Welcome to Norman G. Ambrosini School! This handbook has been prepared for your information and reference regarding Ambrosini School’s programs, procedures, policies, and activities. Please call or stop by if you have any questions or need more information.

Ambrosini School has a staff of dedicated administrators, teachers, and support personnel who are working to provide excellent educational programs for your children. We encourage your support and participation in our classrooms and our school.

*Please note that some things in this handbook may change depending on any COVID related guidelines that may be put in place for the 2021-2022 school year.*

Sincerely,

Mrs. Amy Betts, Principal
Ambrosini’s Vision

Ambrosini School is a community of students, families, and staff dedicated to the development of every individual’s ability and desire to learn and achieve. Collectively, we provide a safe, supportive environment that fosters curiosity, inquiry, and a life-long passion for learning.

Our mission is for our students to strive for and believe they can develop
● proficiency in literacy and mathematics
● writing skills for self-expression and effective communication
● a passion for learning
● a variety of technological, critical thinking, and collaborative skills
● a sense of creativity
● positive character traits

We believe we will accomplish this through collaboration, dedication, and the use of research-based instructional strategies and materials. It is vital to the success of our Ambrosini students for their families and the greater community to be active and involved in the educational process.
School-Home Partnership Agreement

Student - It is my responsibility to:
- Arrive at school on time and be ready to work
- Do my best at school – be willing to learn
- Return my homework completed
- Follow school and classroom rules
- Spend time reading at home daily
- Respect other people and the community
- Discuss with my parents what I am learning in school
- Limit my t.v. watching and playing of video/computer games
- Maintain a good attitude

Family - It is our responsibility to:
- Bring your child to school each day on time
- Supervise the completion of student homework
- Provide a quiet study time and encourage good study habits
- Attend parent/teacher conferences and any other meetings
- Review all school bulletins/newsletters
- Participate in my child’s daily reading
- Discuss school with my child regularly
- Provide my child a healthy diet, adequate rest, opportunities for exercise, and encourage personal hygiene
- Limit child’s t.v. watching and playing of video/computer games

Teacher/Staff - It is our responsibility to:
- Provide a safe and caring learning environment
- Provide high quality curriculum and instruction
- Plan to address the individual strengths and meet the needs of your child
- Help your child follow school and classroom rules
- Inform you and your child of their progress on a regular basis
- Be available to communicate with each parent
- Explain homework policies to children and parent

Principal - It is my responsibility to:
- Create a welcoming environment for children, parents, and community members
- Communicate the school’s mission and goals to students and parents
- Ensure a safe and orderly learning environment
- Support the partnership between parent, student, and teacher
- Be an instructional leader by supporting teachers in the classroom
Plan appropriate in-services and trainings for teachers and parents

The Board of Trustees will hold their monthly public meetings on the second Thursday of each month via Zoom at 6:00 p.m.

Fortuna Elementary School District
500 9th St.
Fortuna, CA 95540
(707) 725-2293 District Office

Board of Trustees

Kyle Conley                     President
Stefanie McGrath           Clerk
Richard Barsanti             Trustee
Amber Butler                  Trustee
Dave Gonzales                 Trustee

Jeff Northern                Superintendent
Administration/Office:
Amy Betts, Principal
Trudy Bonnikson, Secretary
Alisa Zerlang, Secretary

Certificated Staff:
Dulce Hernandez, SDC Rm. 1
Shelby Losa, Transitional Kindergarten/Kindergarten Rm. 4
Cathleen Christensen, Kindergarten Rm. 5A
Michael Pedrotti, Kindergarten Rm. 2
Christina Victorine, Kindergarten Rm. 5
Carrie Allen, 1st Grade Rm. 8
Roxanne Hartmann, 1st Grade Rm. 9
Tory Pumpkin, 1st Grade Rm. 7
René Brown, 2nd Grade Rm. 17
Leslie Hart, 2nd Grade Rm. 16
Susie Lewis, 2nd Grade Rm. 21
Jennifer Grimmett, 3rd Grade Rm. 5B
Michelle Hernandez, 3rd Grade Rm. 18
Allison Hufford, 3rd Grade Rm. 19
Timothy Hodges, 4th Grade Rm. 12
Alissa Stone, 4th Grade Rm. 23
Ariel Wise, 4th Grade Rm. 22
Kathleen Lair, Reading & Math Intervention Rm. 11
Corrie Pedrotti, Reading & Math Intervention Rm. 11
Liana Hollar, English Language Development Rm. 20
Frances Damian, Resource Rm. 15
Lene Parker, Resource Rm. 15
Kaila Johnson, Speech Rm. 14
Jared Coyle, Music Rm. 14
Patricia Sorci, School Psychologist Rm. 15
Julieann Craven, School Nurse
Denise Williams, Counselor Rm. 10
Classified Staff:
Tammy Collings, Classroom Aide & EXCEL Aide
Dena Ford, Classroom Aide
Jill Lorenzo, Classroom Aide & EXCEL Aide
Ana Ornelas, Classroom Aide
Shannon Stacy, Classroom Aide
Amy Jones, RtI Aide & Cafeteria
Yaros Zuniga, ELD Aide & Translator
Ashley Underwood, SCIA
Ollie Sutte, SDC Classroom Aide
Kim Gans, Library & Speech Aide
Sunny Griffiths, Sign Interpreter
Lisa Macias, Classroom Aide & Monitor
Brittany Mullins, EXCEL Site Leader
Janelle Tunzini, EXCEL Aide & Monitor
Shelly Mendes, Classroom Aide & Monitor
Francisco Aguirre, Custodian
Alan Cramer, Custodian
Amber Karr, Cafeteria
Jennifer Luna, Cafeteria
Donna Roudebush, Cafeteria Manager
School Hours:
School office hours are 7:30 a.m. to 3:00 p.m. Students may not be dropped off before 7:45 a.m. Teachers are at school from 7:45 a.m. to 2:45 p.m. unless participating in district activities. On regular days, school begins promptly at 8:00 a.m. and ends at 12:30 p.m. for TK/kindergarten and 2:05 p.m. for 1st-4th grade students. On minimum day Fridays, school gets out at 12:30 p.m. for all students.

