

Howard C. Reiche Community School



Family Handbook 2018-2019

Your guide to the policies of the
Portland Public Schools
and the procedures followed at
Howard C. Reiche Community School
166 Brackett Street
Portland, ME 04102
207-874-8175
<http://reiche.portlandschools.org>

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Portland Public Schools' Promise

Every PPS Student Is:

- *prepared & empowered*
- *Pursuing high academic standards*
- *Empowered to achieve in school, life, and work*
- *A productive citizen of the city and the world*
- *Respected and respectful of others*
- *Personally connected to teachers, staff and the community*
- *Nurturing curiosity, creativity, empathy, and personal wellbeing*

GOAL 1: Achievement ~ All PPS students will be prepared for college and career and empowered to pursue a productive postsecondary path. Develop a growth mindset to help students:

- embrace rigorous academic work
- persist in the face of challenges
- view effort as a path to mastery
- learn from feedback
- find inspiration in the success of others

GOAL 2: Equity ~ PPS is vigilant in supporting each and every student's particular path to achieving high standards, rooting out systemic or ongoing inequities.

- Eliminate factors that contribute to variable rates of student success and participation
- Adopt targeted practices that successfully promote equity
- Strengthen family engagement in schools
- Forge partnerships to bring in resources, experience, and talents of the whole community to advance equity for all students

GOAL 3: Whole Student ~ All PPS students will develop the skills, habits and mindsets they need to engage in and contribute to our diverse city and ever-changing world

PPS will advance a well-rounded educational experience to:

- Build character
- Encourage civic participation
- Stimulate creativity and artistic expression
- Promote mental and physical wellness
- Awaken appreciation of the natural world
- Foster global competency

GOAL 4: People ~ Portland Public Schools attracts, supports and retains talented and diverse people who use their strengths to achieve our shared goals.

- Provide structured professional development to improve instructional practices and student outcomes
- Create conditions that attract highly skilled and diverse staff
- Promote talent development, internal mobility, and retention

About Reiche

Welcome to Reiche!

Reiche is the first teacher-led and teacher-governed school in Maine. Instead of a traditional principal, Teacher Leaders, four Committees, and a Leadership Team collaborate with parents to ensure that our vision and values are reflected in our school community.

Reiche Community School provides a challenging curriculum for a diverse student body. Over twenty-two nations are represented, with twenty-nine languages spoken. Our close proximity to the Arts District allows access to all of the cultural enhancements that Portland has to offer. We value our diverse community and understand that students learn at varied rates.

Reiche collaborates with a variety of educational and artistic partners. The Portland Symphony Orchestra, Portland Ovations, and Maine Audubon provide programs for all Reiche students. Waynflete students read with kindergarteners and mentor 3rd, 4th, and 5th graders. Learning Works and Portland Recreation provide services to our students before and after school. The Reiche PTO, in collaboration with the teaching staff, makes available enrichment opportunities both during and after school.

Reiche Principles

We believe our staff possesses the ability to collaboratively lead the school as we strive to maximize student learning.

We believe that Reiche is a welcoming, nurturing and safe learning environment.

We believe in educating the whole child by nurturing each student's social, emotional, nutritional, physical, and academic growth.

We believe all staff are responsible for all students, and all students are responsible to all staff.

We value, embrace, and celebrate the unique talents and diverse culture of our entire Reiche Community- students, staff, and parents. This diversity enriches us all.

We believe that we can inspire all students to love and value learning.

Howard C. Reiche, former principal of Portland High School, stands in front of the newly built West End elementary school that was named in his honor.

Photo taken April 1974, Press Herald photograph

Reiche's Leadership Team

Howard C. Reiche Community School is pleased to be the first school in Portland and one of the first in Maine to be led by a team of teachers. Reiche's Leadership Team (LT) consists of our 3 Lead Teachers, the chairs of the 4 committees, and a Reiche Portland Education Association (PEA) representative.

The Lead Teachers work half-time in the classroom and half-time addressing administrative responsibilities. One of the lead teachers is always on duty to cover the office, attend to parent concerns, participate in district meetings and handle other administrative tasks.

Our current Lead Teachers are:



Lori Bobinsky has a Bachelor's Degree in Elementary Ed/Early Childhood and a Master's Degree in Reading from the University of Northern Colorado. She also has her certification as a Reading Recovery teacher from UNH and holds National Board Certification. Lori has been at Reiche since 2004. She began as a primary classroom teacher and then was asked to step into the Literacy Specialist position. Prior to being at Reiche, Lori taught in both private and public school systems in Colorado, Utah, and New Hampshire. She has also been a Reading Recovery/Title 1 teacher and an Assistant Director of a preschool.



