

Message from the Principal



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.

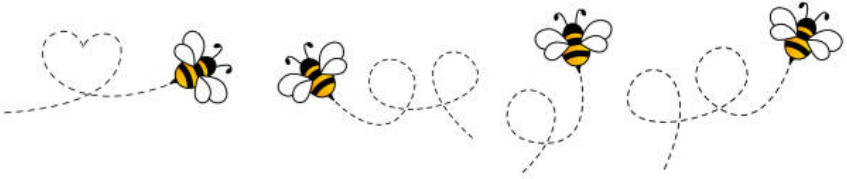
Ambrosini School has a staff of dedicated administrators, teachers, and support personnel who work to provide excellent educational programs for your children. We encourage your support and participation in our classrooms and our school.

Sincerely,

Mr. Justin Wallace, Principal



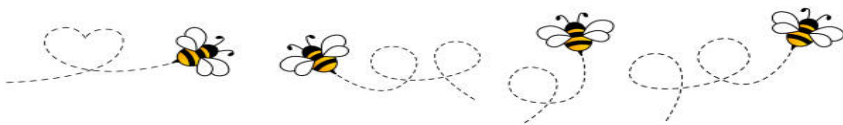
Ambrosini's Vision and Mission



Vision: Every student is nurtured, supported, and empowered to thrive.

Mission: Cultivate learning, connection, and perseverance for all.

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 reading log 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 with 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 regularly
- Be available to communicate with each parent

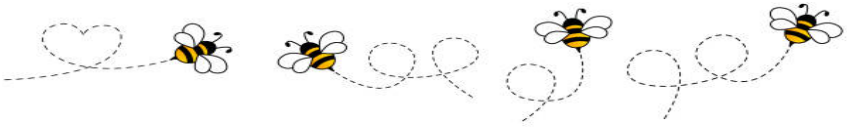
- Explain homework policies to children and parent



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 training for teachers and parents

Board of Trustees

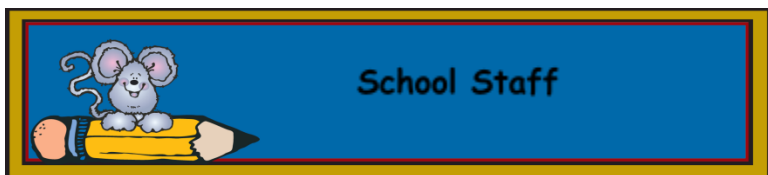


The Board of Trustees will hold their monthly public meetings
on the second Thursday of each month at
6:30 p.m. at Fortuna Middle School Cafeteria - 843 L Street,
Fortuna

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

Board of Trustees

Dave Gonzles	President
Ren Wohlers	Board Clerk
Tara Lewis	Trustee
Laura Pringle	Trustee
Amy Betts	Superintendent



Administration/Office:

Justin Wallace, Principal

Trudy Bonnikson, Secretary

Miracle Davis, Part-time secretary

Certificated Staff:

Mara Ayala, SDC Rm. 1

Shelby Lund, Transitional Kindergarten Rm. 4

Christina Victorine, Transitional Kinder Rm. 5

Tory Pumpkin, Kindergarten Rm. 2

Emma Ethridge, Kindergarten Rm. 5a

Brenda Santos, 1st Grade Rm. 7

Stephanie Anderson, 1st Grade Rm. 9

Laura Torres, 2nd Grade Rm. 16

Jennifer Grimmatt, 2nd Grade Rm. 17

Michelle Hernandez, 3rd Grade Rm. 18

Allison Hufford, 3rd Grade Rm. 19

Laura Shaver, District Art Teacher, Rm. 21

Ariel Cortes, 4th Grade Rm. 22

Alissa Stone, 4th Grade Rm. 23

Jeweline Huddleston, Reading & Math Intervention Rm. 11

Carrie Allen, Reading & Math Intervention Rm. 11

Liana Hollar, English Language Development Rm. 20

Lene Parker, Resource Rm. 5b

Kaila McDonald, Speech Rm. 15

Gina Kodel/Jared Coyle, Music Rm. 14

Patrica Sorci, School Psychologist Rm. 15

Vicky Remy, Counselor Rm. 10



Classified Staff:

, Classroom Aide

Jill Lorenzo, Classroom Aide & Excel Aide

Amber Tatro, Classroom Aide & Excel Aide

April Reeves, Classroom Aide

Diana Abara, Classroom Aide

Shannon Stacy, Classroom Aide

Lauren Singh, Classroom Aide

Tom Ambrosi, SDC Aide

Sharon Baldwin, SCIA

Kayla Diaz, Classroom Aide & Cafe Clerk

Yaros Zuniga, ELD Aide & Translator

Mary Dishmon, Library Rm 3

Jessica Mills, Assistant Cook

Brittany Phinney, Excel Leader

Ashley Jenks, Excel Aide

Amailia Oliver, Excel Aide

Christina Cruz, RSP Aide

Francisco Aguirre, Lead Custodian

Tom Cook, Custodian

Phil Viveiros, Custodian

Laura Ambrosi, Crossing Guard, Monitor

Julie Baumgart, Monitor

, Monitor

, Monitor

Cierra Yaple, Cafeteria

Miranda Ryan, Cafeteria Manager

Mike Moreno, Ambassador

Cayla Moschetti, Ambassador

School Hours

The school office is open from **7:30 a.m. to 3:30 p.m.**
Teachers are on campus from **7:45 a.m. to 2:45 p.m.**
Students may **not be dropped off before 7:45 a.m.**

Daily Schedule:

- **Regular Days:**
 - TK/Kindergarten: 8:00 a.m. – 12:30 p.m.
 - 1st–4th Grade: 8:00 a.m. – 2:15 p.m.
- **Fridays (All Students):** 8:00 a.m. – 12:30 p.m.

Students who walk or bike to school should not arrive early unless prior arrangements have been made with both the teacher and the office.

Students will **not be permitted to use the school phone** to make after-school social plans. All such arrangements must be made outside of school hours.

Please note: **The Ambrosini campus is a closed campus until 6:00 p.m.** Students must be enrolled in a supervised activity to remain on campus after dismissal.

Attendance

Regular attendance is essential for student success. The district is committed to supporting consistent attendance, as required by law, and reminds parents and guardians that children between the ages of 6 and 18 are legally required to attend school unless exempted by law.

In addition, school funding is based on **Average Daily Attendance (ADA)**. The district receives funding only when students are present; we do **not** receive funding for any absences, including excused ones.

Excused Absences

Student health and well-being are a top priority. Absences are excused only for the following reasons:

- Illness or quarantine
- Student's own medical, dental, or vision appointments
- Family emergencies
- Justifiable personal reasons
- Religious observances or instruction

Please keep your child home if they are ill or contagious. If your child has a fever, they must be fever-free for **24 hours without medication** before returning to school.

To report an absence, please call the school office **before 9:00 a.m. each day** your child is out. If your child has a medical or dental appointment, we encourage you to bring them to school before the appointment and return them to school afterward, if possible.

Independent Study

If your child will be absent for **three or more consecutive days** due to travel or a family emergency, please contact the school to arrange for an **Independent Study Agreement**. This allows your child to stay current with schoolwork during their absence. Whenever possible, arrangements should be made **at least three days in advance**.

Tardiness and Truancy

Students should arrive at school at least **5 minutes before the start of the school day**. Those who arrive late must stop by the office to receive a **tardy slip** before going to class.

A student with **three or more unexcused absences or tardies** may be referred to the **Student Attendance Review Board (SARB)**, where a formal attendance plan will be developed in partnership with the family.



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 that 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.**

Fortuna Elementary PTO (Parent Teacher Organization) – PTO is our parent group supporting Ambrosini, Walker, Toddy, and FMS Schools. PTO meets monthly and is an excellent way for parents to get involved in our schools. PTO sponsors activities such as our school carnival, enrichment classes, fundraisers, etc.

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 weekly 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 communicating 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.

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 – The 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 (SPSA).

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

Technology – Our 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, extended learning, and assessment administration.

Student Activities, Events, & Awards



- Back-to-School Night
- 100th Day of School Celebration
- Open House
- Carnival
- Field Day/Play Day
- Breakfast with Bees
- After-School Running Club
- Citizen of the Month Awards
- Student of the Month Awards
- Student Art Show
- Lunch on the Lawn
- Special Guest Assemblies
- Theme Dress-Up Days
- Community Projects
- Positive Behavior Incentives – Bee Buck Store
- Perfect Attendance Incentives

Ambrosini Elementary Bell Schedule 2024-2025

TK/Kindergarten:

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

1st Grade:

8:00 School Begins
9:15 Recess
9:30 Instruction
11:00 Lunch
11:35 Instruction
2:15 Dismissal

2nd Grade:

8:00 School Begins
9:30 Recess
9:45 Instruction
11:20 Lunch
11:55 Instruction
2:15 Dismissal

3rd Grade:

8:00 School Begins
10:00 Recess
10:15 Instruction
11:40 Lunch
12:15 Instruction
2:15 Dismissal

4th Grade:

8:00 School Begins
10:15 Recess
10:30 Instruction
12:00 Lunch
12:30 Instruction
2:15 Dismissal

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

Daily Lunch Schedule: This is also the schedule for Lunch on the Lawn.