Students who walk or bike to school may not arrive earlier than 7:45 a.m. in order to have supervision.

After school, all students should go directly home excepting those times when special arrangements have been made with the teacher and the office, or the child is attending the after-school program. Students will not be allowed to use the phone to ask if they can go to someone’s house after school. Those types of arrangements must be made outside of school hours. The Ambrosini campus is a “closed campus” until 6:00 p.m., which means students must be part of a supervised activity to be on campus.

Attendance
Regular attendance plays an important role in student achievement. The District recognizes its responsibility under the law to ensure the students attend school regularly. Parents/guardians of children aged 6-18 are obligated to send their children to school unless otherwise provided by law. Our district is funded for every day a student attends – ADA. The state does not pay us when students do not attend. We lose funding for each absence, even if the absence is excused.
Excused Absences:
The health of our students is our primary concern. Absences from school shall be excused for health reasons, family emergencies, justifiable personal reasons, and religious exercises or instruction only. Please keep children home when they are feeling ill or have a communicable disease. If your child has a fever, they must stay home for 24 hours fever free (no medication) before returning to school. Please call the school in the morning, before 9:00 a.m., on the first day your child will not be attending. If they have a medical or dental appointment, please bring them to school before the appointment or return them to school afterwards.

Independent Study:
Regular attendance is essential for students to gain the knowledge, skills, and ability to successfully complete the academic standards for each grade level. If a student must be absent for family travel or emergencies for three or more days, an Independent Study Agreement should be arranged, which will enable your child to keep up with their school work. When possible, please make these arrangements at least three days prior to the time off.

Truancy:
We strongly encourage students to arrive at least 5 minutes before school begins. Students who are late to school need to come by the office to receive a tardy slip prior to going to class. If a student has three or more tardies or absences, they will be referred to SARB (Student Attendance Review Board) for a formal attendance plan.
Aeries - Aeries is a student information system that allows parents to check on attendance.

Afterschool Program (EXCEL) - This is a supplemental academic/enrichment program.

CAASPP (SBAC) Testing - In May, California Common Core State Standards Testing is required for 3rd and 4th grade students in English language arts and math.

Counselor - Our school counselor supports our students academically and behaviorally.

ELD (English Language Development) Program - A supplemental program which is coordinated with the classroom teacher and the ELD teacher. ELD students are identified through the ELPAC assessment.

Field Trips - Field trips are planned by each teacher to extend and enhance the classroom learning experience. Parent volunteers are usually needed to assist on these trips, so teachers will make parents aware of these opportunities to join the class. When assisting with field trips, younger siblings are not allowed to attend.

GATE - Gifted and Talented Education program begins in the 5th grade for students who qualify.

Grade Level Common Core State Standards - These are essential academic standards in English language arts & math.

Homework Policy - Our school-wide homework policy consists of nightly reading for students in all grade levels.

Library - Our library will be available for students to borrow books on a weekly basis.

Music Instruction - Students will receive thirty minutes of music instruction each week with a music teacher, along with the music that is incorporated in classroom activities.

PBIS - Positive Behavior Intervention & Support is a school-wide system of support that includes proactive strategies for defining,
teaching, and supporting appropriate student behaviors to create a positive school environment.

**Report Cards** - Report cards are used as a means of communication with parents regarding their child’s progress toward meeting grade level standards at the end of each trimester.

**Resource Program** - RSP is an individualized education program for students who qualify for Special Education Services.

**Response to Intervention (RtI)** - RtI is our intervention program used to provide students with extra help in English language arts or math.

**Rohnerville Education Foundation (REF)** - REF is our parent group supporting both Ambrosini & Toddy Thomas Schools. REF meets monthly and is an excellent way for parents to get involved in our schools. REF sponsors activities such as our school carnival, enrichment classes, Auction for Education, Elves’ Workshop, etc.

**Running Club** - Running Club is an afterschool program that occurs in the fall and spring every Tuesday (weather permitting) from 2:05 p.m. to 2:35 p.m.

**School Accountability Report Card (SARC)** - Schools annually provide information to the community to allow public comparison of schools for student achievement, environment, resources, and demographics. A link to Ambrosini’s SARC is on the school’s website. A hard copy may be obtained in the school’s office.

**Site Council** - School Site Council is an advisory committee made up of parents and staff. The Site Council works to develop the Single Plan for Student Achievement.

**Student Study Teams (SSTs)** - SSTs are meetings that are held with parents to address specific needs that may arise with a student.

