

# Ottewell School

“WHERE EXCELLENCE IS THE STANDARD”

Dear Grade 7 Students and Parents/Guardians,

## Welcome to Ottewell Junior High School!

We're thrilled to have you join our school community this fall. This letter contains essential information to help you prepare for the upcoming school year, including details about our 'Sneak-a-Peek' event, school supplies, bell schedule, and more. For current EPSB students, language and option selections can be completed through the student's SchoolZone account starting May 1st. Students new to EPSB will need to fill out the form (included) and either email or drop it off at the school. If you have any questions not addressed here, please don't hesitate to reach out to us via phone or email: [ottewell@epsb.ca](mailto:ottewell@epsb.ca).

## First Day of School

Mark your calendars! The first day of school is Thursday, August 29th, 2024. Homeroom lists will be posted in the front foyer. The first bell will ring at 8:16 a.m., signaling students to head to their homerooms. At 8:20 a.m., we officially kick off the day in period 1 with announcements. Teachers will then guide students through the necessary information and administrative tasks to start the new school year. The rest of the day will follow a modified schedule to help students acclimate to new routines, teachers, classmates, and the building. It's sure to be an exciting day! You'll find a copy of next year's Daily Bell Schedule included in this document for your reference.

## Grade 7 'Sneak-A-Peek'

Join us on Tuesday, August 27th, 2024, from 10:00 a.m. to 11:30 a.m. for our annual Grade 7 "Sneak-A-Peek" event. During this time, Grade 7 students will have the opportunity to locate their homerooms, set up their lockers, navigate their timetables by moving from classroom to classroom, and meet their teachers in a relaxed setting, free from the hustle and bustle of busy hallways. It's an excellent chance to become familiar with the school before the official start of classes. While students explore Ottewell, parents are invited to join the school administration team in the gym for a "Welcome to Ottewell" session.

## Transportation

Most Ottewell students commute to school via city buses known as 'School Specials' provided by Edmonton Transit. Bus passes can be purchased through SchoolZone or at the school before the morning bell and during lunchtime. Passes are available at the end of the preceding month and the beginning of each month. The current monthly bus pass rate is \$55, with rates for the 2024 - 2025 school year to be announced later. Edmonton Public Schools' Student Transportation collaborates closely with E.T.S. to ensure they have the necessary information about our students' neighbourhoods. E.T.S. monitors student ridership and adjusts as needed to meet student needs by implementing required school specials.

## School Open and Closing

To ensure flexibility for our families with varying transportation needs, Ottewell Junior High School opens its doors to students at 7:30 am each morning. Additionally, students are welcome to remain on campus for as long as necessary after school hours. During this time, students are expected to stay in the hallway adjacent to the gymnasium. This arrangement provides a safe and supervised environment for students both before and after regular school hours.

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***Did you get your t-shirt? All new Titans should have received a "Titans" t-shirt.  
If not, please email [ottewell@epsb.ca](mailto:ottewell@epsb.ca), indicate the size required & the child's current 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. To prepare for the first day of classes, we ask that you purchase the basic supplies required for most classes.

- |                                     |                                      |
|-------------------------------------|--------------------------------------|
| (1) Combination Lock - REQUIRED     | (10) ink pens (blue or black)        |
| (10) HB pencils                     | (3) Different coloured highlighters  |
| (1) package of pencil crayons       | (3) 3-ring binders - 2" - 3" size    |
| (2) 3-holed paper packages (lines)  | (1) 3-holed paper package (no lines) |
| (3 packs of 5) dividers for binders |                                      |

It's essential for all students to have a combination lock for their lockers. These locks can be purchased at the school for \$8.50 each, and please note that key locks are not permitted. Before the school year begins, we strongly encourage students to review how to use the combination lock properly. Additionally, specific items such as calculators and geometry sets will be discussed during the first few days of school. Teachers will provide further details regarding these items and their usage.

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## **Technology**

At Ottewell School, we prioritize providing students with access to technology to enhance their learning experience. While students may opt to bring their own mobile technology such as Chromebooks or laptops to class, it's important to note that **smartphones and smartwatches are not permitted in the classroom and should be stored in lockers during class time.**

## **Dress Code**

Our school adheres to Edmonton Public Schools' dress code policy, which promotes a welcoming, respectful, inclusive, safe, and healthy learning environment. We ensure that our dress code is fair, dignified, and non-discriminatory, respecting students' rights regardless of race, gender, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, socio-economic status, or body type. Student safety is paramount, and therefore, attire that poses a safety hazard is not permitted. Lanyards are also prohibited from being worn around students' necks.

