

# PARENT, TEACHER & STUDENT

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## ADMINISTRATION



# Bernard C. Mullane & Loretta Nannini

Co-Directors



**Josie Fabiani**  
Early Childhood Principal



**Pascale Salomon**  
Primary Principal



**Richard Hester**  
Middle School Principal

# ADMINISTRATION

# CONTACTS

**Lisa Spano**

Secretary

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**Grace Novielli**

Office Assistant

**Ginger Izzo & Paola Moresi**

Receptionists

**Irene Duranti & Lisa Cianni**

Bursars

**Solmaz Abdolrahimzadeh**

Medical Advisor

**Gigi Santiago**

Bus Coordinator

[buses@ambrit-rome.com](mailto:buses@ambrit-rome.com)

**Pablo Santiago**

Buildings & Grounds Manager

**Nicky Shamash**

PYP Coordinator

**Maria Casson**

Curriculum Coordinator

## EMERGENCY CONTACTS

**Bernard Mullane - + 39 347 381 3188**  
[director@ambrit-rome.com](mailto:director@ambrit-rome.com)

**Gigi Santiago - + 39 347 217 0724**  
**School Fax - 06 559 5309**

School email:

[ambrit@ambrit-rome.com](mailto:ambrit@ambrit-rome.com)

**POLICY**

**VALUES**

We recognize that the path toward a fulfilling and happy life requires the steady practice of enduring values:

**Respect**

Appreciation of and esteem for oneself, for others, and for the diversity of opinions and backgrounds at Ambrit and in the larger community.

**Honesty**

A high regard for truth, sincerity in action, and genuine concern for honor and integrity.

**Scholarship**

Intellectual curiosity, active engagement in learning, and a foundation in the academic disciplines.

**Balance**

Time for work and play, a mix of mastery and experiment, and a foundation in the academic disciplines.

**Courage**

The quality that enables students to explore new ideas, to create imaginative solutions, to give and accept help, to make difficult decisions, and to grow into confident, compassionate adults.

## Early Childhood DRESS CODE

### Dress comfortably

It is very important that children feel comfortable, free to move and not worried about getting paint, food or mud on their clothes. They will be running, kicking balls and climbing; therefore, it is important to dress them safely for playtime. Please see that children can remove clothing easily by themselves in order to use the restroom.

### Dress for weather

The children play outside almost every day, so it is very important for them to be dressed appropriately so that they will be comfortable. Remembering little things like mittens, hats and socks on days when the child may need them is important.

### Remember Your Feet

Comfortable rubber soled shoes are the best. Shoes that are slippery on the bottom or are always falling off can be dangerous for children. Please **NO** backless shoes. Please see that all sandals have a strap around the heel.

**POLICY** Ambricit provides an international education for students from diverse cultural backgrounds. The school's program of studies & activities foster the cognitive, social and emotional growth of each student to reach and exceed individual learning objectives.

## Primary DRESS CODE

There is no school uniform. All students are **required** to follow these simple rules:

- Students should wear neat clothing which is practical and, above all, seasonally appropriate.
- T-shirts and sweatshirts may not display any inappropriate words, pictures or slogans.
- Hats, including baseball caps, visors, bandanas and stocking caps may not be worn inside classrooms or during assemblies.
- Clothing must not have tears or holes.
- All tops, blouses or shirts must cover the midriff area and shoulders at all times. Spaghetti straps, halter tops, off-the-shoulder and tube tops are not acceptable clothing for students.
- For safety reasons thonged beach sandals/flip-flops should not be worn to school.
- Tennis shoes are **required** for P.E. days.

Students and the community is actively encouraged. Students leave Ambricit with an appreciation of different cultures and the tools to become life-long learners.

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## Middle School DRESS CODE

Students are expected to dress appropriately for school. Clothing should be sensitive to the variety of cultures and values represented in the school community and should not detract from the learning environment.

### **The expectations for “appropriate dress” are that students:**

- Wear neat and clean clothes, outerwear and footwear.
- Wear proper footwear befitting the climate and weather; no flip-flops.
- Wear clothes covering the shoulders, midriff and cleavage; no spaghetti straps, off the shoulder, halter-tops or tube tops.
- Do not wear see-through clothing.
- Do not dress in a provocative manner.
- Do not wear clothing that displays offensive or inappropriate words, pictures or slogans.
- Do not wear hats including baseball caps, visors and bandanas inside the building.
- Jeans are permitted as long as they do not have tears or holes.
- Ensure trousers are pulled up to the waist so that undergarments are not visible.
- Skirts, dresses and shorts should be of an appropriate length for school and should not have tears, holes or be frayed.
- No make-up except for middle school dances.