<u>Grade:</u>	<u>Cafeteria:</u>	<u>Playground:</u>
TK/K	10:40-11:00	11:00-11:15
1 st	11:00-11:20	11:20-11:35
2 nd	11:20-11:40	11:40-11:55
3 rd	11:40-12:00	12:00-12:15
4 th	12:00-12:20	12:20-12:35

District Safety Rules

**AMBROSINI BUMBLEBEES STRIVE TO BE
SAFE, RESPECTFUL, RESPONSIBLE, & KIND**

Visitor and Volunteer Guidelines

To ensure the safety of all students and staff, and to minimize disruptions during the school day:

- All visitors must check in at the school office immediately upon entering the campus during school hours.
- Classroom visits should be arranged in advance with the teacher and the principal (or designee) to avoid interrupting instruction.
- If you would like to schedule a conference with a teacher, please make an appointment during non-instructional time.

Special Treats for Classrooms

If your child would like to bring a special treat to share with their class:

- You must get prior approval from the classroom teacher.
- Treats must be brought in sufficient quantity for the entire class.
- Please consider students with food allergies—teachers can provide guidance on safe options.

Classroom Etiquette and Confidentiality

- If you are unable to volunteer on your scheduled day, please notify the school office as soon as possible so plans can be adjusted.
- If a child in your group becomes disruptive, inform the teacher or classroom aide.
- Maintain confidentiality at all times. Do not discuss any personal, behavioral, or academic information about students you observe while volunteering, either inside or outside the school community.

Use of Electronic Devices

Classroom Use

In accordance with Education Code 51512, no student or visitor may use any electronic listening or recording device in the classroom without prior permission from both the teacher and the principal.

Cell Phones

- Cell phones must be turned off and kept in backpacks or stored in the school office while on school grounds, on the bus, or at school-sponsored events.
- Students who bring a phone to school must register their phone number with the office.
- If a phone is visible, turned on, or used during school hours, it will be confiscated and returned only to a parent or guardian.
- Repeated violations may result in the loss of the privilege to bring a phone to school.
- Making or receiving calls or text messages should only occur off campus, before or after school.
- Parents are asked to communicate with their child through the school office, not by cell phone.
- The school is not responsible for lost, stolen, or damaged cell phones.

Other Electronic Devices

- Devices such as cameras, iPods, iPads, hand-held video games, and other personal electronics should not be brought to school, unless specifically requested by a teacher for educational use.
- If such items are brought accidentally, students should turn them in to the office for safekeeping until the end of the school day.
- The school is not responsible for any lost, stolen, or damaged electronic devices.

Student Conduct and Campus Guidelines

Appropriate Language

All students and adults are expected to use respectful and appropriate language at all times. Vulgar language, profanity, and name-calling will not be tolerated under any circumstances.

Bikes, Skateboards, and Wheeled Items

- Bicycles, skateboards, scooters, and other wheeled toys must be walked onto campus and stored immediately in the designated area upon arrival.
- Students are responsible for following bicycle safety and traffic laws.
- Bicycles must be licensed and registered with the school office.
- Helmets and safety gear are required by law. Students without proper helmets will be reported to the Fortuna Police Department.
- Skating or riding on campus is prohibited at all times.

Vandalism and Health & Safety

Vandalism of any kind will not be tolerated and may be reported to law enforcement.

Examples of vandalism include, but are not limited to:

- Writing or marking on walls, furniture, or school property
- Urinating on floors or walls in restrooms
- Clogging toilets with excess paper or objects
- Overturning trash cans, tables, or benches
- Spitting or chewing gum on school grounds
- Littering

For safety:

- Do not touch or pick up unknown or dangerous items. Report them to an adult immediately.

Public Displays of Affection (PDA)

School is a place for learning. Behaviors such as kissing, hand-holding, or lounging in each other's embrace are not appropriate and are not permitted on campus.