## **Backpacks**

To maintain an organized and safe learning environment in our classrooms and hallways, **students are not allowed to carry or bring backpacks to class.** Instead, they may use the string bag provided by the school.

Please do not hesitate to contact the school by calling 780-466-7331 or by email at [ottewell@epsb.ca](mailto:ottewell@epsb.ca) should you have any questions, or concerns, or need assistance with course selection. Welcome to Ottewell School! We are excited to meet all of our new Titans in the fall!

Sincerely,



Jason Smith  
Principal

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## Daily Bell Schedule 2024 – 2025\*\*

	Begin	End
Warning Bell	8:16 a.m.	
Period 1	8:20 am	9:19 am (59 min.)
Period 2	9:22 am	10:16 am (54 min.)
Snack Break	10:16 am	10:26 am (10 min.)
Period 3	10:26 am	11:20 am (54 min.)
Period 4	11:23 am	12:17 pm (54 min.)
Lunch Break	12:17 pm	1:07 Warning bell 1:12 pm (55 min.)
Period 5	1:12 pm	2:06 pm (54 min.)
Period 6	2:09 pm	3:03 pm (54 min.)

### Thursday

Period 1	8:20 am	9:19 am (59 min.)
Period 2	9:22 am	10:16 am (54 min.)
Snack Break	10:16 am	10:26 am (10 min.)
Period 3	10:26 am	11:20 am (54 min.)
Period 4	11:23 am	12:17 pm (54 min.)
Lunch Break	12:17 pm	1:07 Warning bell 1:12 pm (55 min.)
Period 5	1:12 pm	2:06 pm (54 min.)

\*\*Subject to Change

## Option selection opens on SchoolZone on **May 1st, 2024**

### Availability and Enrollment:

- Please note that option courses are subject to availability depending on enrollment. Option classes with low enrollment may be cancelled.
- Not all option courses are offered at all times in our timetable, so students may not be able to take a certain class if it is not available during their preferred time slot.

### Preferred Course Placement:

- Every effort will be made to accommodate students in their preferred courses within the restrictions of the timetable.
- Students are sorted by software, so the timing of request placement does not impact the outcome.

### Option Change Requests:

- If mistakes are made during option selection, students may request an option change in the fall. Forms for such requests will be available in the school office.

### Option Fees:

- Fees are charged per course and vary by grade and subject. Fees will be added to SchoolZone in the fall and can be paid online.

## A Quick Guide to Selecting a Second Language:

### Beginner French:

- Ideal for students new to French or those who need to strengthen their foundational knowledge.
- Covers basic expressions, questions, alphabet, numbers, months, days, beginner vocabulary, and simple sounds.
- The language of instruction is partially in French with English support. All students are encouraged to engage in listening, reading, speaking, and writing French.

### Advanced French:

- Suitable for students with prior experience in French who are comfortable with basic language elements.
- Focuses on building upon foundational knowledge, polishing language skills, and enhancing language proficiency.
- The language of instruction is mostly in French.

### Chinese Language and Culture:

- Intended for students interested in learning a new language and exploring Chinese culture.
- Develop communication skills in spoken and written Chinese.
- Utilizes various teaching methods such as music, role-playing, audio/visual materials, pair and group work to enhance language learning and interest in Chinese culture.

## OPTION SELECTION FORM (NON-EPSB Students)

Please print and return this form to [ottewell@epsb.ca](mailto:ottewell@epsb.ca)

Student first name:

Student last name:

PHONE:

Parent(s) Name(s):

Has your child been **accepted** into the Gifted and Talented Program?  Yes  No

Has your child **enrolled** in the Academic Enrichment Program?  Yes  No

Is your child **enrolled** in the Mandarin Bilingual Program?  Yes  No

### STEP 1: Compulsory Language Course: ✓ - ONE ONLY

- French as a Second Language (**beginner**)
- French as a Second Language (**advanced**)
- Chinese Language & Culture (**beginner**)
- Bilingual Mandarin (need to have studied Bilingual Mandarin in grade 6 or be fluent already)\*

\* Students in Mandarin Bilingual have less option time in their schedules due to second language requirements.

### STEP 2: Select 8 options and rank them from #1 (want the most) to #8. Descriptions on next page.

- Art (Full year)
- Band (Full year)
- Computer Applications
- Construction
- Drama
- Environmental Outdoor Education
- Film Studies
- Foods Studies
- Forensic Science
- Leadership
- Photography
- Sport Fitness

Here's a detailed overview of the option courses available at Ottewell School:

**Art (Full Year Option):**

- Students engage in a multi-phase creative process, exploring various arts activities and projects including sketching, drawing, sculpture (wire, wood, plasticine), and other media to create artworks.