Renee Bourgoine-Serio received her BA in English from Dartmouth College and a Masters in Education in Literacy and English as a Second Language from University of Southern Maine. She has been employed by the Portland Public Schools since 1990 in a variety of settings and roles including eleven years at Reiche School as an ESL and K-2 teacher from 1990-2001. From 2010-2012, Renee and her family moved to Shenzhen, China where she taught and learned at Shekou International School. Renee was most recently employed as the Teacher Leader at Peaks Island and Cliff Island Elementary School.



Ted Hummel has a Bachelor's Degree in Psychology from San Francisco State University and a Master's Degree in Special Education from the University of Southern Maine. He began his career in Portland Public Schools in 2001 as a Special Education Ed Tech and has over 10 years experience as a Special Education teacher. Ted is currently a Title 1 teacher. Previously, Ted spent two years teaching children with special needs in London, England and four years teaching in Biddeford, Maine.

Reiche Faculty and Staff

Front Office: Andrea Jellison, School Secretary ~ Karen Malia, Admin Secretary

Lead Teachers: Lori Bobinsky, Renee Bourgoine-Serio, and Ted Hummel

Teaching Staff

Kindergarten

Kevin Brewster
Sarah Griffin
Jessie McCallum
Amy Wu

First Grade

Anthony Derrig
Kathleen Feenstra
Emily Liebling
Megan McDonough

Second Grade

Shawna DeRice
Mary Ann Foley
Emily Harriman

Third Grade

David Briley
Kristin Fox
Laura Graves

Fourth Grade

Sarah Barnes
Selene Becker
Kathryn Blayne

Fifth Grade

Julia Hazel
Joan Murray
Linda Provencher
Lynn Provencher

Art

Allison Villani

English Language Learner

Suzanne Chevalier, ELL Teacher
Deborah Ingraham-Lora, ELL
Sarah Martin, ELL Teacher
Amy Reuter, ELL Teacher
Aweis Abdalla, ELL Ed Tech
Esther Bark, ELL Ed Tech
Hermenigildo Paulo, ELL Ed Tech

Student Wellness and Supports

Anne Baltren, School Counselor
Michelle Turner, Social Worker
Susan Wiggin, Transition Specialist
Tina Veilleux, Nurse

Physical Education

Todd Wing

Music

Alyson Ciechomski, Music Teacher
Joyce Lavoie, Band
Ashley Terison, Strings

Counselors

Laura Bradbury, Health Affiliates
of Maine
Megan Tipton, Spurwink

Spanish

Violeta Anghel

Support Staff

Madia Allolding, Media Ctr Ed
Tech
Elle Ivy, Librarian
Sylvie Montello, Partnership Dev.

Title 1

Lorraine Bobinsky, Literacy Coach
Charlie Marengi, Math Coach
Ted Hummel, Teacher
Renee Bourgoine-Serio, Teacher
Karen Brigham, Teacher
Diane Cohan, Ed Tech
Janny Kerkhof, Ed Tech
Annetta Weatherhead, Ed Tech

Student Support Services

Holly Brown, Special Education
Hollie McLachlan, Special
Education
Jessica Muldoon, Special
Education
Andrea Stamey, Speech Therapist
Lisa Steiner, PT
Ashley Esmiller, OT

Custodians

Darren Alden, Custodian
Scott Steward, Head Custodian
Ryan Menario, Custodian
Laquette Falconer, Custodian

Ina Demers, Ed Tech
Christine Keaney, Ed Tech
Kelly Johnson, Ed Tech
Lisa Scott, Ed Tech
Fatuma Ali, Ed Tech

Food Service

Pam Moulton, Café Team Leader
Joan Gardner

How to Connect with Reiche Staff and Stay Informed on News & Events

Teacher, Lead Teachers, and Staff Availability and Communication

Teachers and Lead teachers will be available before, during and after school to meet and consult with parents, if needed. Staff can be contacted by email (first 5 characters of teacher's last name plus first character of first name @portlandschools.org) or phone at 207-874-8175. Language facilitators can be provided. Teachers provide updates on classroom activities on a periodic basis through their page on the school website, classroom facebook pages, classroom newsletters, notes, emails or the school newsletter.

There are many opportunities available for families to learn about our school and become involved:

Annual Survey

Parent surveys are distributed once a year, usually at the first parent-teacher conferences. This survey is intended to capture parent's opinions and suggestions regarding their family's experience at Reiche School. This survey has a direct impact on school operations and we urge you to complete this survey each year.

Newsletters

Members of the student support team work together with teachers to create a periodic newsletter that is sent home with students and posted on the Reiche website. The newsletter often consists of a message from teacher leaders, class updates, field trip news, listing of important dates and more.

Media Sites such as the Reiche website and Facebook:

Portland Public Schools site: <https://www.portlandschools.org/>

Reiche site: <http://reiche.portlandschools.org/>

Reiche PTO Facebook page: <https://www.facebook.com/ReicheCommunitySchoolPTO/>

Notifications via phone of upcoming events and important school news

To update parents on an upcoming event or change, Reiche will send out a mass phone message to all families with phone numbers on record.

