

Ottewell School

“WHERE EXCELLENCE IS THE STANDARD”

Student Welcome Package 2018-2019 School Year

Dear Students and Parents/Guardians;

Welcome to a new year at Ottewell Junior High School! This letter contains information for students starting in the 2018-2019 school year. School summer general office hours are 8:30 a.m. to 3:30 p.m. until the first day of school which will then switch to regular office hours of 8 a.m. to 3 p.m.

First Day of School

The first day of school is Tuesday, September 4, 2018. Homeroom lists will be posted in the front foyer. The first bell will ring at 8:20 a.m. At this time, students should be moving to their homerooms. At 8:25 a.m., we officially begin the day in period 1 with announcements. This first period will be dealing with the information and administration of starting the new school year. For the rest of the day student will follow their regular timetable beginning in period 2. Please find included a copy of this year's Daily Bell Schedule.

Grade 7 'Sneak-A-Peek'

On Friday, August 31, 2018 from 10:00 a.m. to 11:30 a.m., we will be hosting our annual Grade 7 "Sneak-A-Peek" event and we hope that you will be able to join us. This has been a huge success in the past with as many as 90% of our new Grade 7's attending. At the "Sneak-A-Peek", the Grade 7 students will have a chance to find their homerooms, navigate through their timetables by moving from classroom to classroom and meet with their teachers without the hustle and bustle of the busy hallways. It is an excellent opportunity to become familiar with the school before the first day begins. While students are busy learning about Ottewell, parents are invited to meet the school administration team in the library.

SchoolZone and Google Classroom

Parents are strongly encouraged to be checking SchoolZone regularly for updated School News and Announcements, the School Calendar of events and activities, updated Individual Student Reports posted at regular intervals, and Class News with homework and test dates. Please go to schoolzone.epsb.ca and login. If you require assistance with your parent login please call the school for assistance beginning on August 29th . Parents are requested to use the parent login and not their student's login to access information. In addition, teachers may use Google Classroom to support students in an online environment. Please contact your teacher for more information.

Transportation

Most Ottewell students travel to school by city buses called 'School Specials' provided by Edmonton Transit. Bus passes are sold at the school before school and at lunch prior to the end of each month. Rates for the 2018-2019 school year will depend on the location of the home to the school. Edmonton Public Schools' Department of Student Transportation works closely with E.T.S. to provide them with information about neighborhoods in which our students reside. E.T.S. watches the number of student riders closely and reacts as needed to institute school specials required to meet the need of students. Payment can be made online through SchoolZone and will be ready soon. For more information please visit this website. <https://www.epsb.ca/schools/gettoschool/buspasses/>



Ottewell School

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School Supplies

Information regarding student supplies will be passed on in every class during the first few days of school. However, if you wish to purchase some of the basic supplies required of most classes, here are some of the necessities:

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|------------------------------------|--------------------------------------|
| (10) HB pencils | (10) ink pens (blue or black) |
| (1) package of pencil crayons | (3-4) 3-ring binders |
| (2) 3-holed paper packages (lines) | (1) 3-holed paper package (no lines) |
| (10) dividers for binders | (1-2) highlighters |
| (1) Combination Lock | |

Students **MUST** have a combination lock for their locker on the first day of school (this can be purchased at the school for \$7, **no key locks permitted**). *Please review how to use the combination lock before school starts.* Items such as calculators and geometry sets will be a topic for discussion the first few days of school. Teachers will provide further details.

Communication

At Ottewell School, we know that communication is key between students, parents, and school staff. Always feel welcome to contact teachers or administrators by emailing or calling the school office. Staff emails are in the format *firstname.lastname@epsb.ca* and general email, or to report a student absence/late, can be sent to *ottewell@epsb.ca*.

Technology

We have made it a priority at Ottewell School to provide our students with access to technology to support their learning through school based technology in classrooms and other areas of the school. Many teachers will also make extensive use of Google G-Suite for Education which is accessible through SchoolZone. Students may choose to bring their own mobile technology to class however, *smartphones are not recommended as a primary tool and their use will be up to the discretion of individual teachers.*

Dress Code

Students and parents are encouraged to review our dress code under *For Students > Student Services* on our website - <http://ottewell.epsb.ca/> prior to back-to-school shopping.

Assessments For and Of Learning

Our school's more detailed Assessment Plan can be found at <http://ottewell.epsb.ca/aboutourschool/schoolassessmentplan/> Students and parents should know that there are two types of "marks" recorded in the gradebook. The first, Assessments For Learning, are assessments for practice and feedback; they give both the student and teacher feedback as to how the learning is going so adjustments can be made. The second, Assessments Of Learning, are assessments for evaluation that are usually done at the end of units; they are used to determine students' overall achievement in relation to curricular outcomes. We have a school-wide process for ensuring both Assessments For and Of Learning are completed by all students; students have catch-up days and times during the lunch hour if they need to catch up on their AFLs or AOLs.

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Attendance

Under the School Act, regular attendance is compulsory for junior high school students; being in class every day and on time is crucial to students being academically successful. Parents, please call or email ottewell@epsb.ca to report your child's absences. Our school administration employ a variety of interventions to support students when attendance is an issue, including attendance letters, phone calls home, meetings with parents, referrals to our school social worker, and referrals to the Attendance Board.