**Technology** - Our iPads, Kindles, and Chromebooks will be used to extend your child’s education. The students will use a typing program to learn keyboarding skills. They will also use the internet for research, educational games, and assessment administration.
Student Activities, Events, & Awards

- Back-to-School Night
- Elves’ Workshop
- 100th Day of School Celebration
- Open House
- Carnival
- Play Day
- After-School Running Club
- Weekly Rewards
- Citizen of the Month Awards
- Student of the Month Awards
- Trimester Reward Drawings
- Literacy/Math Nights
- Lunch on the Lawn
- Special Guest Assemblies
- Theme Days
- Community Projects
- Word of the Week “WOW”
- Recycling Program
Ambrosini Elementary
Bell Schedule
2021-2022

TK/Kindergarten:
8:00  School Begins
10:40 Lunch
11:15 Instruction
12:30 Dismissal

1st Grade:                  2nd Grade:
8:00 School Begins          8:00 School Begins
9:15 Recess                9:30 Recess
9:30 Instruction           9:45 Instruction
11:00 Lunch                11:20 Lunch
11:35 Instruction          11:55 Instruction
2:05 Dismissal             2:05 Dismissal

3rd Grade:                  4th Grade:
8:00 School Begins          8:00 School Begins
10:00 Recess                10:15 Recess
10:15 Instruction          10:25 Instruction
11:40 Lunch                12:00 Lunch
12:15 Instruction          12:30 Instruction
2:05 Dismissal             2:05 Dismissal

*Every Friday is a minimum day, and all students are dismissed at 12:30.

Daily Lunch Schedule:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Cafeteria:</th>
<th>Playground:</th>
</tr>
</thead>
<tbody>
<tr>
<td>TK/K</td>
<td>10:40-11:00</td>
<td>11:00-11:15</td>
</tr>
<tr>
<td>1st</td>
<td>11:00-11:20</td>
<td>11:20-11:35</td>
</tr>
<tr>
<td>2nd</td>
<td>11:20-11:40</td>
<td>11:40-11:55</td>
</tr>
<tr>
<td>3rd</td>
<td>11:40-12:00</td>
<td>12:00-12:15</td>
</tr>
<tr>
<td>4th</td>
<td>12:00-12:20</td>
<td>12:20-12:30</td>
</tr>
</tbody>
</table>
District Safety Rules
AMBROSINI BUMBLEBEEES STRIVE TO BE SAFE, RESPECTFUL, RESPONSIBLE, & PRODUCTIVE

Visitors and Volunteers – Parents are welcome and encouraged to visit school and to participate in the instructional program as volunteers

- To ensure the safety of students and staff and avoid potential disruptions, all visitors shall register in the school office immediately upon entering any school building or grounds when school is in session.
- To ensure minimum interruption of the instructional program, visits during school hours should be first arranged with the teacher and principal or designee. If a conference is desired, an appointment should be set with the teacher during non-instructional time.
- No electronic listening or recording device may be used by students or visitors in a classroom without the teacher and principal's permission. (Education Code 51512)
- If you are not able to come in on a scheduled day, please call the office as soon as possible so that the teacher can plan accordingly.
- If you have a child in your group who is disruptive, please let the teacher or aide know.
- Do not discuss with your friends or others in the community personal, behavioral, or learning difficulties you may become aware of while in the classroom. These are confidential!

Cell Phones

- Phones are to be turned off while on school grounds and in backpacks. Students must register their cell phone number with the office if they plan to bring it to school. If a cell phone is visible or has been left on, it will be confiscated and returned only to the student's parent/guardian. Repeat
violations will result in loss of the privilege of bringing the phone to school. Making or receiving phone calls or text messages should be done off the school campus before and/or after school. Parent contact should be made through our school office rather than cell phones. The school is not responsible for lost or stolen cell phones.

Electronic Devices
- Cameras, iPods, iPads, MP3 players, and hand-held video games, or any other electronic device should not be brought to school (unless directed to do so by the teacher). If they are accidentally brought to school, please turn them into the office for safe keeping until the end of the school day. The school is not responsible for lost or stolen items.

Inappropriate Language
- Students and adults are expected to use appropriate language at all times. Vulgarities and name-calling will not be tolerated.

Bikes, Skateboards, and other Wheeled Toys
- Upon arrival at the school these items must be locked and stowed away in the designated area.
- It is the child’s responsibility to learn and observe the traffic rules for bicycles.
- Bicycles must be licensed and the license number registered with the school office.
- Appropriate helmets and other safety gear must be worn. Students riding bikes without proper helmets will be reported to the Fortuna PD.
- Skating on campus is prohibited at all times.

Vandalism/Health & Safety
- Vandalism will not be tolerated and may be reported to the police.
- Vandalism includes, but is not limited to:
  - Writing on walls or other school property
  - Urinating on floors or walls in the restrooms
  - Clogging toilets with excessive amounts of tissue or other objects
  - Overturning trash cans, tables, and/or benches
  - Spitting on school grounds
- Dropping gum or other food on school grounds
- Littering

- Dangerous items should not be picked up but should be immediately reported to an adult.

**Public Displays of Affection**
Kissing, hand holding and lounging in each other’s embrace are inappropriate behaviors at school.