Family Handbook

This handbook shares our school's vision, provides an overview of school policies and procedures, and lists teacher names and important dates. The Handbook is on our school webpage and hard copies can be obtained at the front office.

Preparing Your Child for School

The success of our students requires support, encouragement and involvement from teachers, staff, parents and community. It is our policy to keep families informed and involved with school.

Students should come to school with a backpack and snack. For Kindergarteners, backpacks are generously donated by the Jewish Women's Federation, and are available at the Kindergarten Open House.

All Reiche students are eligible for free school breakfast and lunch. No supplies are needed – the School provides all supplies for all grades, however, parents and students can commit to academic achievement by following the principles detailed in the **Reiche Parent Partnership Pledge**.

Daily Routine

Schedule

The school day is from 9:00 a.m. to 3:30 p.m. Monday, Tuesday, Thursday, and Friday. Dismissal on Wednesdays is at 2:30 p.m. beginning September 26 through May 29. Wednesday dismissal is at 3:30 p.m. for the first three weeks and the last three weeks of school.

Office hours are from 7:30 a.m. to 4:00 p.m. Monday through Friday.

Arrival

- Students may arrive as early as 8:30 for supervised outdoor play (weather permitting).
 - Please help our children understand: Once students arrive on school grounds they are the responsibility of the school staff and may not leave school grounds.
- Doors open at 8:45am - breakfast is served in the classroom until 9:00 am.
- Morning announcements and instruction begin at 9:00 am.
- Children arriving after 9:00 a.m. will be marked tardy and will need to check in at the office for an entry pass.
 - Being in school is, in part, training for professional and life skills. To that end, we have a heavy emphasis on EVERY child being in school early or on time, every day, ready to learn. It negatively impacts the student and the entire class when a student is late. We thank you for preparing your family's schedule to ensure that your child will be to school on time every day.

Dismissal

- Student dismissal begins at 3:30 p.m. except for designated early release days.
- Please do not request your child be dismissed between 3:00 p.m. and 3:30 p.m. Teachers are preparing children for dismissal and it is difficult for the office to coordinate individual requests during this time of the day.
- Parents/others may wait for their children in the following areas:
 - Parents of kindergarten students, please wait outside your child's exterior classroom door.
 - All other students are dismissed to the blacktop on the playground. Please communicate with your child's classroom teacher for specific location.

- To ensure the safety of everyone, children will be dismissed only to those designated on the Emergency/Information Card. **Please notify the office in the event that there may be another person picking up your child.**

School Attendance

All students are expected at school every day, before 9:00 am.

Consistent and punctual school attendance is essential to a student’s educational success. Keeping a child out of school for any reason, other than infectious illness, affects the continuity of his or her school experience. The ritual of the school day builds community and comfort, and arriving late or missing school altogether disrupts the routines so important to productive learning.

The elementary years establish lifelong habits. Research has shown that students who are late or absent *just twice a month* are at significant risk of dropping out before completing high school. In addition, chronically late or absent students do not perform as well academically as their peers.

Absence Protocol

- If you know your child will be absent from school, please inform the front office prior to 8:50am: 207-874-8175 .
 - If the front office does not receive any notification when a student is absent, the school will call the parents/guardian to ensure the safety of the child.
 - When a parent is not reached, the absence is recorded as “unexcused”.
- When your child is absent, please also expect a phone call or text from your classroom teacher or school counselor. Our staff works hard to have open communication and build relationships with students and parents. We miss your child when she is not here!
- When a student is at risk of becoming “chronically absent” (missing 10% of school days), his parent/guardian may receive communication from school social workers or Lead Teachers.

Excused absences may include the following reasons:

- Illness;
- Appointment with a health professional that can only be made during the school day;
- Observance of a recognized religious holiday when the observance is required during the regular school day;
- Family emergency;
- Planned absence for personal or education purpose which has been approved in advance.
 - If you are planning an extended absence for personal or family travel please submit a written request to the Lead Teachers for approval.

Unexcused Absence:

Students who accumulate 7 full days or 5 consecutive days of unexcused absences will be considered habitually truant. In that case, every effort will be made to work with the family to ensure consistency of daily attendance. Please note, upon review and determination that a child is habitually truant, the school is required to notify the Superintendent.

