



**2021
2022**

OTSEGO
ELEMENTARY
SCHOOL



STUDENT HANDBOOK

8125 River Road NE, Otsego, MN 55330

www.isd728.org/OES

WELCOME

A Minnesota Department of Education Celebration School, Otsego Elementary School (OES) is located in the heart of ISD 728, serving students from Otsego, and is one of 10 elementary schools in the state's eighth-largest district, ISD 728. Otsego Elementary School is a positive behavioral intervention system (PBIS) school that allows for immediate positive feedback to large numbers of students, creating a positive learning environment, and supports those who are in need of structure and guidance within the building. OES utilizes classroom technology with iPad and Chromebook carts, as well as SMART boards in each room. More than 50 percent of teachers have earned a master's degree or higher in their education, and OES staff average more than a decade of teaching experience.

SCHOOL INFORMATION

Address: 8125 River Road NE, Otsego, MN 55330

School Website: www.isd728.org/OES

Phone: 763-241-3494

Fax: 763-241-3496

School Office Hours: 7:30 a.m. – 4:15 p.m.

Student Arrival: 9:00 a.m. - 9:15 a.m.

Student School Hours: 9:15 a.m. – 3:45 p.m.

Student Dismissal: 3:45 p.m.

ARRIVAL

- Our instructional day begins at 9:15 a.m. and ends at 3:45 p.m.
- Students are not permitted in the school building before 9:00 a.m. or after 4:00 p.m.
- If you need to drop off your child before 9:00 a.m. and/or pick up your child after 4:00 p.m., please contact Community Education at 763-241-3544 or visit www.isd728.org/EdVentureClub for information about before and/or after school childcare at our school.

Student Drop Off Procedures

- Pull up your vehicle along the curb on the north side of the building.
- Have your child ready to promptly exit your vehicle on the sidewalk side.
- After your child has exited the car, please leave immediately so other parents can drop off their children.
- Do not park your vehicle along the curb to walk your child into the building - it is a designated fire lane so leaving your parked car could result in a ticket.
- Be aware of people at our crosswalks and buses.
- It is important to yield to any buses present and follow the directions of the supervising staff and safety patrols.

Late Arrivals

Students that arrive at school after 9:15 a.m. are considered tardy.

A parent/guardian must sign them in and provide the reason for the tardiness.

Student Absences

If your child will be absent, or arriving late, please call the school attendance line number at 763-241-3555 by 9:30 a.m. You may call 24 hours a day and leave a message.

If your child is not in school and the school has not received notice of the absence, we will call the parent or guardian. If we don't hear back from the parent/guardian, the absence is unexcused.

When reporting an absence, please include the following information:

- Your student's name
- Date of the absence
- Reason for the absence
- Name of person reporting the absence

Early Release Procedures

If you need your child released from school prior to 3:45 p.m, please follow these procedures:

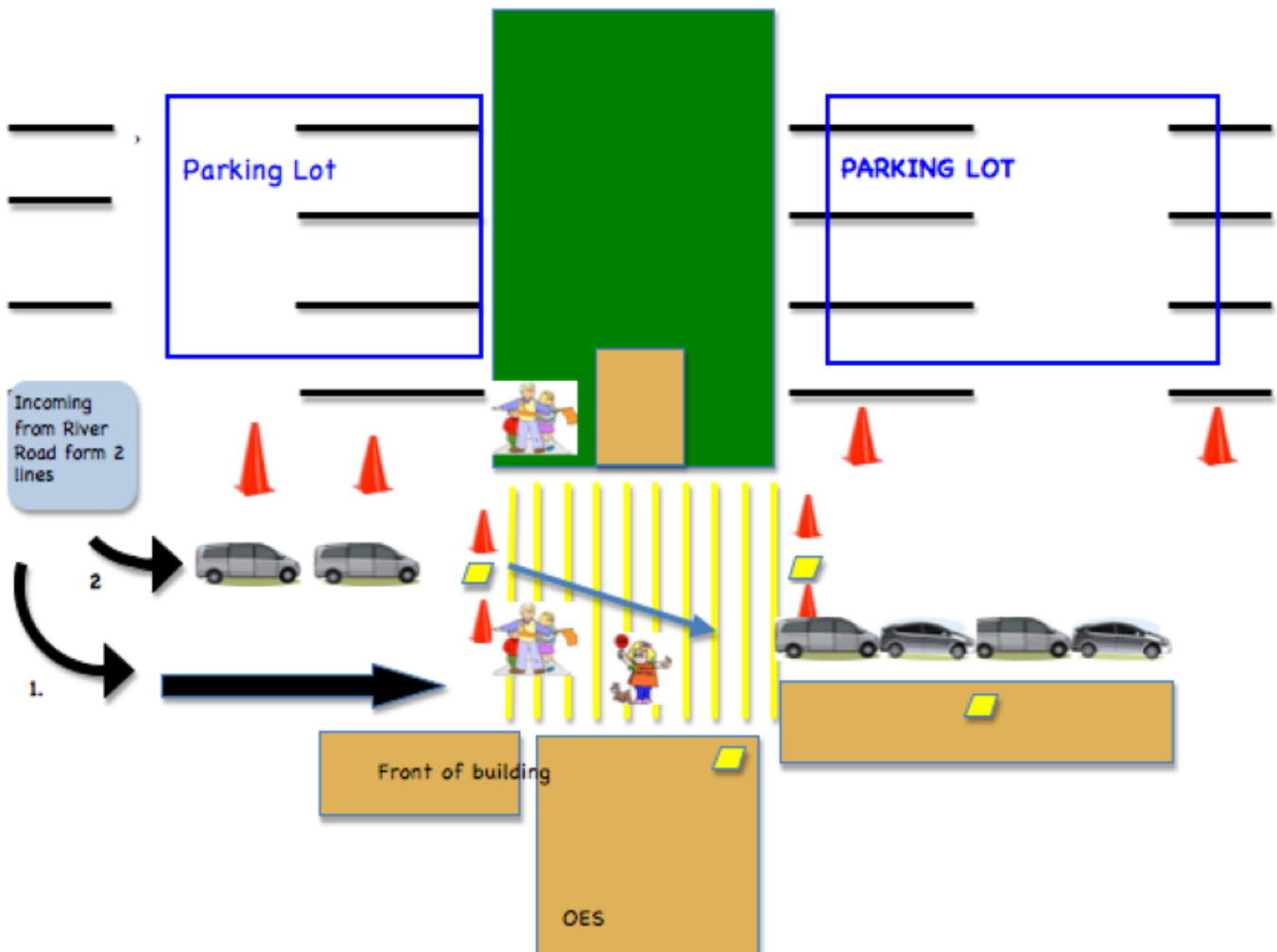
- Send a note with your child in the morning or call the office before 2:00 p.m.
- Ring the intercom buzzer and let the staff know your name and your child's name.
- Your child will be released at the requested time.
- Staff will sign your child out.
- Be prepared to show an I.D. to office staff. Students will only be released to persons listed on the emergency form unless a note is submitted to the office from the parent.