**Cafeteria Behavior**

- All food and drinks are to be consumed in the cafeteria unless otherwise directed by the teacher.
- Students are to enter the cafeteria in an orderly fashion as directed by their teacher or other adult supervisor.
- Students are to remain at their assigned tables until dismissed by the cafeteria supervisor.
- All trash is to be thrown away and the area around which a student has eaten is to be clean before leaving the cafeteria.
- Under no circumstances is food or anything else to be thrown in the cafeteria.
- Students are to be respectful and obey the cafeteria supervisors at all times.
- Students shall not share food.
- No glass bottles, carbonated drinks, soda, or energy drinks.

**Playground**
- Students must stay where they are visible to yard supervisor(s). Students are not allowed to play in the school yard without staff supervision before school, during school, or during afterschool program hours.
- When leaving the playground at any time for any reason, students shall obtain permission from a staff supervisor.
- Use all equipment safely and appropriately.
- No throwing wood chips.
- Boomerangs, hardballs, baseball bats and other potentially dangerous equipment are not permitted.
- No hitting, throwing, or kicking balls against any school building.
- Play fighting, physical horseplay, or bullying will not be tolerated.
● Flag football only ---NEVER TACKLING
● **Students are to immediately follow directions from playground supervisors. No arguing or challenging the supervisor's directions will be tolerated.**
● It is impossible to anticipate every situation that might arise on the playground. Students should be familiar with the general school rules and how they might apply to behavior expectations anywhere in and around the school.

**Restroom Rules:**

- Vandalism will not be tolerated
- Students may not loiter or play in the restrooms
- Students should not waste paper supplies in the restroom

**Dress Code:**
The key is good judgment! The safety of your child and setting a tone for a positive educational environment is our goal. A student’s appearance should not attract undue attention. If a student is wearing inappropriate clothing, they will be asked to modify the clothing here at school, or we will contact the parent to bring a different set for the school day. Appropriate dress is expected at all extra-curricular activities.

- Tops must be appropriately modest, have two straps (no off the shoulder) and not reveal the midriff (stomach) or underwear. Tank tops must have straps at least 2 fingers wide. Tank tops and sports jerseys with enlarged arm-holes should have a t-shirt worn under them.
- Shirts/blouses that are particularly low cut in the front or back are inappropriate. Shirts/blouses must have enough material to cover bras. Bra straps may not show at any time.
- Shorts and skirts must be finger-tip length when arms are fully extended at sides
- Pants may not sag or be excessively baggy. No undergarments may show above the waistband. If students wear hip-hugger or low-rise pants, shirts must cover midriff. "Pajama" pants, flannel lounge pants, and oversized pants may not be worn (except on special theme days). Belts shall be kept in belt loops.
- Shoes must be worn at all times for safety. Students must be able to participate in PE every day. Shoes must have closed
toes and heel straps. Therefore, slippers, flip-flops, high heels or shoes with wheels are not allowed at any time.

- Any item displaying anything to do with cigarettes, alcohol, drugs, gangs, vulgar printing and/or something in poor taste are not permitted.
- Chains of any kind, including wallet chains are not permitted.
- Sunglasses, unless required by prescription, must be removed upon request and while indoors.
- For physical safety, only modest ear piercings and earrings are allowed at school.
- Hats and hoods may not be worn inside.
- Bandanas of any type, even factory made, are not permitted.

Transportation:

Pedestrian Safety

Be Safe

- **Look both ways.** Before crossing the street, children should be taught to look to their left, to their right, and to their left again to ensure it is safe to cross.
- **Use the crosswalk.** Children should always cross a street at a crosswalk. Motorists are not expecting pedestrians to cross mid-block or outside of a crosswalk.
- **Stop at the edge.** Teach children to be aware of ‘edges’, or locations where they may come into contact with cars, such as corners, driveways, and street crossings.
- **Be visible.** Children should make eye contact with drivers before approaching edges such as driveways, crossing the street, or walking in front of cars to ensure motorists see them.

Be Responsible

- **Share out loud.** Read aloud to your child the recommendations in the ‘Be Safe’ Section above.
- **Model safe behavior.** As a parent/caregiver, being a role model for your child is one of the best ways for them to learn how to be safe as they walk to and from school. Always teach by example!
- **I.D. your route.** Some schools have neighborhood maps with suggested walking routes. These maps highlight the location of crosswalks, stoplights, and stop signs. It is recommended that you review this map to select a walking route to school. If a map is unavailable, walk the route in advance, and then practice walking with your child before they walk on their own.
• **Form a ‘Walking School Bus’**. Coordinate adult volunteers to pick up students at designated stops and walk to school together. Visit http://www.walkingschoolbus.org for more information.

• **See the world like a child**. Children are *not* ‘small adults’. It’s important to understand children’s limitations in understanding traffic. Children:
  - o Have a narrower field of vision than adults, about 1/3 less.
  - o Cannot easily judge a car's speed and distance.
  - o Assume that if they can see a car, its driver must be able to see them. However, children are easily hidden from view by parked cars and other objects.
  - o Cannot readily tell the direction a sound is coming from.
  - o May be impatient and impulsive.
  - o Concentrate on only one thing at a time. This is likely not to be traffic.
  - o Have a limited sense of danger.
  - o Often mix fantasy with reality.
  - o Imitate the (often bad) behavior of others, especially older children and adults.