If your child will be absent please call or email the school office prior to 8:50am: 207-874-8175

**Portland Public Schools
2018-2019 Calendar**
Revised May 21, 2018

August

M	T	W	T	F
	1	2	3	
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

27 Teacher Workday
28 Teacher Workday
29 Teacher Workday
30 Teacher Workday
31 No teachers or students (PK-12)

September

M	T	W	T	F
	3	4	5	6
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

3 Labor Day
4 First Student Day Grades 1-12
6 First Student Day, Pre-K & K
26 First Early Release Wednesday

October

M	T	W	T	F
1	2	(3)	4	5
8	9	(10)	11	12
15	16	(17)	18	19
22	23	(24)	25	26
29	30	(31)		

8 Indigenous Peoples' Day

November

M	T	W	T	F
5	6	(7)	8	9
12	13	(14)	15	16
19	20	(21)	22	23
26	27	(28)	29	30

2 1st Quarter Ends
12 Veterans Day
21 No teachers or students (PK-12)
22-23 Thanksgiving Recess
30 1st Trimester Ends

December

M	T	W	T	F
3	4	(5)	6	7
10	11	(12)	13	14
17	18	(19)	20	21
24	25	26	27	28
31				

24-31 Winter Break

January

M	T	W	T	F
	1	(2)	3	4
7	8	(9)	10	11
14	15	(16)	17	18
21	22	(23)	24	25
28	29	(30)	31	

1 New Year's Day
18 2nd Quarter/1st Semester Ends
21 Martin Luther King, Jr. Day

February

M	T	W	T	F
4	5	(6)	7	8
11	12	(13)	14	15
18	19	20	21	22
25	26	(27)	28	

18 Presidents' Day
18-22 February Recess

March

M	T	W	T	F
4	5	(6)	7	8
11	12	(13)	14	15
18	19	(20)	21	22
25	26	(27)	28	29

15 2nd Trimester Ends
29 3rd Quarter Ends

April

M	T	W	T	F
1	2	(3)	4	5
8	9	(10)	11	12
15	16	17	18	19
22	23	(24)	25	26
29	30			

12 No teachers or students (PK-12)
15 Patriots' Day
15-19 April Recess

May

M	T	W	T	F
6	7	(8)	9	10
13	14	(15)	16	17
20	21	(22)	23	24
27	28	(29)	30	31

27 Memorial Day

June

M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

11 4th Quarter Ends
11 3rd Trimester Ends
11 2nd Semester Ends
11 Last Student Day 1/2 day release
12 Last Teacher work day

July

M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

183 Staff Days (*includes 2 unscheduled days for parent conferences, per PEA contract)
176 Student Days
No storm days added
Last day of school if 5 storm days added will be June 18

Standard Hours
(unless otherwise approved by Superintendent and posted)

Elementary Schools
East End / Longfellow / Riverton 8:20 – 2:50
Cliff Island 8:00 – 3:15
Peaks Island 8:20 – 3:05
Presumpscot / Ocean 8:30 – 3:00
Hall / Lyseth / Reiche 9:00 – 3:30
Middle Schools
Lincoln / Moore 7:45 – 2:15
King 7:55 – 2:25
High Schools
Casco / Doering / Portland 8:00 – 2:30
PATHS 8:00 – 10:30; 11:00 – 1:30
Bayside Learning Community 7:20 – 1:30

Wednesday Early Release - all schools released one hour Early except as noted below:
PATHS – 8:00 – 10:30 and 11:00 – 1:30
Peaks Island – 8:20 – 12:30; Cliff Island – 8:00 – 12:00

Key

- Holiday/vacation (non-paid teacher days)
- Teacher Professional Learning Day (no students)
- () Early Release
- ☆ Release for professional dev./ last student day (1/2 day release)
- ✓ No students/teachers. Other staff reports

NOTE: Each school will schedule and announce 4 half-day student release days for parent conferences (2 in the fall and 2 in the spring)

August

M	T	W	T	F
	1	2	3	
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

School Cancellation or Delay

Delays:

Portland Public Schools sometimes may delay the start of school for one hour because of bad weather, instead of canceling a full day of school. If a one-hour delay is called, students will start school one hour later than on a normal day, and if students take a bus, then the bus will come one hour later than normal. Students will still come home at their regular time after school.

In addition, all Portland Recreation before-school care will be canceled on days when there is a one-hour delay.

Cancellations:

In the case of extreme weather (or building emergencies), the district will cancel a full day of school.

School delay/closing decisions are generally made by 6:00 a.m. and will be announced on:

- the school district's website (www.portlandschools.org),
- the school district's Facebook page (Portland ME Public Schools) and
- local radio and television stations, including TV3. Please note, you can sign up with many of the television stations to have them email or text message you directly if Reiche is closed.
- Families will also receive a 'robo' phone call on the day of the delay or cancelation.

If there is an unanticipated reason children need to be dismissed during the school day, every effort will be made to directly contact parents. Please make sure that you complete the Census Verification Sheet to provide the school with information related to your child's dismissal plan.

Before and After School Child Care Programs

Portland Recreation

Portland Recreation offers a Before and After School Recreation Program at the Reiche Community Center. This is not affiliated with Reiche Community School.

The Before School Recreation Program hours are 7:00 a.m.-8:30 a.m. Monday through Friday. Extended before school hours, starting at 6:30 am, are available at an additional cost.

The After School Program hours are 3:30 pm – 5:30 p.m. Monday, Tuesday, Thursday, and Friday. Early release Wednesday after school begins at 2:30 p.m. Extended after school hours, ending at 6:00 p.m., are available at an additional cost.