Cafeteria Expectations

To ensure a clean, safe, and respectful eating environment:

- Food and drinks are to be consumed only in the cafeteria, unless otherwise directed by staff.
- Enter the cafeteria quietly and in an orderly manner as instructed by an adult supervisor.

- Remain seated at your assigned table until dismissed by a cafeteria supervisor.
- Clean up your area and dispose of all trash before leaving.
- Do not throw food or objects at any time.
- Students must be respectful and follow the directions of cafeteria supervisors.
- Do not share food due to allergy and health concerns.
- Prohibited items: Glass bottles, soda, carbonated beverages, and energy drinks.

Playground Rules

- Students must be visible to and supervised by a staff member at all times.
- No playing in the yard before or after school unless under staff supervision.
- Students must ask permission before leaving the playground.
- Use all playground equipment safely and as intended.
- No throwing of wood chips or other unsafe objects.
- No boomerangs, baseball bats, hardballs, or other dangerous equipment.
- Do not hit, throw, or kick balls against buildings.
- Rough play, playfighting, and bullying are not allowed.

- No tackle football is allowed.
- Follow all playground supervisor instructions immediately and respectfully. Arguing or defiance will not be tolerated.

Note: While we aim to cover all situations, students are expected to apply general school rules to all areas and act responsibly at all times.

Restroom Rules

- No vandalism of any kind will be tolerated in restrooms.
- Students must not loiter, play, or gather in restrooms.
- Paper supplies should be used appropriately and not wasted.

Dress Code

The key is good judgment. Student attire should support a safe, respectful, and positive learning environment. Clothing that is distracting, unsafe, or inappropriate for school may result in the student being asked to change at school or a parent being called to provide alternative clothing. **Appropriate dress is expected at all school events and extracurricular activities.**

General Guidelines

- Student appearance should be neat, modest, and appropriate for a school setting.
- Clothing should **not attract undue attention** or interfere with instruction.

Tops

- Tops must be **modest**, have **two shoulder straps**, and **cover the midriff and undergarments**.
- **Tank tops** must have straps **at least two fingers wide**.
- **Spaghetti straps** may be worn **only if they stay securely on the shoulders** and the shirt provides modest torso coverage.
- **Low-cut tops** in the front or back are not permitted.
- **Bra straps must not be visible**.
- **Sports jerseys or tank tops with large armholes** must be worn with a t-shirt underneath.

Bottoms

- **Shorts and skirts must be fingertip-length** when arms are fully extended at the sides.
- Pants must not sag or be excessively baggy.
- **Undergarments must not be visible above the waistband**.
- **Hip-hugger or low-rise pants** must be worn with tops that fully cover the midriff.
- Belts must be worn **in belt loops**—no excessive hanging.

Footwear

- Shoes must be worn at all times for safety.
- Students should wear **closed-toe shoes with heel straps** that allow them to participate safely in **daily physical education**.
- **Slippers, flip-flops, high heels, and shoes with wheels** are not allowed at any time.

Prohibited Items and Accessories

- Clothing or accessories displaying references to **tobacco, alcohol, drugs, gangs, profanity, or inappropriate**

language or images are not allowed.

- **Chains**, including wallet chains, are prohibited.
- **Bandanas of any kind** are not permitted, including those that are factory-made.
- **Sunglasses** (unless prescription) must be removed when indoors or upon staff request.
- For safety, only **modest ear piercings and earrings** are allowed.

Headwear

- **Hats and hoods may be worn indoors**, but must not disrupt learning. If they become a distraction, students will be asked to remove them at the discretion of school staff.

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:
 - Have a narrower field of vision than adults, about 1/3 less.
 - Cannot easily judge a car's speed and distance.
 - 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.
 - Cannot readily tell the direction a sound is coming from.
 - May be impatient and impulsive.
 - Concentrate on only one thing at a time. This is likely not to be traffic.
 - Have a limited sense of danger.
 - Often mix fantasy with reality.
 - 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/injviosa/traffic/Documents/BikeHelmetSPAN01-VOSP.pdf>
- Helmets for children under 18 are required by law. If your child needs a helmet, please call the school office.
- **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>
- **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

Pick-Up and Drop-Off

- Students are under the authority and responsibility of the bus driver while riding on, or being escorted to or from the school bus.
- Students should always use the same bus stops. A parent/guardian must notify the school office if a student's typical drop-off location is to be changed. Dropping off a student at a friend's house will only be accommodated if there is room on the bus and prior permission is established.
- Students can only be picked up at one stop. If a student misses the bus, it is the parent/guardian's responsibility to take the child directly to school.
- Bus stop locations are subject to change throughout the year.
- Drop-off and pick-up times are subject to change throughout the year.
- If the bus is later than 30 minutes, every effort will be made to provide alternate transportation.
- Students should be at the stop 10 minutes before pick-up in the mornings, and allow an additional 10 minutes beyond drop-off time in the afternoons.
- TK and K students MUST be accompanied by an adult for drop-off and pick-up.

