



NEW STUDENT HANDBOOK

2026 - 2027



EDWARD MILNE COMMUNITY SCHOOL
6218 SOOKE RD, SOOKE BC
V9Z 0G7
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emcs@sd62.bc.ca

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Welcome to Edward Milne Community School

Principal: Mr. Bobbitt

Vice Principals:

Ms. Phillips

Students with last names A to L

Mr. Perran

Students with last names M to Z

About the school:

EMCS is a secondary school in School District 62 (Sooke). We are located on the southern tip of Vancouver Island and have approximately 775 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.

Territorial Acknowledgement

Sooke District Schools would like to acknowledge the traditional territories of the Coast Salish, specifically T'Sou-ke Nation, on which the school is built; and the nations SD62 works with Beecher Bay, Scia'new Nation, T'Sou-ke Nation, and Nuuchahnulth Pacheedaht Nation to the west. We recognize the territory and nation. We thank them for sharing this beautiful land.

Hych'ka – Coast Salish

Kleco Kleco – Nuuchahnulth

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. 3363

Allan Phipps

Students with last names M to Z

aphipps@sd62.bc.ca

(250) 642-5211 Ext. 3362

MyEducation BC Portal

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

Do not setup your account for the first time using a mobile device. **Login using a computer.**



English (De...)

BRITISH COLUMBIA MyEducationBC

BC - Production

Login ID

Password

Trouble logging in?

Log In

Request Account

Please use the following to login: 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.

MyEd is used for:

- Log on Information
- Password Recovery Instructions
- Viewing Attendance History
- Viewing Student Report Cards
- Viewing Student Schedules
- Viewing Student Transcripts
- Course Selection Instructions

For instructions on how to use MyEd, please refer to the 'MYED BC' tab on the EMCS website: emcs.web.sd62.bc.ca/

School Consent Forms

Parents and guardians must complete consent forms at: consent.sd62.bc.ca

- Complete these forms ASAP as consents take 24 hours to be processed, and students cannot access computers or go on field trips until completed.
- Please review **all** consent forms (see list below)
- Consent forms must be completed **annually**.
- You must log in using the same email that you used to register your child with the school.

| Consent Forms | | |
|--|----------------------|----------------------|
| District-Wide Consents | | |
| General Consent for School Fieldtrips/Activities | View | Text |
| Google Apps For Education Consent | View | Text |
| Internet Access Consent | View | Text |
| Media Consent | View | Text |
| NA'TSA'MAHT Indigenous Education | View | Text |
| School Cash Online Consent | View | Text |
| Web-based Applications General Consent | View | Text |
| School Level Consents | | |
| Edward Milne | | |
| MyBlueprint Consent | View | Text |
| Test Consent | View | Text |

Digital Accounts and Logins

EMCS students have several digital accounts and logins that they need to use for school purposes. Once Parent/Guardians complete consent forms, students can visit the EMCS Library Learning Commons to get set up with their accounts.

The [Cheat Sheet](#) and [Student Accounts Overview](#) are available for your reference below.

EMCS LOGIN CHEAT SHEET



When you see any **Google logo**, use your username followed by:

Sign in to your
Chromebook

Email or phone

[Forgot email?](#)



When you see the **Sooke School District logo**, use your username followed by:

Sign in

Sign-in hosted by login.microsoftonline.com

TIPS:

- Neither email working? Use *just* your username:
Example: az1234
- Remember: Your password is the same for both your Google and your SD62 logins.

STUDENT ACCOUNTS OVERVIEW

Parent/guardian consent forms must be completed first at: consent.sd62.bc.ca/

Students get the same username for both their **District** account and their **Google** accounts. Usernames follow the format of: Initial of first name, Initial of last name, last four numbers of the pupil number

Username example:
az1234

Password: Same for both District and Google accounts (student chooses their own)

Use your **District** Account for...

Use your **Google** Account for...