Vacation camps and snow days are also offered at the Riverton Community Center for an additional fee.

Children may not start before school or after school programming without being registered. Further details can be found at the Portland Rec website: <http://www.portlandmaine.gov/390/Recreation>, or by phone at (207) 756-8275.

LearningWorks Afterschool

LearningWorks also offers an after school program at Reiche. This program is not affiliated with Reiche Community School.

LearningWorks Afterschool is a hands-on, project-based afterschool program focused on STEAM (Science, Technology, Engineering, Arts and Science) education. LearningWorks Afterschool is specifically designed to give students a positive learning experience that fosters excitement about learning and contributes to their confidence and success in school.

LearningWorks Afterschool program hours are 3:30 p.m.-5:35 p.m. Monday, Tuesday, Thursday, and Friday. Early release Wednesday hours are 2:30 p.m. -5:35 p.m. The program runs from mid-September to mid-May.

Further details can be found at the LearningWorks Afterschool website: <http://www.learningworks.me/resources/>

Health, Nutrition and Wellness

Health

A school nurse is always present or immediately on call to the school. Tina Veilleux, RN is the nurse at Reiche Community School and is at Reiche most days. Parents can contact Nurse Tina by calling the front office or via email: veillt@portlandschools.org.

If your child is ill or injured at school, she/he will be sent to the nurse for evaluation. If your child is too sick to participate in school, the nurse will call to make arrangements for your child to be picked up.

Students cannot be dismissed from school without an adult. If the nurse is not in the building, a secretary will notify you if your child is sick.

Allergies

If your child has any allergies to insect stings, foods or other substances, please notify the school nurse **IMMEDIATELY**. The nurse, your family, and your physician will work together to provide an emergency plan, including possible life saving medication.

Reiche will send notices home explaining when items, such as nuts, need to be kept out of a classroom because of allergies. Many students have a variety of allergies, so please check with your child's teacher and/or school nurse before sending any food to be shared in the classroom.

Health Screening

Vision and hearing screenings are performed in kindergarten, first, third, and fifth grades by the school. The nurse will notify a parent by mail if his/her child's results are not within the normal limits.

Immunizations

Keeping your child up to date with immunizations is the most effective way you can protect your child from dangerous illnesses. All students who enroll in Portland Public Schools are required by Maine law to present a certificate of immunization or evidence of immunization or immunity against poliomyelitis, diphtheria, pertussis (whooping cough), tetanus, measles, mumps, rubella and varicella (chicken pox). The Superintendent shall exclude from school any non-immunized student when there is a clear danger to the health of others as provided by law. Contact the school nurse if you are unsure about your child's immunizations.

Guidelines for Keeping Sick Children Home from School

A sick child cannot effectively learn and is unable to participate in classes in a meaningful way. Keeping a sick child home prevents the spread of illness and allows the child opportunity to rest and recover.

Here are a few guidelines to keep in mind:

Fever: A child should remain home with a fever greater than 100. **The child can return to school after she/he has been fever-free for 24 hours** (without fever-reducing medicine).

Diarrhea/vomiting: **A child with diarrhea and/or vomiting should stay home and return to school only after being symptom-free for 24 hours.**

Colds: A child with thick or constant nasal discharge or frequent, persistent cough should remain home. A child with these symptoms will quickly spread the illness to other children.

Always feel free to contact the school nurse if you have questions or concerns about your child's health or need assistance finding a healthcare provider.

Wellness

Portland Schools uses a coordinated approach to district wellness called the Coordinated School Health Programs (CSHP). CSHP is an effective system designed to connect health with education. This coordinated approach improves health and students' capacity to learn through the support of families, communities, and schools working together. Details of the policy can be found on the Portland Schools district website at <http://www.portlandschools.org/programs/Wellness/>. You will find much information on Portland schools nutrition and wellness policies.

Below are some highlights regarding nutrition.

- No soda is allowed at school
- Food offered or sold during the school day shall meet nutritional standards (low fat, low sugar, low sodium)
- Food and drink sold before or after school shall meet policy requirements

If you wish to send food to school for a classroom celebration, consider these snack ideas instead of cake and cupcakes:

Fresh fruits and vegetables	Yogurt
Fig and other real fruit cookies	Animal crackers
Baked chips	Low-fat popcorn
Soft pretzels and mustard	String cheese
Cereal bar	100% fruit juice (small, single serving)

School Lunch and Breakfast

Free breakfast and lunch is available to all Reiche students. Breakfast is served in the classrooms between 8:45 and 9:00 a.m. each morning.

The breakfast and lunch menus are printed monthly and sent home the last week of each month. Both menus can also be found at the Portland Public Schools website:

http://www2.portlandschools.org/departments/food_service/Menus

Lunch is served in the cafeteria space for grades 1-5. Kindergarten students eat lunch in their classroom. Note, the school will send notices home explaining when items, such as nuts, need to be kept out of the classroom. For more information on allergies, please see the *Health, Nutrition and Wellness* section of this Handbook, page 11.