***Please ensure that your clothing does not offend any of our diverse cultural sensitivities.***

**Please note that the above dress codes apply to field trips, traveling groups and other school related activities.**

The final judgment on the appropriateness of student dress will rest with the MS Principal.

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# DIGITAL EQUIPMENT

May we remind you that students are **NOT** allowed to bring the following items to school:

- Cell phones
- Cameras, digital or film
- iPods or mp3 Players - portable game consoles (GameBoy, PSP etc.)

Should a child need a cell phone in order to contact their parents after school, the phone must be checked in with the office, where it will be kept until the end of the school day, then returned to the student. The office will require a letter from the family, explaining the student's need for a cell phone.

If students bring the above items to school, they will be confiscated and kept in the school office for collection by their parents. The equipment will not be given back to the student.

This policy was implemented because the above items cause too many distractions for students during the school day, and the school cannot be held responsible for lost, damaged or stolen property.

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# GRIEVANCE POLICY

When parents have specific concerns about the school or their child's academic progress, it is important to deal with these concerns in a timely and constructive manner.

- 1) The **first** step is to contact the appropriate member of the teaching staff, (e.g. your child's homeroom teacher) directly stating what problems or concerns exist.
- 2) The **second** step is if issues are not resolved at that level, the Principal of the student's grade level should be brought into the discussion. Parents and staff should try to resolve problems at the lowest possible level. (i.e. teacher/parents)
- 3) The **third** and final step should only be used in extreme and insolvable situations, the parent should:
  - **Submit in writing a statement detailing the grievance.**
  - **Request a meeting with the Director to provide additional insights and back-up information concerning the grievance.**
  - **The Director will meet, discuss and finalize a statement and/or action which in his opinion best solves the problem to the benefit of AMBRIT and the family involved.**

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## **EMAIL POLICY FOR PARENTS & TEACHERS**

E-mailing is a great medium to promote communication. We hope that its use at Ambrit will contribute to our students' educational needs while respecting the time constraints of our staff and parents. Consequently, we ask that you please follow these simple guidelines:

- Use e-mail only for non-urgent matters.
  - Teachers will respond to emails as soon as possible. This will depend on the importance of the matter in question and the teacher's availability.
  - Please identify your purpose in the subject line of your e-mail message.
  - Your child's academic progress and social development are best addressed by telephone or by scheduling a personal conference with your child's teacher. An e-mail message on these matters is not appropriate.
  - Use e-mail to give teachers advance notice of planned absences, to arrange a conference, but not to arrange play-dates, organize birthday parties or make bus changes. For bus changes, you may email **Gigi Santiago** at [buses@ambrit-rome.com](mailto:buses@ambrit-rome.com) before **1pm**.
  - We welcome your ideas for field trips, guest speakers and curriculum related activities.
  - Do not use this medium for personal advertising.
  - Please **DO NOT** send group emails to the parent body. Everyone's time is precious!
- Teachers' emails follow this format: [firstname.lastname@ambrit-rome.com](mailto:firstname.lastname@ambrit-rome.com)  
(ex: mary.smith@ambrit-rome.com).

Students leave Ambrit with an appreciation of different cultures and the tools to become life-long

# AFTER-SCHOOL ACTIVITIES

Dear Students and Parents,

September, 2011

Welcome back to school. It is now time to enroll your child in After-School Activities. The after school program has undergone changes this year. Students may sign up for as many activities as they like, there are no fees and this will be the only registration for the year. Students who wish to join clubs mid year will have the opportunity to join only those clubs with spaces available. Activities are scheduled to begin on Monday, September 12th and will end on Friday, June 15th, 2012. Any changes must be made by the 30th of September. Basic information on buses and times is provided below and attached you will find an easy to fill out form with a chart listing all of the activities offered. More detailed information on the clubs will be available on the web at [ambrit-rome.com/afterschool/after.htm](http://ambrit-rome.com/afterschool/after.htm). Please look over the activities offered and consider choosing one or more activities for your child. There are over thirty activities to choose from for the different age ranges and interests of our students.

All students staying after school must be registered with the After-School Program to remain in the building. Students who do private music lessons or tutoring must fill out the registration form before being allowed the use of a room. Payment for tutoring and private lessons are not covered by the after school program and must be made directly to the instructor as in the past. Ceramics with Ms. Nicoletta Gualdi will continue to be offered at school, however payment is not covered by the after-school program. You must register with the after-school program and the amount of Euro 200.00 per half year should be made directly to the instructor.