Language other than English and Option Selections

It is policy of Edmonton Public Schools for all students to be enrolled in another language other than english until Grade 9. Choose one of the following language choices

- French as a Second Language
- Chinese Language & Culture (Beginner)
- Bilingual Mandarin (Must have studied Bilingual Mandarin in Grade 6 or meet our requirements as determined by our Mandarin teacher)

Timetables

Students will receive their timetables on the first day of school. Homerooms are based on a number of academic and school operational reasonings including but not limited to second language selections, option programing, class size and gender balancing. Homeroom changes will NOT be entertained except when academic reasons warrant. Option changes will begin on the third day of school and will only be done if there is an available seat in the requested option and a parent/guardian has signed the option change form.

Fees

Information on school fees will be given to individual students on the first day of school. Fee payment will be not be accepted until then. We will be **highly encouraging** all school fees and field trip payments to be complete on SchoolZone. Further information on how to process payments will be provided soon.

School Administration

The school administration is available to support students and their families to achieve academic success. To help organize the work in the office we have seperated the student body alphabetically by surname.

STUDENT SURNAMES A - L

Mr. Kyle Wagner, Assistant Principal
kyle.wagner@epsb.ca

STUDENT SURNAMES M - Z, AND ALL STUDENTS ON LEARNING SUPPORT PLANS

Mrs. Tina Andriachuk, Assistant Principal
tina.andriachuk@epsb.ca

The staff at Ottewell are looking forward to an amazing school year ahead. There have been many changes to the physical building and our learning areas to match the excellent work that our staff do everyday. We look forward to working with the school community to ensure success for every student. Please feel free to reach out to your child's teachers or administration with any concerns you have to partner in the support of our students.

Best wishes for a great school year!

Mike Morison
Principal

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“TOP TEN” FOR OTTEWELL STUDENTS AND PARENTS

To ensure an amazing junior high experience, we offer you the top 10 ways to totally love Ottewell School.

10. Remember, you have both Rights and Responsibilities as a student at Ottewell. Stand up for your Rights and live up to your Responsibilities. At Ottewell, we talk about ‘Being Kind to One Another’ and “Treating People How We Like to Be Treated”.
9. Bring at least a binder with paper, a pen and pencil on the first day. Teachers will be handing out a supply list for their classes.
8. Keep your locker clean, well organized, and locked at all times. You should consider a small shelf units available at places such as Staples and Wal-Mart.
7. Parents, take an active interest in your child’s work. Communicate with the school early if your child has any special needs, worries or concerns. If your child is avoiding or struggling to keep up with homework, notify the teacher as soon as possible. Leave a voicemail at the school or send the teacher an email.
6. Students should spend up to one hour doing homework, studying for assessments, or at least 20 minutes of concentrated academic reading. Distractions such as social media, TV, phones, texts, or computer games can easily distract the student during this time.
5. Use SchoolZone. Students and parents will each have their own accounts. This site will show school news, students’ marks, and link to important class information about homework and assessment dates.
4. Take advantage of Ottewell’s “Excel Block” (formally SQUIRT). Your teacher will assist you with a quiet time to focus on literacy, numeracy and personal support to achieve excellence.
3. Keep up with your assessments and homework. If you are on a catch up list, make sure you go to the assigned room at lunch and complete the assessment, putting in your best work. Parents will be notified if making up assessments becomes an ongoing concern.
2. Attend school regularly and on time. Attendance has a very big impact on academic success. You need to be in the classroom to learn by listening to the lesson, participating in class and getting involved in class discussions. Have a positive attitude and show your teachers respect as they are here to help you succeed. If you have any concerns about a mark or problem with another student, talk to your teacher immediately.
1. Get involved in the Ottewell community and ask for help when you need it! There are many clubs, teams and activities. Tryout for anything you are interested in. Intramurals at lunch hour have homerooms competing against each other. You receive the most points just for participating. There are clubs and extracurricular activities for a variety of student interests - listen to the Announcements everyday to stay informed. If you have any problems or issues talk to your teacher or an administrator in the office. We are here to make your experience at Ottewell the best ever!

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Daily Bell Schedule 2018 – 2019

Morning Warning Bell	8:20 a.m.	
Period 1	Begin 8:25 a.m.	End 9:18 a.m. (53 mins)
Period 2	Begin 9:21 a.m.	End 10:11 a.m. (50 mins)
Snack Break	Begin 10:11 a.m.	End 10:21 a.m. (10 mins)
Period 3	Begin 10:21 a.m.	End 11:11 a.m. (50 mins)
Period 4	Begin 11:14 a.m.	End 12:04 p.m. (50 mins)

Lunch Break	Begin 12:04 p.m.	End 12:44 p.m. (40 mins)
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Afternoon Warning Bell	12:39 p.m.	
EXCEL	Begin 12:44 p.m.	End 1:02 p.m. (18 mins)
Period 5	Begin 1:05 p.m.	End 1:55 p.m. (50 mins)
Period 6	Begin 1:58 p.m.	End 2:48 p.m. (50 mins)

**Thursdays Early Dismissal at 2:00 p.m.*