Bienvenue en 2e année!

**Second Grade Information**

**Teachers (maitresses):** Hannah Geimer & Florence Dubaille  
**Rooms (salles de classe):** 2101 & 2107

**School (école):** French Immersion – Upper Campus

**Address (adresse):**  
1760 Ames Place – Upper Campus  
1305 Prosperity Ave – Lower Campus, Saint Paul, MN, 55106

**Phone (téléphone):** (651) 221-1480  
**Fax (télécopieur):** (651) 221-1487

**School web site:** www.frenchimmersion.spps.org

**School Hours (horaires de l’école):**

- 8:30 – 3:00 Lower Campus
- 8:40 – 3:10 Upper Campus  
  - Breakfast-to-Go: Starts at 8:25 (UC)  
  - Classroom arrival: 8:25  
  - End of Breakfast: 8:40  
  - Dismissal: 3:05

*(Please be prompt and respectful of these hours.)*

**Attendance/ Absences/Tardiness:**

Attendance and being on time is **vital** to the success of your child. Second grade is a continuous experience with each day’s learning built on the day before, and haphazard attendance and frequent tardiness will not benefit your child’s learning experiences. Children will come in the room at **8:25** and will have a **morning assignment to complete while eating** breakfast. They will be marked **tardy** at **8:45**.

If it is necessary to take some days off during school time you must fill out a form to be approved by the principal which I can send home with your child. If your child is going to be absent for illness or other reasons, please call the office in the morning to report the absence. If you have forgotten to call, please send a note when your child returns, which specifically explains the reason for the absence. If contact is not made with the school, the absence will be recorded as unexcused. Repeated unexcused absences and tardies will be turned over to truancy officials.

**Arrival/Dismissal @ Upper Campus:**

Students can be dropped off at Upper Campus at 8:25 at **DOOR #3 off of Ames Ave**. They will then grab a breakfast to go and/or go up to the classroom. At the end of day dismissal, students being picked up by parents will be collected from the classroom by a staff member and ready in the cafeteria. Parents will pull up and line up on Ames Ave on the side of the school, and **DO NOT** need to get out of their vehicle. A staff member will have a walky talky and be able to communicate once a parent has arrived.

**Masks/COVID-19 Safety:**

Students are required to wear a mask **ALL DAY** except during: breakfast, snack, lunch, and recess. Please send your child to school with **AT LEAST 3 MASKS DAILY**. I recommend keeping extra in their backpack with a small container of hand sanitizer in case something happens during the day or they need a new one.

**SPPS COVID-19 REPORTING SYSTEM:**

Use this system to report symptoms of COVID-19, a positive test for COVID-19 or close contact exposure to someone with COVID-19 throughout the year. I will be sending out a separate COVID-19 FAQ document with more details for families. The reporting system can be found on our school website as well as the district website. Please look for the **BIG RED BOX**.

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Change in Transportation:
If for some reason you are picking up your child early, you must sign him/her out. There is a book in the office for this purpose. Please note: due to the busyness of End of the Day Dismissal, if a transportation change needs to be made – please make it before 2:30. If a request is made after 2:30, it is not guaranteed that the message will get delivered to the classroom teacher. To avoid any confusion at the end of the day, it is best to send a written note in which your child. I cannot guarantee that I will have time to check my emails daily. Again, all transportation changes must be indicated in a written note. Children may not take the bus home with a friend even with a note. Bus drivers only accept children on their bus list!

Bus Nametags:
All second grade students who ride the bus should keep a bus nametag in their backpacks for the year. Safety on the bus/patrol lines is becoming a bigger community issue every day. We will be discussing the rules in the class during the first week of school. Please reinforce the importance of following school bus rules at home with your child. Parents are notified of incident reports when misconduct occurs on the bus and is reported to the school. If misconduct continues, your child may be suspended from the bus. If you want a Bus Nametag, please contact me.

Daily iPad Transport:
Students will be taking their iPads home daily. Please HAVE THEM FULLY CHARGED the following morning when they come back to school. They will be packed in a bubble wrap bag to protect them. Please help to transport them safely.

Waterbottles:
Water fountains are closed for students to use during the day due to COVID-19. Instead, each child needs to bring a water bottle that they use throughout the day. Please provide a water bottle that DOES NOT SPILL EASILY. EACH FRIDAY, I will send them home to be washed.

Volunteer/Visitors:
All parents and visitors must wear a badge (check-in at front office). If you would like to volunteer in the classroom or go on a field trip, a BACKGROUND CHECK needs to be completed. It costs $12. Please contact me if you are interested.

iUpdate:
Please complete iUpdate as soon as possible. Parents or guardians can log in to Campus Portal to complete iUpdate at spps.org/onestop by using their One Stop username (the letter ‘g’ followed by six numbers, gXXXXXX) and password. Families can retrieve their usernames and reset their passwords at spps.org/onestop. An email address or mobile phone number must be listed in the child’s school record.

Toys at School:
I would like to strongly discourage children from bringing toys to school. I understand that sometimes children do not go home after school and want to have their toys with them but they should stay in the backpack while at school. Children should not give away, sell, buy, or trade any toys at school or on the bus.

Breakfast & Lunch: Breakfast-to-Go is a FREE program available for all children. Breakfast is available starting at 8:25 a.m. Students then will come to the classroom to eat. Breakfast will end at 8:40. Please go to: https://www.spps.org/domain/1300 to access students’ accounts for lunch money and other important information. Free and Reduced lunch forms should be filled out by everyone, even if you think your family doesn’t qualify.
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Birthday Treats:
We will observe birthdays in our class. Your child may choose to bring in small items to share. **Children can only bring in non-edibles (erasers, pencils, stickers, etc) instead of treats.** This is in accordance with St. Paul’s wellness policy. Bringing items to share is by no means obligatory. If you oppose us celebrating your child’s birthday please let me know in advance. We will celebrate summer birthdays at the end of the year (I will let you know the exact date).

Communication:
The principle means of communication will be a folder where all school notices and homework will be kept. Please help remind your child to show you his or her folder each night for important school forms and important homework. Please send anything that needs to be sent to the school or to me like notes, money for lunches or other school needs, return forms that needed completing, etc. in this folder. This is the best way to be sure that I get your message promptly and get back to you. Please be sure all MONEY is in an envelope with the purpose and your **child’s name** written on it. **The folder needs to be brought to school **every day** in your child’s backpack.** I will not check the communication folders for notes. Second graders **are responsible for taking out important notes and delivering them to me.**

Newsletter:
Every week, I will write a weekly newsletter to keep you informed about the upcoming week. It will include themes of study, homework, things your child might need to bring, special events, and other announcements. I will send an electronic version and will also send home a printed copy each week in your child’s folder if a hard copy is preferred.

Clothing:
Simple clothing is best. Buttons, belts, and buckles are hard to handle in the bathroom. Please **label all jackets, snow pants, hats, mittens, and boots.** Hats, flip flops, and spaghetti straps are not allowed and cannot be worn in the school.

Tennis shoes & Recess shoes:
Rubber-soled shoes are a necessity for your child’s safety. We will have physical education or outside recess daily so students need appropriate shoes. **They may leave them in their lockers if they choose, but please be certain to label them with their name.** Also, due to the condition of our recess area **(extremely muddy)**, I highly recommend students bringing an extra pair of shoes for recess with the hopes of protecting our learning area and classroom. If students do not have an extra pair of shoes for recess, they might be restricted where they can play due to the muddy conditions.

Thank you for your continuous support!

Mme Dubaille & Mme Geimer