**Band (Full Year Option):**

- This program offers students the chance to learn a woodwind, brass, or percussion instrument, regardless of prior musical experience. The school band performs at concerts, festivals, and presentations.

**Computer Applications:**

- Students delve into modern technologies such as 3D printing, coding, and robotics to foster curiosity and creativity.

**Construction:**

- An introduction to construction fabrication processes through hands-on project work. Students learn tool and machine safety, project planning, construction finishing, and shop safety.

**Drama:**

- Students explore theatrical games, concentration exercises, mime, vocal exercises, speeches, monologues, video broadcast techniques, creativity, and improvisation.

**Environmental Outdoor Education:**

- An opportunity for students to engage in outdoor activities such as shelter building, archery, skiing, fishing, and camping, while learning about the environment.

**Film Studies:**

- Students analyze movies across various genres, complete related projects and questions, review professional movie reviews, and discuss key elements of film.

**Food Studies:**

- Students work in teams to interpret recipes and prepare dishes from around the world, participating in food challenges like muffin makeover and casserole creation.

**Forensic Science:**

- Students examine crime scenes, analyzing handwriting, hair samples, fibers, blood typing, and fingerprint samples.

**Leadership:**

- Students develop leadership skills, teamwork, creativity, communication, and citizenship by planning events within the school and volunteering in the community.

**Photography:**

- Students learn digital photography basics, including image composition and editing techniques.

**Sport Fit:**

- Designed for students interested in physical activity and fitness improvement, offering activities like yoga, rock climbing, Zumba, weightlifting, and kickboxing.


These diverse options provide students with opportunities to explore their interests and develop new skills throughout the school year.

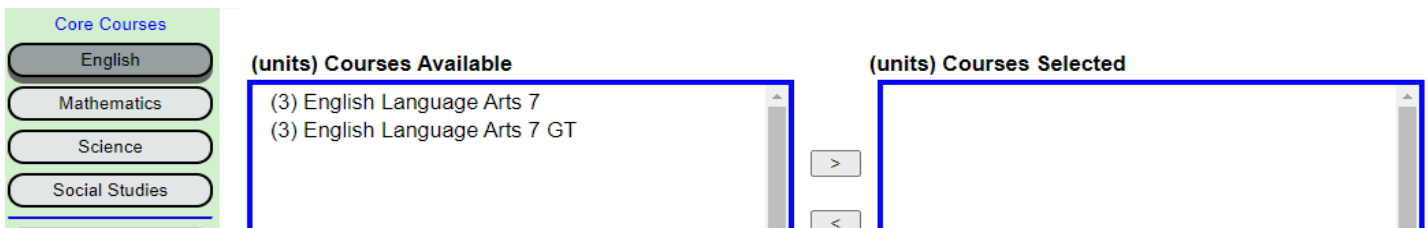
## OPTION SELECTION PROCESS (EPSB Students)

- 1) Consider the option course information provided and make a list of EIGHT courses you would like to take
- 2) Login to SchoolZone using the student account. OSCR cannot be done through the parent account.

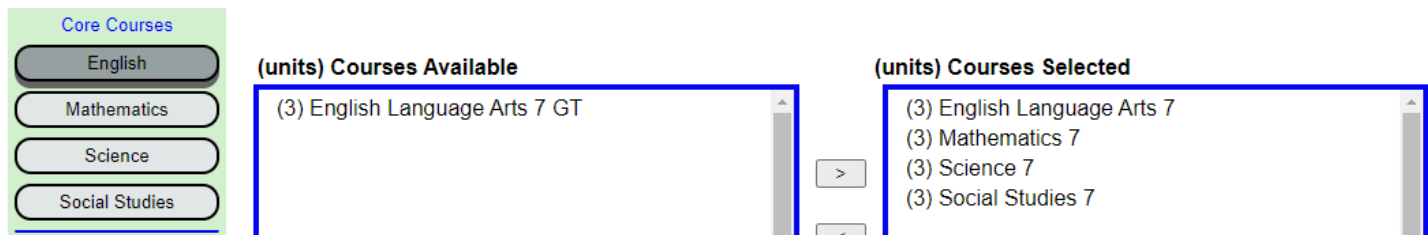


- 3) Open OSCR (Online Student Course Requests)
- 4) OSCR will bring you to a start page with your available English Language Arts classes
  - Students who have been accepted in the Gifted & Talented program will select English Language Arts 7 GT
  - Students who have enrolled in the Academic Enrichment program will select English Language Arts 7 AEP
  - All other students will select English Language Arts 7

Click your English Language Arts class and then click the  arrow to move to the Courses Selected list.