The deadline for registration is Friday, September 9th, 2011. Please return the registration form to the school as soon as possible so that your child will be registered. Please note that there are limited spaces in activities and places are given on a first come, first served basis. Students cannot participate until registered.

I will be available in the atrium to answer questions from 3:45 until 4:30 daily or the attached form may be sent in with your child or emailed to [afterschool@ambrit-rome.com](mailto:afterschool@ambrit-rome.com).

Thank you for supporting the Ambrit After-School Program.

Lisa Simon-Cianni - After-School Coordinator

## POINTS TO NOTE:

1. The deadline for registration is Friday, **September 9th** and clubs begin on Monday, **September 19th**.
2. Classes run from 15:45 until 16:45. Those students in the bus program can sign up to be dropped off by a late bus for FAO, WFP or IFAD. Children on late buses will be assigned places permanently. They will have given up their places on the 15.30 bus and Ms. Gigi will **NOT** be able to accommodate changes to earlier buses. Buses will leave Ambrit at approximately 16:50. Parents are responsible for being at the pickup points.
3. A minimum of five (5) participants must register in each club or it will be cancelled. There are also maximum numbers of enrollment according to each club.
4. If a child is frequently absent from a club they will be asked to withdraw to leave the space available for other students.
5. Children who are disruptive and uncooperative will receive a warning from the teacher, and if this behavior continues they will be asked to discontinue the course.

# SCHOOL LIFE

Ambricit provides an international education for students from diverse cultural backgrounds. The school offers a variety of study and activities for students.

## LIBRARY



Ambricit library has expanded in recent years to become a shared central resource area, providing stimulus, enjoyment and entertainment for students, teachers and parents.

The library offers a wide variety of fiction ranging from picture books for Early Childhood to novels for the Middle School - encyclopedia and other reference books, and a good selection of non-fiction books catalogued using the Dewey Decimal system for school libraries. The growing CD-Rom collection adds another dimension to library research.

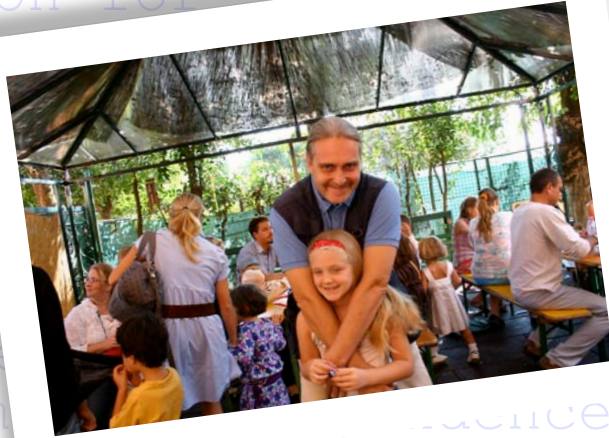
Students spend one lesson a week in the library learning a variety of library skills from care of books to use of the cataloguing and Dewey systems.

The video library may be used by parents and teachers only. Videos may be taken out for a maximum of one week. Library books should be treated carefully and returned promptly. Lost or damaged books or video cassettes must be paid for.



# SCHOOL LIFE

Ambrit provides an international education for students from diverse cultural backgrounds.



# FRIENDS of AMBRIT

The Parents Association, **Friends of Ambrit**, welcomes all families to the new school year. All parents are members and involvement in its activities is both rewarding and meaningful. Monthly meetings are held throughout the year. All parents are encouraged to attend and to participate actively in the Association.



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## SCHOOL LIFE

# FRIENDS OF AMBRIT



Its purpose is to promote social interchange between parents, teachers, friends of Ambrit, and students and to raise funds for specific projects.

Annual events include the October Family Barbeque, the Holiday Bazaar, the International Dinner, Family Evenings and the Mayfair.



The membership includes gifts for class teachers and Ambrit staff in December and June.



# Like us on facebook



Connect with the Ambrit community. Keep up with all that's happening:

The screenshot shows the Facebook interface for the Ambrit Rome International School (Official) page. At the top, there are fields for Email and Password, and a Log In button. Below the navigation bar, the page header includes the school's name and a 'Like' button. The main content area displays a wall with several posts. The first post is a welcome message from the school, dated 23 minutes ago. The second post is an announcement about the first day of school tomorrow, dated 19 hours ago, with likes from Cristiana D'Annunzio, Sarah Rimini, Cecilia Trinchi, and 4 others. The third post is a photo album titled 'Ambrit gets iPads', dated 19 hours ago, with likes from Bernard Mullane. The page also shows a sidebar with navigation options like Wall, Info, Events, Photos, and Ustream Live, and a section for 'About' and 'Like this'.

Information

News

Events

Photos

Videos

& MORE