**Be Respectful**

• **Be courteous of others**. Always obey school rules, traffic signs and signals and be aware of other users of the roadway, including bicyclists and motorists.

**Rolling Safety for Bikes, Boards, Scooters and Skates**

**Be Safe**

• **Wear a helmet** when you bike, board, or skate. Teach your child to wear and adjust their own helmet and make sure it is the proper size.

  http://www.cdph.ca.gov/HealthInfo/injviosaf/traffic/Documents/BikeHelmetSPAN01-VOSP.pdf

• Helmets for children under 18 are required by law. If your child needs a helmet, please contact Making Headway, or Humboldt County Public Health.

• **Be visible**. Bright clothing, lights, and reflective gear will help motorists see your child rolling to and from school.
- **Keep gear in good repair.** Make sure your child’s bike and helmet are the correct size. Be sure the brakes work on their bikes, boards, scooters, and skates.
- **Two shoulder the load.** Teach your child to carry books, lunch, school supplies in a backpack or on their bike rack in order to maintain balance and ride with both hands.

**Be Responsible**
- **Identify the route.** Use a map to determine a safe route in advance then ride or roll to school with your child to teach them the way you would like them to get to and from school. Practicing together is fun and will help make both of you more comfortable.
- **Follow the law.** Your child ***must*** wear a helmet, ride in the same direction as traffic and obey all traffic signs and signals.
- **Hop off.** Children should always walk bikes, skateboards, and scooters across crosswalks and at school.
- **Lock up.** Children should lock their bikes in the rack for the entire day. [http://www.chicagobikes.org/public/theftprevention.php](http://www.chicagobikes.org/public/theftprevention.php)
- **Form a “bike train.”** Work with other parents and adult volunteers to create a schedule for riding to and from school together from your neighborhood.
- **Teach by example.** Children learn by example. Share with them the fun and excitement of getting around under their own power safely.

**Be Respectful**
- **Roll with respect.** Teach your child to obey the traffic laws and school rules for rolling. Remember, bikes and boards always make way for walkers.

**Bus**
- Riding the school bus is a privilege, not a requirement. This privilege may be revoked at any time for any reason.
- Follow the bus driver’s instructions at ALL times.
- Follow ALL safety rules.
- Be at the bus stop 5 minutes before the bus arrives.
- Bus citations will be issued for misconduct:
Bus Rider Safety

Be Safe

- **Walk with caution.** Use safe pedestrian skills on your way to and from the bus stop. Refer to your school’s suggested walking route map and select the safest route to get to and from your child’s stop.
- **Wait at your stop.** Wait at the stop and do not step into the road at any time.
- **Wait until the bus stops.** Do not move towards the bus until the bus has stopped completely. Wait until the door is open and riders have exited to approach the door.
- **Stay seated.** Take the nearest available seat and stay seated. Wear the seatbelt if the bus is equipped with seatbelts.

Be Responsible

- **Be on Time.** Allow yourself enough time to be at your designated school bus stop in advance of when the bus arrives.

Be Respectful

- **Roll with respect.** Keep the bus clean and do not damage the bus in any way. Treat your driver with respect and follow their instructions.
- **Keep your hands and feet to yourself.** Mind your own business and keep hands and head inside at all times.
- **Use a quiet voice.** Do not yell or speak loudly inside the bus.
- **Bus stops are smoke-free zones.** Refrain from smoking at or near bus stops.

Private Car

- Students are to be dropped off and picked up at the cement pad in front of the cafeteria only.

Driver Safety
Be Safe

- **Buckle up.** Secure everyone in your vehicle with seatbelts and make sure that children under 8 years old or under 4’9” tall are properly fit to a car seat or booster seat.
- **Obey speed limits.** Drive slowly and carefully and use extra caution during arrival and dismissal. Obey the 25 mph school zone on Park Street.
- **Talk to your kids, not on the phone.** It is better to enjoy a conversation with your child than to talk or text on a cell phone. Using a cell phone while driving is a dangerous distraction and it is against the law to text while driving in California.
- **Use caution when backing up.** You have limited visibility behind you and may not see a child.
- **Look out for school buses.** Children are often exiting and entering buses. Never pass a school bus that has red lights flashing or their stop sign displayed.
- **Place car seats correctly.** To have a certified technician fit your child to a car seat please contact Humboldt County Department of Health and Human Services at 707-268-2132.

Be Responsible

- **Know the plan.** Some schools have developed guidelines for dropping off and picking children up from school in private vehicles. Make sure you know and understand the safest and most efficient ways to drop off and pick up their children from school.
- **Form a car pool.** Car pooling is a great way to:
  o Save on gas
  o Help the environment
  o Reduce traffic congestion
  o Give yourself a break!

Be Respectful

- **Use remote drop-offs.** A good way to avoid the traffic at school in the mornings and to get beneficial physical activity is to drop off your children a few blocks away from school and then walk with them the rest of the way or let them walk in with friends.
- **Park in designated spaces.** Please park in designated parking spots only. The red zones exist for the safety of your child. Never double park, do not park in red zones, and do not block the path of other vehicles. *White zones are for loading*
and unloading only. Do not leave your vehicle unattended in a white zone.

- **Leave Early.** Plan ahead to reduce stress and the urge to drive too fast.

