



NEW STUDENT HANDBOOK 2023/2024



EDWARD MILNE COMMUNITY SCHOOL
6218 Sooke Road, Sooke, BC, V9Z 1J1

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WELCOME TO EDWARD MILNE COMMUNITY SCHOOL

About Edward Milne Community School:

Principal: Mr. Bobbitt

Vice Principals: Mr. Powell (A-L) and Mr. Mennie (M-Z)

EMCS is one of three secondary schools in School District 62 (Sooke). We are located on the southern tip of Vancouver Island and have approximately 700 students. Our students come from Sooke and the surrounding area, including the communities of East Sooke, Jordan River, Shirley and Port Renfrew. The total population of this region is about 10,000 people.

EMCS has many features including a 350-seat theatre, an excellent full-service cafeteria, and a beautiful indoor and outdoor setting. This, along with our broad range of course offerings and professional staff, will make your experience here memorable and meaningful. EMCS is a great place to build a solid foundation for your future.

The fact that Edward Milne is a community school means that it is more closely connected to the community than many other schools. Our community school coordinator and staff develop an extensive selection of evening courses for members of the community as well as our own students to take. In addition, we frequently participate with community groups and individuals to plan and produce combined school and community events such as health and career fairs, musical and theatre productions, athletic and cultural events. It is a very productive blend of talents, expertise and enthusiasm that has provided EMCS with a broad spectrum of opportunities.



EMCS BELL SCHEDULE 2023-24

Monday	Tuesday	Wednesday	Thursday	Friday
Welcome bell at 8:35				Welcome bell at 8:35
A 8:40-11:35 Break 10:05-10:15	C 8:40-11:35 Break 10:05-10:15	B 8:40-11:35 Break 10:05-10:15	D 8:40-11:35 Break 10:05-10:15	A 8:40-9:45
				Break 9:45-9:55
				B 9:55 – 11:00
Lunch: 11:35– 12:15 Welcome bell at 12:10				Lunch: 11:00-11:40 Welcome Bell: 11:35
B 12:15-3:11 Break 1:40-1:50	D 12:15-3:11 Break 1:40-1:50	A 12:15-3:11 Break 1:40-1:50	C 12:15-3:11 Break 1:40-1:50	C 11:40 – 12:45
				Break 12:45-12:55
				D 12:55 – 2:01

COUNSELLING

Students are assigned to a Counsellor by last name...

Jessica Crockett

students with last names A to L

jcrockett@sd62.bc.ca

(250) 642-5211 Ext. 1185

Allan Phipps

students with last names M to Z

aphipps@sd62.bc.ca

(250) 642-5211 Ext. 1183

LOCKER INFORMATION

Please come to the office to request a locker.

SCHOOL BUS INFORMATION



As a growing school district, we are committed to providing students with safe school bus transportation to and from school. The transportation website can be found at <https://www.sd62.bc.ca/our-district/transportation> and the contact number is 250-474-9845.

Please note: To register for school bussing, you will need your child's 6 – 7-digit Pupil #.

- You will find the **pupil #** in the MyEducation BC Parent Portal. For instructions please go to www.sd62.bc.ca > Parents & Students > MyEd BC Portal and click on Family Portal Instructions.

Many of the buses and routes fill quickly. Please register close to opening so that you get a spot!

Bus Routes Notification

Bus routes for the 2023-24 school year have been created. Students will be placed on routes as per the address provided during registration. Registrations received by June 30, will receive route schedules via email by mid-summer.

Routes will be posted just prior to route schedules being sent out.

Bus Passes

Bus Passes will be handed out during the first week of school in September.

All fully registered middle and secondary students will receive a pass and must carry it as proof of ridership. Drivers will check for passes. **Students without passes may be refused.**

Permanent bus passes that are misplaced will cost \$10 to replace. Please contact the Transportation Department to replace a bus pass.

Leave something on the bus? Question about a bus route? **Please call 250-474-9845** or email bussing@sd62.bc.ca. During registration, please allow 3-4 business days to receive a response.

CONSENT PORTAL

Parents visit the special consent portal at <https://consent.sd62.bc.ca>



Sooke School District
Online Consent Forms

In order to ensure the privacy of your child's information, please provide an e-mail address that we can use to confirm your identity.

You will be able to use your e-mail address to return to this page at a later time to review your online consents for Sooke School District.

If you have already registered an e-mail address with Sooke School district, please enter that e-mail address here.

E-mail Address:

Next

- Parents can only use the system if they have an email address on record at the school. This means that you need to ensure that the office has your correct email address.
- You will be sent an email with a confirmation code. Enter the code and complete the consent choices listed below:
- If there are numerous siblings in the family, once you have logged on, you will see all of them.
- New accounts take 24 hours/overnight to be created.