Student Conduct

- Please remember that school bus transportation is a privilege, not a right, and therefore may be denied for unsafe or unruly behavior. Students who receive three bus behavior slips will lose bus-riding privileges for the remainder of the school year.

- Students should respect the school bus, and in cases where a student has defaced the bus in any way, the parents/guardian will be held responsible for the repair of any and all damages caused by the student.
- Students must remain seated at all times while the bus is in motion.
- Windows shall not be lowered without consulting the bus driver and receiving permission first.
- Unnecessary noise or commotion by students riding the bus will not be tolerated, as it creates potentially hazardous conditions for safe driving.
- Students must maintain good conduct at bus stops at all times.

Early Release Days/Fridays

- As Fridays are early release days, multiple grade levels may be riding the bus home that typically does not ride together.
- TK and Kindergarten students will find that the Friday bus schedule is different from their usual schedule.

Private Car

- Students are to be dropped off and picked up at the cement pad in front of the cafeteria only unless you are walking your child to class; then you will need to park your car in a designated parking space. **You may not park in the bus zone or areas that are not designated for parking.**
- To ensure the safety of students and adults, **drivers are not to exit their cars while in the drop-off lane. All students must exit on the passenger side of the car.** If you need to get out of the car to assist your child or hand them backpacks etc. then please do not drive through the drop-off lane, but instead go and park your car.

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 a 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

- **Form a carpool.** Carpooling is a great way to:
 - Save on gas
 - Help the environment
 - Reduce traffic congestion
 - 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.

Library Policies

- Books will be loaned for a period of ONE (1) week.
- Books must be returned by the due date before new books can be borrowed.
- Late notices will be issued with fees for overdue books.
- Please make note of your child's library day as well as help your child keep his/her library books in a safe place, so they can be returned by their due date.
- Parents/guardians will be charged for the cost to repair or replace any lost or damaged library books.

Other General Rules:

- Students 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 when leaving before dismissal time
- 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.

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.**
- Lunch is served at staggered times for grades TK/Kindergarten through 4th grade.
- TK/K 10:40
- 1st Grade 11:00
- 2nd Grade 11:20
- 3rd Grade 11:40
- 4th Grade 12:00

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 milk to go with their cold lunch, then they may purchase milk for \$0.50. Milk 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	\$6.00

Student Discipline



**Be Safe, Be Respectful, Be Responsible,
Be Kind**

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: a parent phone call, walking club at recess, time in a buddy classroom, a meeting with the principal, a Restorative Justice project, 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.

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.