- **Be courteous of other travelers.** Obey all the rules of the road and look out especially for bicyclists and pedestrians. Let’s work together to get everyone to/from school safely.

- **Turn off your engine when you can.** Turn off your car while waiting and take a breath of fresh air! An idling car still emits harmful fumes that pollute the air and are dangerous to breathe in.

**Other General Rules:**

- Student must have an office pass to go to the office.

- The office and classroom are for school business or emergencies only - social arrangements must be made at home

- Students are to WALK from the classroom to the bus or pick up pad

- Students must be signed out of school by a parent or guardian before leaving campus

- Students may enter a classroom only if the teacher is present

- Chewing gum is not allowed at school

- Food may be eaten at the lunch/snack area only

- No toys are allowed at school including Pokemon Cards or fidget spinners.
Breakfast/Lunch Programs:

- Breakfast and lunch are available to all students for FREE each school day.
- Milk is included with free meals but may also be purchased separately by students who bring a lunch from home.
- Free breakfast will be sent home with students at the end of each school day to be eaten the next morning before coming to school. We will not be serving breakfast in the cafeteria this year.
- Lunch is served at staggered times for grades TK/Kindergarten through 4th grade.

Community Eligibility Provision forms are sent home at the beginning of the school year, and all families must complete the Confidential Family Income Survey. This information allows us to provide free meals to all of our students. If your child does not access the free meals but would like a milk to go with their cold lunch, then they may purchase a milk for $0.50. Milks should be paid for in advance by placing milk money in a sealed envelope with the child’s name, teacher’s name, and amount of money. The milk money can be dropped off in the front office.

The cost of breakfast and lunch is as follows:

- Student breakfast w/milk: FREE
- Student lunch w/milk: FREE
- Milk Only: $.50
- Adult lunch: $5.00
Student Discipline

Be Safe, Be Respectful, Be Responsible, Be Productive

Each child has a right to be safe and comfortable, and a responsibility to respect the rights of others.

If students are not following school rules, a series of progressive discipline measures will be instituted. The following are examples of discipline methods used at Ambrosini: time-out during recess, time in-class during recess, a parent phone call, a school referral, walking club at recess, a meeting with the principal, and/or school suspension.

The general rules for behavior and safety are as follows:

1. Treat others with respect and honesty
2. Follow staff directions
3. Use appropriate language
4. Use equipment and materials properly
5. Stay in assigned areas
6. Play safely
7. Keep hands and feet to yourself
8. Bullying will not be tolerated

Behavior that intentionally causes injury/damage to another person or property is cause for immediate citation or suspension from school.