Here are the consents that are available to be completed online:

- Aboriginal Education
- Daily Student Health Check Agreement
- FreshGrade Consent
- General Consent for School Fieldtrips/Activities
- Google Apps for Education GAFE (please see the special section on GAFE consents, below)
- Internet Access Consent
- Media Consent
- Online Learning Platforms Consent
- School Cash Online Consent
- My Blueprint Consent

Expiry of Consents

- Some consents (namely GAFE) expire once a student leaves the district and/or graduates.
- Some consents last one school year.
- The system tracks the expiry of these consents. To renew a consent year to year (for Internet access, as an example) a parent simply reconnects to the system next school year. The system will note that the consent has expired and will give parents an opportunity to renew their permission.

Special Consideration – GAFE Consents

- Parents provide consent for their child(ren) to have a SD62 learns Google Accounts by going online to the same website as above: <https://consent.sd62.bc.ca>
- GAFE has a two-tiered consent system in our district. Both parents and students must provide their consents.
- In order for a student to follow these steps, **the parent must have first** given their consent at the URL given above.
 - If a student tries to give consent BEFORE the parent, the system will tell them they can't proceed until the parent consent has been collected.
- Once parental consent has been received, a student can visit the library learning commons to have their Google Account created or they can complete the following steps from home:
 - Students visit the special consent portal at <https://gafe.sd62.bc.ca>
 - Students login with their SD62 username = Pupil number/Student number and password = 123456
 - Write down the new Google account login. (e.g., ab1234@sd62learns.org)
 - The Google Account format is Initial of first name, Initial of last name, last four numbers of the pupil number)
 - The system will tell them what their new username will be (it takes a day to come into effect)

SCHOOL COMPUTERS AND INTERNET ACCESS

EMCS Password Processes



To use any of the online apps and programs designed for EMCS students, consent by a parent or guardian must have first been completed.

Go to: <https://consent.sd62.bc.ca/>

Log in using the parent email on file at school. You will be sent an email with a confirmation code. Enter the code and complete the consent choices for both District Wide Consents and School Level (EMCS) Consent for My Blueprint (found below District wide consents)

To set a password go to:

<http://student-selfserve.sd62.bc.ca>

(Parent/guardian needs to do student online consent choices first. To use this link, you need your Pupil Number, Home Phone Number and Parent Email registered on MyEdBC at the school.)

Use the green "school account login" and use the same credentials as SD62 Intranet/EMCS desktop instructions.

EMCS STUDENT ACCOUNT INFORMATION



To use any online accounts or apps, a parent or guardian must first complete consent forms at: consent.sd62.bc.ca/

All EMCS students have these accounts:

District Account

For signing into wifi, computers and more.



Example

Name: John Doe

Pupil Number: 123456

Username: jd3456

Email: jd1234@sd62.bc.ca

Google (GAPE) Account

For signing into all Google apps.



Example

Name: John Doe

Username: jd3456

Email: jd1234@sd62learns.org

MyEd Account

For course selection, schedule and grades.



For login help see the office.

For login help see the Learning Commons.

How can I reset my Google or district password?

Option 1: Reset it on the Self Service Portal:

<https://student-selfserve.sd62.bc.ca/apps/PasswordReset>

Option 2: Visit the **Learning Commons** during school hours.

WOLVERINE APP



DO IT YOUR WAY.

Get your important updates via app notifications, emails, or text messages.



STAY UP-TO-DATE.

Information from school websites, social media, and much more in ONE place.



STAY ORGANIZED.

Personalized calendar and block schedule.

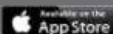


TAKE IT WITH YOU.

Important phone numbers, school info, and websites in one place on your phone & tablet.



GET THE APP!



iPhone/iPad/iPod Touch/Android:

Open your web browser. Type "emcs.appazur.com". Then tap the "App Store" or "Google Play" button.

OR:

Open the "App Store" app on your iPhone/iPad. Search for "EMCS Wolverines". Tap "Get". It's free!

Windows, Mac, & ChromeOS:

Type "emcs.appazur.com" into your browser (Chrome or Safari recommended).

GET STARTED!!

- Tap the menu button (at the top left).
- In the menu, tap "Sign In". Use your school account if you have one. Otherwise: If you have not signed in before, "Sign Up" for a new account.
- Tap "Classes" in the menu, then tap the gear to select your classes.
- Tap "Groups" in the menu, then tap the gear to select your clubs, teams, and other groups that you belong to.
- Tap the menu choice with the gear icon and your name, and pick how you want to receive notifications.