Email:

username@sd62.bc.ca



Chromebooks & Computers



Follett
Library



EMCS App



brightspace
by D2L



sd62login



myBlueprint

Email:

username@sd62learns.org



Google Apps



Gmail



Google Classroom



Google Drive



For login or password assistance **visit the EMCS Learning Commons** or reset your own password at: student-selfserve.sd62.bc.ca

Use MyEd for... **Course selection, schedule and grades.**



Username: Student/Pupil Number (7 digits long)

Password: Student created



For MyEd password resets [email ckennedy@sd62.bc.ca](mailto:ckennedy@sd62.bc.ca) or visit the office.

[myBlueprint](#) is a web-based platform students can use to learn about and plan career pathways, and to explore post-secondary options.



Login Instructions:

1. Go to the Counselling tab of the EMCS website and click on myBlueprint.
2. Once on myBlueprint's website, select **School Account Login** then **SD 62 Sooke**
3. Enter your school district username and password

Username/Email

Password [Forgot Password?](#)

Log In

School District/School

Login with School Account

Or

[School Account Login](#)

[QR Code Login](#)

Wolverines 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.

School Cash Online



Paying for school items just got easier!
Sign up to get started today.

What is School Cash Online?
School Cash Online is an easy to use and safe way to pay for your children's school fees.
[Learn more](#)

Register **Sign In**

The graphic features a pair of orange sneakers on the right side. The background is light yellow with faint green checkmarks and the word 'Read' visible.

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/aspden/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 Melissa, Accounts Clerk, at msmith@sd62.bc.ca.

Timetable Information

EMCS TIMETABLE

WITH BELL SCHEDULE

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

HOW TO READ YOUR TIMETABLE

Block

Semester

Class

Class Location/Teacher



Use the course column to determine the correct block, not this column.

| Course | Description | Room | Teacher | Term | Schedule | Credi |
|-----------------|-------------------------------|-----------|-------------------|------|-------------|--------|
| MCE--09-90/S1 | CAREER EDUCATION 9 | | Spalding, Lisa | S1 | 5(1-5) | 0.0000 |
| MSTX-0BFDS-10/A | SKILLS EXPLORATION 10B: FOODS | 1100 | Hogan, Maria | S1 | A(1,5) B(3) | 4.0000 |
| MSS--09-50/A | SOCIAL STUDIES 9 | 2028 | Garson, Alexander | S2 | A(1,5) B(3) | 0.0000 |
| MSC--09-20/B_ | SCIENCE 9 | 1139 | Barton, Alison | S1 | A(3) B(1,5) | 0.0000 |
| MSTX-0BMTL-80/D | SKILLS EXPLORATION 10B: METAL | Metalwork | Baker, John | FY | C(4) D(2,5) | 4.0000 |

The highlighted class is **Foods** and takes place in **A block** of **Semester 1**, in **room 1100** with **Mrs. Hogan**.

'FY' means this course runs for the entire school year, not just one semester.

Lockers

Please come to the office to request a locker.

School Bus Information

For all information relating to school transportation, please contact:

Website: www.sd62.bc.ca/our-district/transportation

Phone: 250-474-9845

Email: bussing@sd62.bc.ca

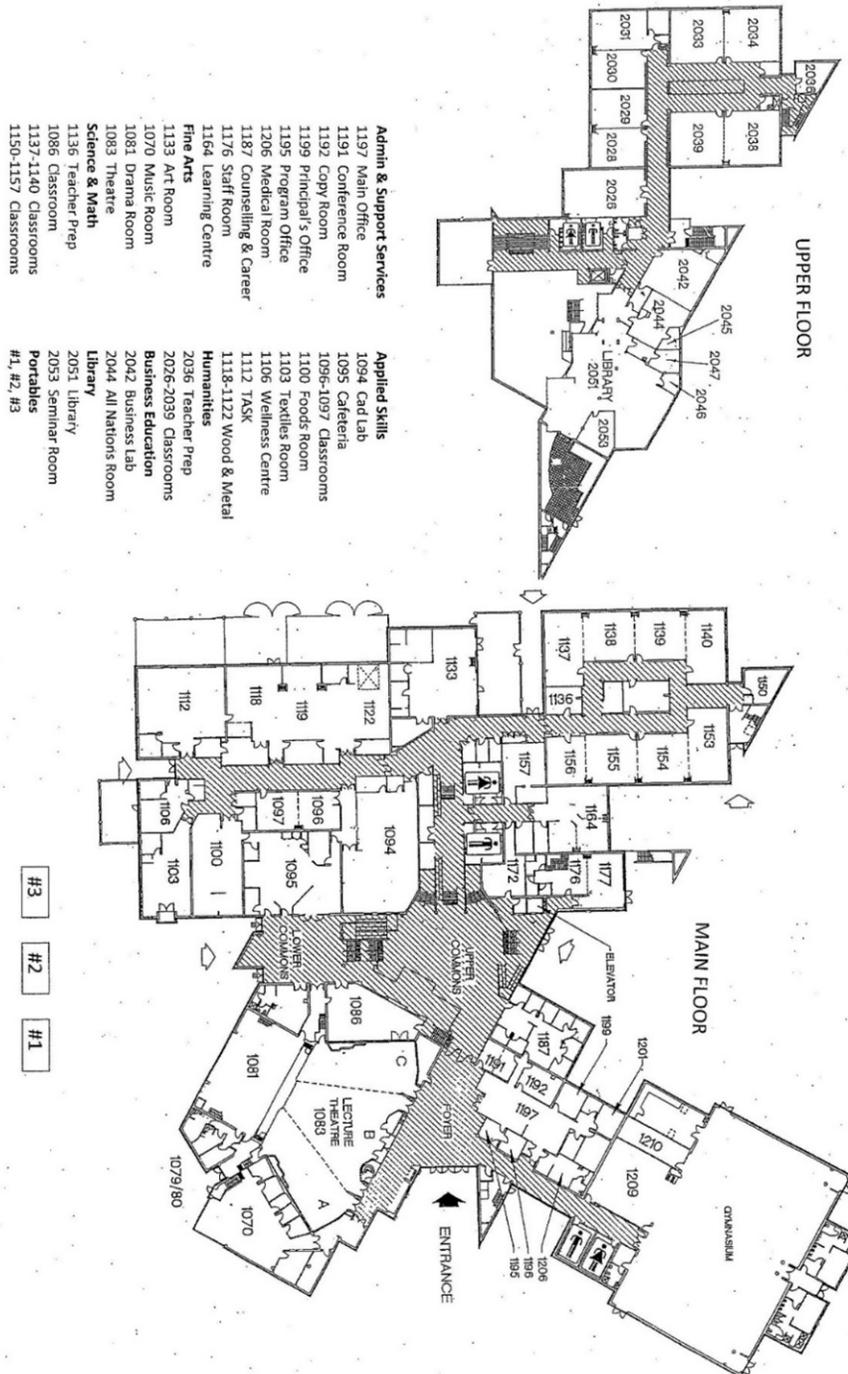
Register **ASAP** as buses and routes fill quickly.

Late Applications: Registrations submitted after the spring, including those for new students, will be processed on a first-come, first-served basis for eligible riders on existing routes.

Fee Waiver Process: families facing financial hardship please reach out to your Vice-Principal of record to complete a fee waiver.

School Map

EDWARD MILNE COMMUNITY SCHOOL



- Admin & Support Services**
 - 1197 Main Office
 - 1191 Conference Room
 - 1192 Copy Room
 - 1199 Principal's Office
 - 1195 Program Office
 - 1206 Medical Room
 - 1187 Counselling & Career
 - 1176 Staff Room
 - 1164 Learning Centre
 - Fine Arts**
 - 1133 Art Room
 - 1070 Music Room
 - 1081 Drama Room
 - 1083 Theatre
 - Science & Math**
 - 1136 Teacher-Prep
 - 1086 Classroom
 - 1137-1140 Classrooms
 - 1150-1157 Classrooms
- Applied Skills**
 - 1094 Cad Lab
 - 1095 Cafeteria
 - 1096-1097 Classrooms
 - 1100 Foods Room
 - 1103 Textiles Room
 - 1106 Wellness Centre
 - 1112 TASK
 - 1118-1122 Wood & Metal
 - Humanities**
 - 2036 Teacher Prep
 - 2026-2039 Classrooms
 - Business Education**
 - 2042 Business Lab
 - 2044 All Nations Room
 - Library**
 - 2051 Library
 - 2053 Seminar Room
 - Portables**
 - #1, #2, #3