your child.

## Stay in Touch!

Our District supports all schools with an App that can be found through the QR code below or through the link: <https://emcs.appazur.com/help/flyer>



We will also continue to update our website regularly. The **EMCS Newsletter** is our bi-monthly e-Newsletter students and their families can review throughout the school year. Watch your email for the first EMCS Newsletter which will include more info on our start up in September.

Mike Bobbitt (Principal)