

# Orrington New Family Information

## Important Contact Information

**Orrington School Office: (847) 859-8780**

(follow prompts to report absences and tardies)

**Principal: Dr. Jessica Plaza ([plazaj@district65.net](mailto:plazaj@district65.net))**

**Assistant Principal: Mr. John Siegler ([sieglerj@district65.net](mailto:sieglerj@district65.net))**

**Secretary: Ms. Rowena Edwards ([edwardsr@district65.net](mailto:edwardsr@district65.net))**

**Health Clerk: Ms. Mary Robinson ([robinsonm@district65.net](mailto:robinsonm@district65.net))**

**Orrington Website: [www.orrington.district65.net](http://www.orrington.district65.net)**

**School Closings and other District 65 Information: [www.district65.net](http://www.district65.net)**

## Additional Contact Information

New Family Coordinator	Laura Graham	<a href="mailto:lwatral@gmail.com">lwatral@gmail.com</a>
EB Family Coordinator	TBD	
Kindergarten Transition Team	Phuong Le	<a href="mailto:swarm10@hotmail.com">swarm10@hotmail.com</a>
	Clare Scane	<a href="mailto:donovanscane@gmail.com">donovanscane@gmail.com</a>
	Megan Langer	<a href="mailto:langermeganh@gmail.com">langermeganh@gmail.com</a>
PTA Co-Presidents	Sarah Darnton	<a href="mailto:twogoofydogs@yahoo.com">twogoofydogs@yahoo.com</a>
	Molly Fouts	<a href="mailto:molly.fouts@gmail.com">molly.fouts@gmail.com</a>

Orrington PTA Webpage: <https://www.district65.net/domain/664>

PTA Questions: Please email [info@orringtonpta.org](mailto:info@orringtonpta.org)

**Welcome to Orrington Elementary School!** We would like to help make your transition to the Orrington community as easy as possible and support you in any way that we can. We know it can feel a little overwhelming to move into a new school community. With this in mind, we have put together this detailed packet of information to try and answer some common questions. If you still have questions or concerns and want to know more, please do not hesitate to contact us!

*\*All the information that is fluid/different due to the pandemic is written in italics.*

We would love to help connect you with other families in our school community. Please contact Laura Graham (773-865-8098 or [lwatral@gmail.com](mailto:lwatral@gmail.com)) to be paired with an Orrington family with a child in the same grade as yours.

Emerging Bilingual (EB) and International Families – If you have questions about the EB program, life at Orrington or have a question about life in the USA, please contact [info@orringtonpta.org](mailto:info@orringtonpta.org), and the PTA will connect you with other families with EB children at Orrington.

Families with new Kindergarten students will find an abundance of kindergarten-specific knowledge in the Kindergarten Information Packet as well. Please look for that on the PTA webpage under the kindergarten button. Reach out to Phuong Le ([swarm10@hotmail.com](mailto:swarm10@hotmail.com)) or Clare Scane ([donovanscane@gmail.com](mailto:donovanscane@gmail.com)) with kindergarten-specific inquiries.

## **IMPORTANT INFORMATION ABOUT ORRINGTON SCHOOL**

### **School Drop Off – Mornings at Orrington**

*\*2020-21--Please look for detailed guidance from the district about a drop-off plan meeting CDC requirements as the date for in-person learning nears.*

In a normal year, morning playground supervision begins at 8:50 am. The bell rings for the children to line up at 9:00am. Each class has a specified area where their class will line up on the West (playground) side of the school; to see the **line-up map** click [HERE](#). Your child's teacher will meet the class in this location and lead them into the building.

If you are driving your child to school, you should plan to drop them off on Monticello Place and the East side of the school along Orrington Avenue. Please do not park on Orrington between Monticello and Clinton. If you plan to walk your child onto the playground, please park your car on a nearby street and leave the area next to the school on Monticello Place free for other families who wish to drop off their children. Please note that parking restrictions exist on many of the streets around the school and parking close to the school can sometimes be a challenge. Please take care to check for any restrictions before you leave your car, as Evanston City Parking Service will issue tickets to cars parked in restricted areas.

The buses drop off along the east side of the building on the side of Orrington Avenue near the front entrance of the school. Please be sure not to block the area where buses need to park.

For a detailed **traffic pattern map**, please click [HERE](#).

In the event of inclement weather, children will go directly into the school at drop off and do not line up outside. Students will be instructed to line up in the hallway, just outside their classrooms. *\*2020-21--Children will go directly into their classrooms.*

### **School Pick Up – Afternoons at Orrington**

*\*2020-21--Please look for detailed guidance from the district about a pick-up plan meeting CDC requirements as the date for in-person learning nears.*

In a normal year, the school day ends at 3:35 pm. It's important to know that, with the exception of Kindergarteners (who are dismissed at 3:30 pm), the teachers do not hand children directly to a parent or caregiver so please be sure that someone is there, unless your child has permission from you to walk or bike independently! It can be helpful at the beginning of the year to choose a designated spot with your child where you will be waiting each day, so they can easily find you. Also, it is a good idea to have a plan in place in case you are running late. This could be having your child find an agreed upon back-up adult to wait with, or asking your child to go back into the school if you are not there and let Ms. Edwards know that they need to wait for you in front of the office. There will be staff supervision on the playground from 3:35-3:45 to help any students who have not been picked up.

### **Bus Transportation Information**

*\*2020-21--Please look for detailed guidance from the district about a busing plan meeting CDC requirements as the date for in-person learning nears.*

Depending on where you live, your child may be eligible to ride the bus to school. For more information, and to register, please contact the District Transportation Service. More information can be found here <https://www.district65.net/transportation>. Once you are registered, you should receive a letter prior to the beginning of the school year informing you of your child's bus number and bus stop location. If you do not receive a letter by the week before busing begins, call the D65 transportation office at 847-859-8019.