MY BLUEPRINT



[myBlueprint](#) is a web-based platform that provides students with two key tools:

1. It allows students to build a reflection portfolio regarding their learning and planning about [Career-Life Education](#), [Career-Life Connections](#), and [Core Competencies](#). In addition to ongoing learning, these portfolios will help students build their Grade 12 Capstone Project.
 2. myBlueprint will also be the primary tool students use to learn about, and plan career pathways, and to explore post-secondary education, and to select secondary courses for grades 10-12.
- Under the Students tab on the EMCS website, you'll find the link to the myBlueprint log on page.
 - Select "School Account Login"

A screenshot of the myBlueprint login interface. It features two input fields: 'Username/Email' and 'Password'. Below the password field is a 'Forgot Password?' link. A green 'Log In' button is positioned below the password field. Below this, there is a section separated by a horizontal line with the word 'Or' in the center. This section contains two buttons: 'School Account Login' (with a school icon) and 'QR Code Login' (with a QR code icon).

- Select "SD 62 Sooke".

A screenshot of the 'School Account Login' form. It shows a dropdown menu labeled 'School District/School' with 'SD62 Sooke' selected. Below the dropdown is a green button labeled 'Login with School Account'.

- Enter the same username and password you use to log in to school computers and Wi-fi.
- For example: ab3456 for username.

If you have not yet provided consent for your child to use myBlueprint, please do so using the [SD 62 Online Consent website](#).

Parent/Guardians, please use the email we have on record at the school to log in to the online consent page.

MYEDUCATION BC PORTAL

To successfully login in to your MyEd BC Portal, here is how you get started:

It is recommended that you do not setup your account for the first time using a mobile device.
Login on to a home computer.



MyEducation BC Prod 2

Login ID

Password

I forgot my password

Log On

Please use the following to login:
<https://www.myeducation.gov.bc.ca/aspen/logon.do>

Your Login ID:

Students – this is your student number.

Parents - this is the email you provided to the school.

Login Tips:

The Temporary Password: DO NOT copy/paste the password – the copy process sometimes adds a space. It MUST be entered exactly. It is case sensitive.

Criteria to reset a new Password must be followed:

- 8 minimum, 14 maximum characters
- 1 capital letter, 1 lowercase letter
- 1 number
- 1 special symbol or character: # or \$ or ! or @

- Your password cannot contain, first name, middle name, last name, date of birth, personal id or sequential letters or numbers
- Samples of acceptable password: Jan2017\$/Snow999!/Welcome1\$

Write your password down and keep it in a secure area for future reference!

If You Forget Your Password:

1. Enter your Login ID
 - Students – this is your student number.
 - Parents - this is the email you provided to MyEd.
2. Click on “I forgot my password”
3. MyEd will email you a new temporary password.

Passwords are good for 90 days, at which time after a successful login you will be required to create a new password immediately.

Ten unsuccessful login attempts will disable your account and if this happens you will have to wait for it to be re-enabled. You will have to call the school office to request that your account be re-activated. This may take a few days or longer.

Need a password reset? Did not get an email with My Ed logon information? Please contact your child's school.

The screenshot shows a web form for password requirements. A red-bordered error box is overlaid on the form, displaying a large red 'X' and the text: "Your password has expired. Please create a new one." Below the error box, the form includes fields for "Current Password", "New Password", and "Confirm New Password". To the left of the form, a list of password requirements is partially visible: "• Minimum", "• At least", "• At least", "• At least", and "• Can't contain name letters". To the right, the words "middle" and "sequential" are visible. At the bottom of the form are "OK" and "Cancel" buttons.

For more instructions on how to use your parent or student portal please refer to the EMCS website <http://emcs.web.sd62.bc.ca/>

You will find instructions under the students and parents tab for:

- Log on Information
- Password Recovery Instructions

- Viewing Attendance History
- Viewing Student Report Cards
- Viewing Student Schedules
- Viewing Student Transcripts
- Course Selection Instructions

SCHOOL CASH ONLINE



What Is School Cash Online?

School Cash Online is an easy to use and safe way to pay for your children's school fees. Now, with a few clicks, you can pay for your child's yearbook, class trips and so much more from your own home. All you have to do is register an account, attach your children and in no time, you will be able to make payments online. We accept many different payment forms so come in and check us out!

How to Make a Purchase:

Step 1. – Consent for your student's information to be shared with school cash online at <https://consent.sd62.bc.ca/apps/OnlineConsent>; please allow 24 hours for the system to update before proceeding to Step 2.

If you've already done this, please skip to Step 2.

Step 2. – Register for School Cash Online Account at sd62.schoolcashionline.com and "attach" your student in School Cash Online to see their specific fees. You will need your student's PEN number which can be found through your My Ed Parent Portal Login at <https://myeducation.gov.bc.ca/aspen/logon.do>.

Step 3. – To see your student’s specific fees please go to “items” and click on the tab with your student’s name. Step by step instructions can be found here – [School Cash Online How To attach students](#)

If you are unable to see any items , please email or call Aimee, Accounts Clerk, at ascott@sd62.bc.ca.

EDWARD MILNE COMMUNITY SCHOOL MAP