All school menus meet USDA requirements for calories, fat, protein, calcium, iron, vitamins A and D. Calories are based upon the age group of the school while fat is limited to 30% of all calories coming from fat. The nutrient content is reflective of what the average student selects and not what any one student chooses. It is still very important to review meal selections with your children and work toward a balance on a weekly basis.

Students are given choices for entrees at breakfast and lunch. Teachers take a count each morning to see who is eating lunch, not to see who wants which meal. This way, students are free to choose any entree at mealtime. There are choices with fruits, vegetables, and condiments. Milk is offered with all meals - 1% white, skim, and 0.5% chocolate (lunch only).

Lost and Found

The Lost and Found is located across from the student bathrooms on the first floor. Some small items may be kept at the front desk. Items left unclaimed at the end of school vacation and at the end of the school year will be donated to a charitable organization.

Library

Located in the very center of our school, the library is the place to explore the world of children's books and is a stepping stone to finding information. Students and staff enjoy books, magazines, DVDs, books-on-tape/CD and puppets.

Students in grades K-2 have weekly visits to the library for story time, book borrowing and library skills. Third, fourth and fifth graders use the library individually, in small groups or as a whole class for book borrowing, library/research skills classes, and research. Teachers and the librarian collaborate in planning so that classes relate to what is being studied in the classroom.

Parents are welcome to visit the library and may borrow materials from the general collection.

Student circulation varies according to grade level. There are no fines for late returns but students are required to return overdue materials before borrowing additional items.

Visitors

In order to ensure safety for everyone, all entrances are secured except for the Brackett Street main entrance. The Clark Street entrance is open for a limited time before the start and end of the school day. We request that you do not seek entry at alternate entrances and **use the main entrance only**. All visitors including parents and volunteers need to sign in at the office and receive a visitor's badge.

All staff, volunteers, and visitors must wear identification while on the premises. We appreciate your cooperation in following these procedures.

Field Trips

Reiche students attend field trips throughout the year. These outings and excursions help children broaden their horizons, enrich their understanding, and gain experience in a larger community.

All students attending a field trip must provide written parental consent. A signed general field trip permission slip covers walking field trips during the course of the school year; however, field trips involving bus transportation require individual permission slips.

Information about upcoming field trips is sent home prior to the trip and will include details such as trip description and opportunity for volunteers.

Parent Organizations

The Parent-Teacher Organization (PTO) at Reiche Community School plays a significant role. The PTO collaborates with teachers to provide fulfilling academic, cultural and physical enrichment activities for our students. The PTO also promotes parent volunteerism to build strong relationships between parents and the school and to foster a welcoming and engaging community. The PTO's contribution of ideas, time, energy and passion help make Reiche what it is today

Our fundraising efforts such as the increasingly popular Reiche International Road Race and Silent Auction and several other initiatives help raise funds for enrichment activities during the school day (yoga, swimming, and dance), assemblies, curriculum enhancement and investment in technology. Additionally, the PTO collaborates with teachers to help supplement the school curriculum. Coaching Odyssey of the Mind teams, hosting events, funding field trips and assemblies are some of the many ways the PTO adds to the student experience.

The PTO also supports the community by communicating information on news and events, via PTO meetings and emails, and hosting family events throughout the year.

All parents are encouraged to become a part of the PTO and help build our school community by getting involved in those areas where they have a personal interest. Areas include: Fundraising, Events, Enrichment, Green Team & Grounds, Volunteerism in the classroom, and Coaching/Moderating Extracurricular events like Odyssey of the Mind.

Joining is free and easy, just contact the PTO and get on the email distribution list. **Please contact the Reiche PTO for more information:** www.reichepto@gmail.com or find us on Facebook.

Enrichment Programs Offered through the PTO

During the course of the year, after school enrichment classes are offered to Reiche students. Classes change each trimester but generally focus on art, music, dance, drama, science and foreign languages. There are three sessions (fall, winter, spring), lasting roughly 6 weeks with classes meeting for one hour, on a weekly basis. The cost per class is generally \$60-\$70; however, partial and full scholarships are available. Enrollment is on a first come, first served basis.

Parent Partnership Policy

The Howard C. Reiche Community values, embraces, and celebrates the unique talents and diverse culture of our entire Reiche community, students, staff, and parents. We believe a vibrant and effective partnership among the school, parents, and families serves as the cornerstone for educational excellence leading to achievement for all students. We believe in open communication and parent/guardian/family involvement and encourage you to become as involved in the school community as your time permits. Together, we can inspire all students to love and value learning.

The purpose of this Policy is to share the many opportunities that are available for families to partner with the school.

Scheduled events in the beginning of the year to introduce families to Reiche.

- *Meet the Teacher* in September provides students and families a first glimpse of the school setting.
- *Open House* in September allows students to show families their classroom and projects in progress while families have the opportunity to connect with teachers.