5) In most cases, when you choose your English class, Math, Science and Social Studies will also move to the selected courses list. In other cases, just English will move to the selected Courses list.



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6) You will now click the Mathematics button and select your Math class. Then choose your Science and Social Studies classes.

**\*\*IMPORTANT\*\*** Students in the **Mandarin Bilingual** program must remove “Mathematics 7” and select the Mandarin math class that fits their program.

The screenshot shows a course selection interface. On the left, there are two columns of buttons: 'Core Courses' and 'Option Courses'. Under 'Core Courses', 'Mathematics' is highlighted. Below it are buttons for English, Science, and Social Studies. Under 'Option Courses', there are buttons for Phys. Ed. / CALM, Second Languages, CTS, and Fine Arts. The main area is divided into two boxes: '(units) Courses Available' and '(units) Courses Selected'. The 'Courses Available' box contains a list of Mathematics 7 classes: (3) Mathematics 7, (3) Mathematics 7 AEP, (3) Mathematics 7 G&T, (3) Mathematics 7 Mandarin, (3) Mathematics 7 Mandarin AEP, and (3) Mathematics 7 Mandarin G&T. Between the two boxes are navigation buttons: '>', '<', '<<', and 'Alt >'. The 'Courses Selected' box is currently empty.

7) Physical Education and second language courses are required for Junior High students. Physical Education.

- Select Physical Education (Male or Female)

8) Select your language class by clicking on the class and using the  button to move it over. See the notes below.

- Chinese Language & Culture 7 - no experience with Mandarin required
- Bilingual Mandarin - must be currently in a Bilingual Mandarin class or a fluent speaker
- French as a Second Language “Beginner” or “Advanced”

At this point check your “Course Units Selected” number. For French and Chinese Beginner students the total should be 18. Mandarin Bilingual students should be 21.

The screenshot shows the course selection interface with several courses selected. In the 'Courses Available' list, '(1) French as a Second Language 7 ADVANCED' is highlighted. The 'Courses Selected' list contains: (3) English Language Arts 7, (3) Science 7, (3) Social Studies 7, (3) Mathematics 7 Mandarin AEP, (3) Physical Education 7 ACTIVE LIVING, and (3) French as a Second Language 7 BEGINNER. At the bottom, it states 'Minimum Course Units Required: 24' and 'Maximum Units Allowed: 24'. The 'Course Units Selected' total is 18. A note at the bottom right says '\* Drag and Drop request courses in preferred order.'



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9) To select your options you will need to click on the left-hand tab. Choose your option courses.

- Full-year options (BAND and ART) have a unit value of 3 because they last all year and are in FINE ARTS.
- Trimester options only last 3 months and have a unit value of 1 and are in OPTION GROUP A.
- Most students should have 6 course units of options.
- Mandarin Bilingual students get 3 units of options.

The units for each individual course are in brackets to the left of the course name.

Core Courses

English

Mathematics

Science

Social Studies

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Phys. Ed. / CALM

Second Languages

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Option Courses

CTS

Fine Arts

Option Group A

**(units) Courses Available**

- (3) Art 7
- (3) Band 7
- (3) Communication and Media 7
- (3) Drama 7

Core Courses

English

Mathematics

Science

Social Studies

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Phys. Ed. / CALM

Second Languages

---

Option Courses

CTS

Fine Arts

Option Group A

**(units) Courses Available**

- (1) Environment Outdoor Education 7
- (1) Food Studies 7
- (1) Leadership 7
- (1) Sport Fit 7

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10) Using your mouse, click the courses and arrange your **option courses into order by preference**. Your “Course Units Selected” **MUST total 24 for a full timetable**.

Minimum Course Units Required: 24  
Maximum Units Allowed: 24

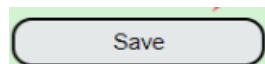
\* Drag and Drop request courses in preferred order.  
Course Units Selected: 24

11) We will do our very best to provide you with the options as you have selected them. In some cases, that is not possible. You will now **choose 3** alternative option requests using the pink **Alt >** button. Your **Course Units Selected should still be 24**. If it's more than 24 you need to remove the course that puts it over and then use the ALT button to make it an alternative option.

Minimum Course Units Required: 24  
Maximum Units Allowed: 24

\* Drag and Drop request courses in preferred order.  
Course Units Selected: 24

Click to save your course requests.



12) You will see a verification page. You can print the page or take a picture for reference. Close the OSCAR tab to return to SchoolZone.

If there are any challenges with the OSCAR process, please complete the form provided on page 5 and email it to [ottewell@epsb.ca](mailto:ottewell@epsb.ca) and we will enter the information for you!