FESD Primary Discipline Matrix Grades TK - 4					
Staff implement these intervention strategies on a continuing basis:	• 5-to-1 positive reinforcement • Explicitly teach and reteach rules/expectations • First/Then • If/Then	• Give choices • Model appropriate behavior / social story • Re-teach desired behavior • Proximity or seat change	• Restorative conversation • Conflict mediation • Problem-solving conference • Parent consultation	• Review Behavior Contract • Review 504 Plan • Review Individualized Education Program (IEP)	
	Type I				
	Behavior/Offense	First Occurrence	Second Occurrence	Third Occurrence	Fourth Occurrence
	Unkind behavior - teasing, name-calling, intentionally hurtful exclusionary behavior, giving dirty looks, gossiping, etc.	• Restricted Recess Location • Walking Slip • Self-Reflection Form • Restorative Action • Mediation	• Restricted Recess Location • Walking Slip • Self-Reflection Form • Restorative Action • Mediation • Buddy Room	• Restricted Recess Location • Walking Slip • Self-Reflection Form • Restorative Action • Mediation • Buddy Room • Principal Parent Contact	• Restricted Recess Location • Walking Slip • Self-Reflection Form • Restorative Action • Mediation • Buddy Room • Principal Parent Contact • Loss of
	Technology violation - inappropriate Chromebook use				
Cell phone violation - cell phone rings in class, phone is out or on person					
Use of profanity or vulgarity - not directed toward a person					
Failure to follow directions					
Disrespectful behavior to guest or substitute					
Minor class disruption				Privilege/Activity	
Type II					
Behavior/Offense	First Occurrence	Second Occurrence	Third Occurrence	Fourth Occurrence	
Using profanity toward a person	• Restricted Recess Location • Walking Slip • Self-Reflection Form • Restorative Action • Mediation • Buddy Room	• Restricted Recess Location • Walking Slip • Self-Reflection Form • Restorative Action • Mediation • Buddy Room • Principal Parent Contact	• Restricted Recess Location • Walking Slip • Self-Reflection Form • Restorative Action • Mediation • Buddy Room • Principal Parent Contact • Loss of Privilege/Activity	• Restricted Recess Location • Walking Slip • Self-Reflection Form • Restorative Action • Mediation • Buddy Room • Principal Parent Contact • Loss of Privilege/Activity • Alternate Placement	
Physical harassment: pushing, poking, slapping, tripping, shoving, or making threats					
Sexual harassment level 1 - verbal, written, or electronic comments that are offensive or degrading					
Intentional destruction of school property					
Being in an out-of-bounds area on campus					
Leaving the classroom without permission					
Type III					
Behavior/Offense	First Occurrence	Second Occurrence	Third Occurrence	Fourth Occurrence	
Bullying based on: race, disability, sexuality, and other protected classes; or (p) Bullying/harassment (severe or pervasive conduct, including	• Restorative Action • Mediation • Principal Parent	• Restorative Action • Mediation • Principal Parent	• Restorative Action • Mediation • Principal Parent	• Restorative Action • Mediation • Principal Parent Contact	

inappropriate online conduct that has a substantially detrimental effect on physical or mental health as described in E.C. 48900(r)	• Contact • Loss of Privilege/Activity • Alternate Placement • Suspension (1 day) • Re-entry meeting • Refer to counseling if appropriate • Notify Law Enforcement if appropriate	• Contact • Loss of Privilege/Activity • Alternate Placement • Suspension (1-2 days) • Re-entry meeting • Refer to counseling if appropriate • Notify Law Enforcement if appropriate	• Contact • Loss of Privilege/Activity • Alternate Placement • Suspension (2-3 days) • Re-entry meeting • Refer to counseling if appropriate • Notify Law Enforcement if appropriate	• Loss of Privilege/Activity • Alternate Placement • Suspension (3-5 days) • Re-entry meeting • Refer to counseling if appropriate • Notify Law Enforcement if appropriate
Sexual harassment level 2 (touching that is uncomfortable, embarrassing, and/or offensive.)				
Theft: stealing or attempting to steal school or private property (not directly from a person but from an unattended location such as a backpack or desk in an amount over or equal to \$100)				
Possessing/distributing drug paraphernalia				
Causing, attempting to cause, or threatening to cause physical injury to another person (not involving threats of weapons)				
Fighting resulting in minor injuries such as cuts or scrapes or instigating a physical altercation				
False activation of fire alarm				
Type IV				
Behavior/Offense	First Occurrence	Second Occurrence	Third Occurrence	Fourth Occurrence
Fighting resulting in multiple injuries.	• Alternate Placement • Suspension (1-5 days), determined on	• Alternate Placement • Suspension (1-5 days),	• Alternate Placement • Suspension (1-5 days),	• Alternate Placement • Suspension (1-5 days),
Bullying and/or sexual harassment (severe or pervasive conduct, including inappropriate online conduct				

that has a substantially detrimental effect on physical or mental health as described in E.C. 48900.2)	• a case-by-case basis depending on safety threat or mitigating factors • Re-entry meeting • Refer to counseling if appropriate • Notify Law Enforcement if appropriate	• determined on a case-by-case basis depending on safety threat or mitigating factors • Re-entry meeting • Refer to counseling if appropriate • Notify Law Enforcement if appropriate	• determined on a case-by-case basis depending on safety threat or mitigating factors • Re-entry meeting • Refer to counseling if appropriate • Notify Law Enforcement if appropriate	• determined on a case-by-case basis depending on safety threat or mitigating factors • Re-entry meeting • Refer to counseling if appropriate • Notify Law Enforcement if appropriate
Possessing and/or using marijuana (no intent to sell)				
Possessing an imitation firearm, such as a BB gun				
Harassing, threatening, or intimidating a student witness.				
Possessing of knife, taser, or other dangerous object				
Threatening to cause physical injury with a weapon				

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