Events to celebrate family and community.

Almost all events are a collaboration between the staff and the PTO. Join us at the Reiche International 5K and Yard Sale, the Winter Festival, Multicultural Potluck, Art Show, Book Night, Chorus Concerts, Talent Show, Math Night, Family Fun Day, Garden Clean up, and more.

Volunteer Opportunities.

There are many ways to volunteer at Reiche. ALL volunteers must complete a background check with Sylvie Montello, our *Volunteer Coordinator* and *Partnership Developer*. Packets must be completed at least 2 weeks in advance of volunteering. Sylvie can be reached at montes@portlandschools.org or 874-8175.

Parents can:

Volunteer in the Classroom: help with reading and math; supervise field trips; or photocopy worksheets are some of the ways in which parents can help in the classroom.

Volunteer in School (but outside of the classroom): talk with Sylvie, our Volunteer Coordinator, about matching your skills with other ways we could use your help throughout the building.

Volunteer with Walking School Bus: help in picking up and walking with a group of students to school. 4th and 5th grade students are not eligible to ride the bus. Walking School Bus is a fun and safe way for students to walk together with adult supervision and ensure they arrive to school on time.

Participate in Field Trips: help monitor student safety and visit locations around Portland.

Join the Parent-Teacher Organization ("PTO"). Reiche has an active and engaged Parent-Teacher Organization. Connect to learn news, events, fundraising initiatives, and more. Contact the PTO via email at reicпто@gmail.com and check out the Reiche Community School Facebook page.

Parent-Teacher Conferences

Parent -Teacher conferences are held each Fall and Spring. Parents select a time before or after school, together with the student, to meet with the teacher to discuss the student's progress, how the student can be supported at home, receive information on all assessments and testing, and ask questions.

Students are actively engaged in the conference as they are encouraged to discuss their progress and share their work. Language facilitators will be available if needed.

Maintain Communication

- As listed on page 9, teachers and staff are available via email, or by calling the front office: 207-874-8175. Language facilitators can be provided.
- Check out our newsletters
 - The bi-weekly newsletter is sent home with students and posted on the Reiche website.
- Visit media sites such as the Reiche website and Facebook:
 - Portland Public Schools site: <http://www2.portlandschools.org/>
 - Reiche site: <http://reiche.portlandschools.org/>
 - Reiche Community School Facebook page
- Keep your phone number updated with the front desk - notifications of upcoming events and important school news are often sent via phone message.
- Review the Family Handbook

The success of our students requires support, encouragement and involvement from teachers, staff, parents and community. It is our policy to keep families informed and involved with school. This policy is posted on our website and parents have the opportunity to comment and provide suggestions by contacting a teacher leader or completing the annual survey.

The Reiche Parent Partnership Pledge

We know that children learn best when families and schools work together. As a parent, teacher, caring adult, I commit to the academic achievement and career success of each child and I agree, support and adhere to the following principles to the best of my ability:

School Staff Will	Parents Will	Students Will
<p>Communicate with parents by</p> <ul style="list-style-type: none"> ● Frequently providing information about what is being learned in the classroom. ● Inviting, encouraging, and reinforcing parent involvement. <p>Provide a positive, safe, caring environment by</p> <ul style="list-style-type: none"> ● Teaching, modeling and practicing collaboration and respect. ● Giving positive reinforcement. ● Creating a sense of belonging. ● Maintaining classroom control and managing conflict quickly and fairly. <p>Have high expectations for each child by</p> <ul style="list-style-type: none"> ● Encouraging independence. ● Promoting daily attendance. ● Academically challenging each child. ● Understanding and respecting individual learning styles and needs. <p>Know and articulate content and curriculum by</p> <ul style="list-style-type: none"> ● Being organized. ● Being a life-long learner. ● Using varied and current teaching methods, media and curriculum. 	<p>Communicate the importance of education and learning to my child.</p> <p>Encourage my child to dream big and always give 100 percent effort.</p> <p>Treat my child’s teachers as a valuable resource and work with them to support academic improvement and classroom behavior expectations.</p> <p>Monitor my child’s TV viewing and provide a quiet time and place for homework.</p> <p>Monitor my child’s academic growth and stay as involved as possible in my child’s education.</p> <p>Attend teacher-parent conferences, encourage open communication with teachers and teacher leaders and let the teacher know right away if I notice any problems.</p> <p>Notify the school by 8:50am if my child is sick or will be late.</p>	<p>Arrive at school on time, well-rested and prepared for a full day of instruction and learning.</p> <p>Read with an adult or be encouraged to read independently each day.</p> <p>Complete all homework assignments given by school instructors and will be encouraged to ask for help when it is needed.</p> <p>Treat teachers and fellow classmates with respect and compassion. I will make positive behavior the expectation in my household.</p>

Parent/Student/Teacher Conferences and Student Report Cards

Parent-teacher conferences are held two times a year in late November and March. During these times, parents make appointments with their child's teacher to discuss their child's progress/development on the following topics: reading, writing, mathematics, science, social studies, health, art, music and physical education. Additionally, attendance, work habits and social learning are also addressed.