END OF SCHOOL DAY

- The end of our school day is 3:45 p.m.
- Students will only be released to persons listed on the emergency form unless a note is submitted to the office from the parent.
- Students may not ride any bus other than their own without prior approval from Vision Transportation. Please contact Vision at 763-441-4420.

Student Pick Up Lane (See map below)

- Our Student Pick Up Lane procedure was set up to make it convenient for parents and to increase safety by reducing the number of parents and students walking through our parking lot during the busiest times of our day.
- Parents/Guardians will line up and wait in two lanes until a school staff person signals them to merge to the one pick up lane.
- Parents must remain in their vehicle and pull up alongside the curb - please display a sign with your children's names for the staff to see.
- The loading zone is the length of the sidewalk. Pull all the way forward.
- Students must enter your vehicle on the curbside only.
- Parents need to remain in their vehicle. We ask that you do not get out to assist your child(ren).
- If you need accommodations to park and pick up your child, please contact the office to pick up your child from our office.



PBIS (Positive Behavioral Interventions Support)

School expectations are taught under the theme of EAGLE PRIDE. The key idea is that proper behavior needs to be taught and re-taught. Discipline is learned and should be taught in the home, school, and community. As students mature, they should be given increased responsibility consistent with their developmental level and social maturity.

The goal of these guidelines is to help our students develop an understanding of appropriate behavior, so that little external reinforcement is required. When this occurs, we believe that a very positive and productive learning environment will result, enabling students to strive for excellence.

Another important aspect of EAGLE PRIDE is that it is school-wide. Basically, there are three major rules for Otsego Elementary School. We call them our "Three B's".

1. Be Safe.
2. Be Respectful.
3. Be Responsible.

We teach our students EAGLE PRIDE behavioral expectations by relating them to the Three B's for each area of the building including classrooms, cafeteria, hallways, lunchroom, bathrooms, lockers, playground, assemblies, and the bus. When expectations are not followed, we take the opportunity to remind the students of the expectations and re/teach the skills needed to follow those expectations.

Students can be acknowledged for showing EAGLE PRIDE behaviors during the school day. If a student is being safe, respectful, or responsible he/she can earn an EAGLE EGG ticket. Students can bring their EAGLE EGGS to the office and place them in the EAGLE NEST. Each EGG will be included in a drawing as well as remain in a display to demonstrate our EAGLE PRIDE.

When students do not follow school and/or classroom expectations we use a variety of consequences and/or interventions that are progressive and logical for the situation and developmental level of the student. The intention of the consequence and/or intervention is to reduce or extinguish the child's negative behavior and increase his/her positive behaviors.

[Click here](#) to see our behavior expectations

THANK YOU

At Otsego Elementary, we believe in the power of partnership between school and families. Thank you for joining in that partnership with us. If you have any questions or concerns related to the OES Handbook, please let us know.