



August 24, 2023

**Dear EMCS Families,**

We are excited to welcome you to the 2023/24 school year!

The school year begins on Tuesday, September 5<sup>th</sup> for grade 9's and for all grades (9-12) on Wednesday, September 6<sup>th</sup> (all students will attend the full day). The information included in this letter will assist you in preparing for the school year. Remember to check our [school website](#), [school app](#) and our newsletter for further information and updates.

Our office will be open and receiving calls and emails from 8am-3pm August 28<sup>th</sup>-31<sup>st</sup>.

### **Opening Week**

#### **Tuesday, September 5<sup>th</sup> – Opening Day (Grade 9s only, Half Day)**

**8:30-8:45 am** - Students will be greeted by staff in front of the school and be directed to the theatre for an assembly. Information regarding how students access their schedules is on the following page. Grade 9 students will also receive a copy of their schedule from their A block teacher.

9:00 – 9:30 am - Assembly in theatre

9:30 – 10:00 am - A Block

10:00 – 10:30 am - B Block

**10:30 – 10:45 am Break**

10:45 – 11:15 am - C Block

11:15 – 11:45 am - D Block

Dismissal. School busses will begin pickup just after 12pm.

#### **Wednesday, September 6<sup>th</sup> (all students, all day)**

All students will begin their day in their B Block class. Block order: BA ([regular bell schedule](#))

#### **Thursday, September 7<sup>th</sup> (all students, all day)**

All students will begin their day in their D Block class. Block order: DC ([regular bell schedule](#))

#### **Friday, September 8<sup>th</sup> (all students all day)**

All student will begin their day in their A Block class. Block order: ABCD ([regular bell schedule](#))

Fridays are an early dismissal at 2:01pm.



## Student Course Schedules

Draft schedules will be available in the [Student and Family MyEd BC portal](#) by Monday, August 28<sup>th</sup>. **Schedules are subject to change depending on class size and other factors. Final schedules will not be available until the first day of classes. All students will need to check their schedule for any changes on the portal on their first morning of school.**

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). Students new to BC will receive an email from the school by September 1<sup>st</sup>.

There will be extra help available on the first morning of school, particularly for grade 9s who may not be as experienced with the portal as grades 10-12.

Counsellors have done their best to create schedules that will lead to success, but we rely on you to identify errors. Please look for missing graduation or post-secondary requirements, blocks without a scheduled course, or "see counsellor" notes. Usually, these indicate that we have done our best to fulfil your requests but need more information.

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. Changes will only be accommodated if space is available in a requested class. There is a limited window of 10 days to make changes to timetables for Semester 1.**

## 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: Todd Powell

[tpowell@sd62.bc.ca](mailto:tpowell@sd62.bc.ca)

Counsellor: Jessica Crockett

[jcrockett@sd62.bc.ca](mailto:jcrockett@sd62.bc.ca)

### Last names M-Z:

Vice Principal: John Mennie

[jmennie@sd62.bc.ca](mailto:jmennie@sd62.bc.ca)

Counsellor: 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.

## School Year Calendar

The school year calendar that outlines instructional days, holidays and non-instructional days be found [here](#).

## Picture Day

School Photos will be taken on **September 15**. Retakes are on **November 2**.

## Lunchtime & EMCS Cafeteria

For those who would like to purchase lunches at the school, the cafeteria will be open for service later in September. Students should plan to bring their own lunches until the cafeteria is operational.

EMCS is an 'open campus' at breaks and lunch, meaning that students can leave school property during this time. However, they must be on time when returning to the school. There is generally not enough time to visit local businesses during breaks.

## Medical Alerts

Please inform Todd Powell (VP) at [tpowell@sd62.bc.ca](mailto:tpowell@sd62.bc.ca) if your child has any medical conditions of which the school should be aware. If your child is anaphylactic or diabetic, you will work with the school to update your child's anaphylaxis action plan or medical action plan. If your child requires medication during school hours, you will be asked to complete a medication administration form.

## Parent/Guardian 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.**

## School Hours

EMCS bell schedule can be found [online](#). Students need to plan to be at school by 8:35am and leave school by 4pm unless they are scheduled into an after-school class or activity with a teacher or Community Coach. Students who have activities later in the evening may need to arrange alternate plans prior to the activity as the school may not have adequate supervision for extended wait times.

## Attendance Reporting Absences

Regular and punctual attendance is a vital part of student success. District attendance guidelines can be found at the [Code of Conduct link](#). If your child is ill or needs to leave for an appointment, call 250-642-5211 or email [emcs@sd62.bc.ca](mailto:emcs@sd62.bc.ca). We mark these as excused absences. Parents can check their student's attendance through the [My Ed parent portal](#). If a parent has concerns, please contact your child's teacher, Counsellor, or Vice Principal of record.

## Transport

Students who have registered with transportation should have received 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).

## Parking & Student drop off and pick-up

We ask students to walk, bike, or take a school or city bus to school. Students who choose to drive will need to register their vehicle through the EMCS website link <https://emcs.web.sd62.bc.ca/about/parking-passes-student-vehicle-registration/>

To lessen traffic congestion and conflict with school busses, please do not pick up or park along the front of the school by the EMCS sign. Extra room is available at the BC Transit Park and Ride.

## 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 fieldtrips
- Google Apps for Education (G Suite)
- Internet Access
- Media Release
- School Cash Online
- MyBlueprint
- Web-based Applications
- Na'tsa'maht Indigenous Education

## Fees

School fees can be paid through the **KEV School Cash System** at <https://sd62.schoolcashionline.com>. The Sooke School District 2023/2024 fee schedule can be found [here](#).

- After consenting to School Cash Online, wait 24 hrs. before logging in and attaching your student.
- 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.

## Cell Phone Use

Cell phones and electronic devices are not to be used during instructional time unless permitted by teachers for specific assignments. Students are encouraged to keep devices in their backpacks or lockers. Limiting distractions from devices goes a long way toward setting students up for success in their classes. Families needing to urgently contact their child can contact the office at 250-642-5211.

## Resolving Concerns

Guidelines for resolving concerns can be found on the [school district website](#). As a general guideline, communication should remain as close to the 'source' as possible. For example, if the topic pertains to something within the classroom, speak to the classroom teacher.

Please note that we require parents to pre-arrange phone or in-person appointments with staff. Teachers, Counsellors and Vice Principals have busy schedules and we want to make sure they can set aside the time needed to meet with you.

## 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/get-the-app>

We will also continue to update our website regularly. The EMCS Newsletter is released twice a month and contains important information for both students and families to review.

On behalf of all EMCS staff, we look forward to seeing you!

Sincerely,  
Mike Bobbitt (Principal)