The school year is divided into three terms and every student will receive a report card at the end of each term. The report card provides information about attendance, the student's progress in the academic topics studied, as well as work habits. Students will be assessed as either: 1 (Beginning), 2 (Approaching), 3 (Meets) to 4 (Exceeds target).

If you have concerns about your child's progress, please contact your child's teacher at any time. Your involvement in your child's education sends a strong message to your child that school is important and valued by you.

Transportation: Getting to/from School

Bicycles, skateboards, and scooters are walked or carried on school campus. They can be stored on the brickwork, behind the rhinoceros, or locked to the bicycle rack on Brackett Street. Bike locks are highly encouraged.

For your child's safety, please teach your child to cross at locations where there is a crossing guide on duty. Crossing guides are assigned before and after school to the following locations:

Cumberland Ave. – State St.	Bramhall Square	Congress and Mellen St.
Danforth and Clark	Spring St. and State St.	Spring St. and Clark St.
Pine St. and Clark St.	Spring St. and Brackett St.	Pine St. and Brackett St.
Longfellow Square (both at State St. & Pine St. and State St. & Congress St.)		

General Safety Tips

Here are some simple rules to reinforce and practice with your children. Remember your child's limitations; children under 10 years of age are developmentally limited when it comes to judging speed and distance accurately, and very young children may not be able to read the street and pedestrian signs yet.

Let's remind our children:

- Stay with a group. Always walk with at least one friend, two or three is even better.
- If a stranger offers you a ride, say **"NO!"** and stay far away from their car.
- If a stranger follows you on foot, get away from him or her as quickly as you can. You can run and yell loudly, **"HELP!"**
- If a stranger follows you in a car, turn around and go the other direction.
- Never leave school with anyone other than a parent after signing out with the office.
- Tell a trusted adult if a stranger is hanging around the school, playground, or public bathroom.
- Leave items and clothing that display your name at home so a stranger cannot read it and use it to talk with you.
- If you arrive home alone, call your mother, father, or other trusted adult to let them know you are home and all right. Keep the door locked, don't open the door for strangers, and don't tell strangers that you are home alone.
- Never accept things from a stranger.
- If a stranger asks you a question, don't talk to them. Run away.
- Don't go anywhere with a stranger.

Walking Safety Tips

- Walk on the sidewalk. If there is no sidewalk and you have to walk in the road, face the traffic so that you can see cars coming and keep as far from the roadway (as far away from the traffic) as possible.
- Cross only at corners or marked crosswalks. (If there is a crosswalk button, press the button and wait for the walk sign to indicate that it is safe to cross.)
- Stop at the curb or edge of the road, look left, then right, and then left again (left right- left) before you step into the street. If a car is parked where you are crossing, make sure there is no driver in the car. Then go to the edge of the car and look left right-left until no cars are coming. Keep looking for cars while you are crossing.
- Walk, don't run. This gives time for drivers to see you before you enter the roadway.

Bicycling Safety Tips

- Always wear a helmet that is properly fitted and complies with Consumer Product Safety Commission (CPSC) Standards.
- Ride on the right side of the road or trail in a single file (one bicycle behind another) in the same direction as other vehicles and come to a complete stop before crossing streets.
- Always use proper hand signals when turning and stopping.
- Use a bicycle bell to alert pedestrians that you are passing (this is effective for preventing crashes).

Bus Conduct Rules

The majority of Reiche students live within walking distance of the school; however, if your child is eligible for busing you will receive a postcard approximately 2 weeks before the start of school with information on your child's bus number, bus stop and time schedule

- Transportation is not provided for 4th and 5th grade Reiche students.
- Kindergarteners and 1st graders must be received by a parent or designee. If neither parent is present, the student will be returned to school. If a bus student will not be riding the bus home on a particular day, parents must inform the school of this change either through a note, phone call, or in person prior to 3:00pm. **Your child will be placed on the bus unless the school receives notification.**
- For the safety of your child and the driver students are expected to remain in their seats and follow the directions of the driver at all times. Failure to do so may result in disciplinary actions that may include bus suspension.

For more information on the bus transportation, please contact the district's transportation office at 874-8240 or visit the transportation website at:

<http://www2.portlandschools.org/departments/transportation/>

School Bus Safety Tips

- When the bus arrives, stand at least three giant steps (6 feet) away from the curb.
- If you have to cross the street in front of the bus, walk on the sidewalk or along the side of the road until you are five giant steps (10 feet) ahead of the bus. Then you can cross the street.
- Be sure the bus driver can see you and you can see the bus driver.
- **Never walk behind the bus.**

If you drop something near the bus, tell the bus driver. Never try to pick it up first because the driver may not be able to see you