The following discipline matrix will be used as a guide. Consequences will be chosen based on what is appropriate for the age of our students here at Ambrosini School.
District Calendar
<table>
<thead>
<tr>
<th>INAPPROPRIATE BEHAVIORS</th>
<th>FIRST OCCURRENCE</th>
<th>SECOND OCCURRENCE</th>
<th>THIRD OCCURRENCE</th>
<th>FOURTH OCCURRENCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>◊ Not respecting other students/staff</td>
<td>• Warning</td>
<td>• Loss of recess</td>
<td>• 1 hour detention</td>
<td>• 2-5 day suspension</td>
</tr>
<tr>
<td>◊ Defiance</td>
<td>• Detention</td>
<td>• Detention</td>
<td>• Parent conference</td>
<td>• Re-entry behavior plan</td>
</tr>
<tr>
<td>◊ Disruptive or unsafe behaviors</td>
<td>• Mediation</td>
<td>• 1-2 day suspension</td>
<td>• Community restitution</td>
<td>• Community restitution</td>
</tr>
<tr>
<td>◊ Destruction of property</td>
<td>• Parent contact</td>
<td>• Parent conference</td>
<td></td>
<td></td>
</tr>
<tr>
<td>◊ Inappropriate language, clothing, and/or gestures</td>
<td>• Community restitution</td>
<td>• Community restitution</td>
<td></td>
<td></td>
</tr>
<tr>
<td>◊ Inappropriate use of electronic devices, cell phones, ipods, etc.</td>
<td>• 1 day suspension</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>◊ Being in an unsupervised area</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>◊ Violation of computer agreement</td>
<td>• Warning</td>
<td>• Loss of recess</td>
<td>• 1 hour detention</td>
<td>• 2-5 day suspension</td>
</tr>
<tr>
<td>◊ Cheating</td>
<td>• Detention</td>
<td>• Detention</td>
<td>• Parent conference</td>
<td>• Notify law enforcement</td>
</tr>
<tr>
<td>◊ Vandalism (over $100)</td>
<td>• Mediation</td>
<td>• 1-2 day suspension</td>
<td>• 1-3 day suspension</td>
<td>• Possible referral for expulsion</td>
</tr>
<tr>
<td>◊ Receiving stolen property</td>
<td>• Parent contact</td>
<td>• Parent conference</td>
<td>• Notify law enforcement</td>
<td></td>
</tr>
<tr>
<td>◊ Possession or use of tobacco products</td>
<td>• Community restitution</td>
<td>• Community restitution</td>
<td></td>
<td></td>
</tr>
<tr>
<td>◊ Not respecting other students/staff</td>
<td>• 1 day suspension</td>
<td>• Detention</td>
<td>• Notify law enforcement</td>
<td></td>
</tr>
<tr>
<td>◊ Defiance</td>
<td>• Notify law enforcement</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>◊ Disruptive or unsafe behaviors</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>◊ Destruction of property</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>◊ Inappropriate language, clothing, and/or gestures</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>◊ Inappropriate use of electronic devices, cell phones, ipods, etc.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>◊ Being in an unsupervised area</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>◊ Violation of computer agreement</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>◊ Cheating</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>◊ Vandalism (over $100)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>◊ Receiving stolen property</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>◊ Possession or use of tobacco products</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>◊ Harassment, including sexual harassment</td>
<td>• Detention</td>
<td>• Detention</td>
<td>• 1 hour detention</td>
<td>• 1 hour detention</td>
</tr>
<tr>
<td>◊ Threatening or hurting anyone</td>
<td>• Parent contact/conf erence</td>
<td>• 1-3 day suspension</td>
<td>• 3-5 day suspension</td>
<td>• 3-5 day suspension</td>
</tr>
<tr>
<td>◊ Fighting</td>
<td>• 1 day suspension</td>
<td>• Parent conference with re-entry contract</td>
<td>• Notify Law Enforcement</td>
<td>• Notify Law Enforcement</td>
</tr>
<tr>
<td>◊ Bullying</td>
<td>• Notify Law Enforcement if appropriate</td>
<td>• Anger management intervention or counseling</td>
<td>• Parent conference</td>
<td>• Parent conference</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Notify Law Enforcement</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Offense</td>
<td>1-3 day suspension</td>
<td>2-5 day suspension</td>
<td>3-5 day suspension</td>
<td>5 day suspension</td>
</tr>
<tr>
<td>------------------------------------------------------------------------</td>
<td>--------------------</td>
<td>--------------------</td>
<td>--------------------</td>
<td>------------------</td>
</tr>
<tr>
<td>Robbery or extortion or Possession or use of alcohol or other drugs</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Stealing</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Possession of knife. Explosive, or other dangerous object</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Assault and Battery; Hate Violence; Terrorist Threat</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Possession of firearm; Sexual assault</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Brandishing a knife; Sale of controlled substance; Possession of firearm; Sexual assault</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- Parent conference/e-entry behavior plan
- Notify Law Enforcement if appropriate
- Referral to drug/alcohol counseling
- Community restitution
- 1-3 day suspension
- Parent conference/e-entry behavior plan
- Notify Law Enforcement if appropriate
- Referral to drug/alcohol counseling
- Community restitution
- 2-5 day suspension
- Parent conference
- Notify law enforcement
- 3-5 day suspension
- Parent conference
- Notify law enforcement
- 5 day suspension
- Parent conference
- Notify Law Enforcement
- 3-5 day suspension
- Parent conference
- Notify law enforcement
- Possible referral for expulsion
- Referral for expulsion
- 5 day suspension
- Parent conference
- Notify Law Enforcement
- 5 day suspension
- Notify parents
- Referral for expulsion
- 4-5 day suspension
- Parent conference
- Notify Law Enforcement
- Possible referral for expulsion
- 5 day suspension
- Notify Law Enforcement
- 5 day suspension
- Notify parents
- Referral for expulsion
- 5 day suspension
- Notify parents
- Referral for expulsion
- 4-5 day suspension
- Parent conference
- Notify Law Enforcement
- Possible referral for expulsion
- 5 day suspension
- Notify Law Enforcement
- 5 day suspension
- Notify parents
- Referral for expulsion
- 5 day suspension
- Notify parents
- Referral for expulsion
- 4-5 day suspension
- Parent conference
- Notify Law Enforcement
- Possible referral for expulsion
- 5 day suspension
- Notify Law Enforcement
- 5 day suspension
- Notify parents
- Referral for expulsion
- 5 day suspension
- Notify parents
- Referral for expulsion
- 4-5 day suspension
- Parent conference
- Notify Law Enforcement
- Possible referral for expulsion
- 5 day suspension
- Notify Law Enforcement
- 5 day suspension
- Notify parents
- Referral for expulsion
- 5 day suspension
- Notify parents
- Referral for expulsion
- 4-5 day suspension
- Parent conference
- Notify Law Enforcement
- Possible referral for expulsion
- 5 day suspension
- Notify Law Enforcement
- 5 day suspension
- Notify parents
- Referral for expulsion
- 5 day suspension
- Notify parents
- Referral for expulsion
- 4-5 day suspension
- Parent conference
- Notify Law Enforcement
- Possible referral for expulsion
- 5 day suspension
- Notify Law Enforcement
- 5 day suspension
- Notify parents
- Referral for expulsion

27
Problem Solving Wheel
Fortuna Elementary School District Parent Notifications (E 5145.6)

Copies of the FESD Board Policies and Administrative Regulations can be found on the FESD website and at the District Office. Parents/guardians are responsible for reading these policies and regulations yearly.

**Board Policies:**

BP 0410-Free public education regardless of immigration status or religious beliefs
BP 6142.2/AR 6174-FESD Language Acquisition Program
AR 3514.2-Pesticides
BP 0510-School Accountability Report Card
AR 5144/AR 5144.1-District and site discipline rules
BP 4119.21/BP 4219.21/ 4319.21- Employee and Student Interactions
AR 5113-Absence for confidential medical services
BP 5116.2- District policy authorizing transfer
BP 6111-Schedule of minimum days and student-free days
AR 5145.7- Copy of sexual harassment policy
AR 5145.8- Right to refrain from harmful use of animals
BP 5111.1/ AR 5116.1/ AR 5117-Statutory attendance options
AR 5113-Absence for religious exercises
AR 5113/BP 6154- Excused absences
AR 6183-Home and Hospital
BP 5141.31-School Immunizations
AR 5141.21-Administration of prescribed medication
AR 5141.3-Right to refuse consent to physical examination
BP 5143- Availability of insurance
AR 1312.3-Uniform Complaint Procedures
AR 5125/ AR 5125.3- Challenge, review, expunging of records
AR 5125- Student Records
AR 5125.1- Release of directory information
AR 3553-Eligibility and application for free and reduced meals
AR 5022/ BP 6162.8- Privacy Policy
BP 6164.4- Parental Rights
AR 6181- Alternative Schools
AR 5141.6- Availability of dental fluoride treatment
AR 6162.51- Student’s participation in state assessments
BP 4112.2/ AR 4222- Right to request information
BP 0410/ BP 6178- Nondiscrimination
AR 3514- Availability of asbestos management plan
AR 3551- District policy on meal payments
BP 6164.2- Course selection and career counseling
BP 6142.2/ AR 6174- District’s language acquisition programs
AR 5142.1- Fingerprinting Program
AR 3543- School bus safety rule and information
AR 5125/ AR 5125.3- Specified rights related to student records
AR 5141.3- Specified information on type 2 diabetes
AR 5141.32- Requirement for oral health assessment
AR 6142.1-Sexual health and HIV prevention education
AR 6162.51- Results of tests
AR 5141.32- Health screening examination
BP 3580- Breach of records
AR 1312.3- Civil law remedies to complainants
AR 6174- EL reclassification process
AR 6174- Identification as long-term English Learner
AR 5148.2- Right to priority enrollment for foster and homeless youth
AR 3514.2- Intended use of pesticide product
AR 5143- Athletic Insurance
AR 6145.2- Information on sudden cardiac arrest
BP 3312- Advertising in the classroom
AR 5117- Appeal process for interdistrict transfer denial
AR 5111- Effects of early entry (TK)
AR 5123- Student at risk of retention
AR 5112.2/ BP 5141.33- Student excluded from school (health)
AR 5141.31- Evidence of immunization
AR 5113.1- Truancy and parent obligation
AR 5113.1- SARB and probation referral
AR 5118- State Open Enrollment List
AR 6181- Continuation Education
AR 6184- Right to request meeting before Continuation School
AR 6173.3- Basis for placement for foster youth
AR 5144.4- Parental attendance requirement
AR 5125.5- Damaged school property prior to withholding grades and/or diplomas
BP 5145.11- Student release to peace officer
BP 5144.1/ AR 5144.1- Notice, extension, and placement of suspension
BP 5119- Hearing on expelled student danger
AR 5144.1- Denial of readmission, notice of expulsion, decision to expel
BP 5116.2- Right to request meeting before involuntary transfer
BP 6111- Minimum day notice
AR 5141.4- Child abuse filing
AR 5121- Student in danger of failing course
AR 5125- Right to student’s records and to challenge
AR 5125.3- Right to submit written objection
BP 5125- Right for input on proposed program
AR 5125- Release of student record to judge or probation officer; court order or subpoena
AR 5141.3- Scoliosis, vision, hearing test results
AR 3551-Negative balance in meal account
AR 6145.2- Concussions and head injuries
AR 5022- Permission for test/survey questioning personal beliefs
AR 6142.1- Instruction in HIV prevention and sexual health
AR 5022- Notice of administering survey regarding health risks and student behaviors
AR 6174- Results of state test and English proficiency
BP 6175/ AR 6175- Parent advisory council for migrant education
AR 3513.3- District tobacco-free schools policy and procedures
AR 5125- Student immunization record sharing
AR 1240/ BP 1250- Permission process for sex offenders to visit a school campus
AR 3515.2- Notice of hearing when asked to leave school premises
AR 1312.3- Response to complaints and findings
AR 5022- Change on privacy rights
AR 4112.2-Timely notice to parent/guardian
AR 6174- Title I programs and placement
AR 6020- Parent Involvement Policy for Title I School
AR 3553- Household verification for free or reduced meals
AR 6173- Educational and related opportunities for homeless or unaccompanied minor
AR 5125- Right to review records
BP 3555- Rights and responsibilities under nutrition program funding
BP 6159.1/ AR 6159.1/ AR 6164.4- Special Education notice prior to initial evaluation
AR 6159.4- Special Education notice prior to functional behavioral assessment
AR 6159- Special Education notice prior to audio-record meeting
AR 6159- Parent notification of IEP Meeting
AR 6159- Written request of special education testing
AR 6159.4- Emergency intervention of serious behavior and/or serious property damage
AR 6159/ BP 6159.1- Prior Written Notice
AR 6159.1- Procedural Safeguards upon filing of state complaint
AR 5144.2- Decision and Procedural Safeguards upon disciplinary action and/or change in placement
AR 6159.1- Due process hearing request
AR 6164.4- Eligibility for services under Section 504
AR 1312.4/ E 1312.4- Classroom notices and complaints for instructional materials, teacher vacancy, and maintenance of facilities