During a normal year, in the morning, bus riders are delivered to the east side of the school where an adult will accompany them to the playground where they will be supervised until the 9:00 am bell. At the end of the school day, the children line up in the front hall by bus number and are escorted to their buses by the teachers. Make sure your child knows his/her bus number! (For younger students it can be helpful to write it on their hand, backpack, or whatever works for them).

### **Before and After School Care**

***\*2020-21--Please look for detailed guidance from the district about a before and after school care plan meeting CDC requirements as the date for in-person learning nears.***

In a normal year, there are two options for before and after school child care available at Orrington.

- Right at School partners with the PTA to offer flexible, enrichment-based before and after-school care. You pick the days you need and can change your schedule at any time. To find out more or to register go to <https://rightatschool-orrington-elementary.jumbula.com/#/before-after-school>
- District 65 School Age Child Care Program (SACC) is organized and operated by the District. More information about this program is available at <https://www.district65.net/domain/78>

### **School Supplies**

All children enrolled in district 65 will pay student fees to the district which include all necessary school supplies. Children who receive free and reduced lunch are eligible for reduced cost or free school supplies. For more information please visit <https://www.district65.net/studentfees>.

***\*2020-21--The first round of supplies being distributed in the week before school are intended to provide all students with what they'll need for the first month of remote learning. Additional supplies will be organized and distributed as the in-person and remote pathway enrollment is finalized later this fall.***

### **Absence Procedures**

For any type of absence, the parent or guardian is required to call the Orrington main office at 847.859.8780 and follow the prompts, or email Ms. Robinson, the school health clerk, at [robinsonm@district65.net](mailto:robinsonm@district65.net) by **10:00 am**. For an illness, leave a message that provides the following information: student name, teacher name, parent/guardian's name, reason for absence, phone number where a parent/guardian can be reached that day. If your child is going to be late, leave the same information and also include whether or not he/she will be eating hot or cold lunch (in-person learning). If your child becomes ill during the day, the school health clerk will contact you to pick up your child.

### **Home/School Communication**

Teachers are typically accessible via email or phone. Your child's teacher will let you know his/her preferred method of communication at the beginning of the school year.

Dr. Plaza sends out a weekly **Eagle Update** email each Friday with information about upcoming events and school information. Please make sure to check out all links and attachments. The Eagle Update is a great resource for staying in the know!

The PTA sends all necessary information to Dr. Plaza to include in the Eagle Update. The PTA also puts information on the Orrington PTA Facebook page and the Orrington PTA website. Please check out our webpage at <https://www.district65.net/domain/664> and like our Facebook page!

During a normal year, your child would receive a folder (called a **Friday Folder**) which travels back and forth from school to home. The folder will contain any written communications from the school, PTA, community organizations, etc. that need to be shared within our community, and any work that your child is bringing home to share.

### **Lunch**

***\*2020-21--All students participating in in-person learning will eat lunches in their classrooms. Hot lunches/milk will be delivered directly to classrooms. Please look for more information from the district as the date for in-person learning nears.***

During a normal school year, teachers will accompany their class to the lunchroom (at Orrington, the gym is also used for lunchroom purposes). Each class sits together. Students with a peanut allergy will be able to sit at the peanut free table. Any other type of food allergies or concerns regarding food allergies or epi-pens should be discussed in advance with the school health clerk, Ms. Robinson ([robinsonm@district65.net](mailto:robinsonm@district65.net) or 847-859-8782 ). Paid supervisors are present and help with opening containers, reminding kids to eat and supervising on the playground after lunch.

Students can choose to purchase hot lunches and/or milk, or they can bring a lunch from home. There is no refrigerator or microwave for lunches. If desired, invest in an insulated lunch bag and include a freezer pack and/or a thermos. District meal plan information is available [HERE](#). If you choose to buy lunch or milk occasionally, send a check (to District 65 Food Service) or cash at the beginning of the year (your child's purchases will be deducted from that amount). Or you can create an account at [www.myschoolbucks.com](http://www.myschoolbucks.com) and do it all online.

### **Recess**

***\*2020-21--All children participating in in-person learning will go outside each day. As the date for in-person learning nears, look for detailed guidance from the district on their recess plan.***

Orrington makes an effort to get children outside as much as possible, even in the cold and the snow. Please make sure your child brings cold weather gear to school – snow pants, boots, hats, gloves, etc. Please remember to label these items as children often have the same or similar winter gear. There is a Lost and Found area at the school where you or your child can look for any lost items; this is located outside of the main office on the first floor. If you require clothing assistance, please contact the health clerk, Ms. Robinson ([robinsonm@district65.net](mailto:robinsonm@district65.net) or 847-859-8782), who will connect you with Evanston School Children’s Clothing Association (ESCCA--<http://www.escca.org/>). If it’s raining or too cold to go outside, children will have indoor recess. During indoor recess, the children will have supervised time inside where they can read, play board or card games, draw or color.

### **Snacks**

***\*2020-21--Each child participating in in-person learning will have the opportunity to eat a small snack at one point in the school day.***

The timing of the snack will depend upon when each grade eats lunch. For example, grades with a later lunch time will have their snack in the morning. Each teacher determines the snack policy in their individual classroom. Your child’s teacher will let you know more details about how snack time will work in their classroom. Teachers will also ask for families to volunteer to sign up to send in a box of snacks to be kept in the classroom to provide snacks to any children who have forgotten to bring one. [HERE](#) is a list of district approved snacks.

### **Student Birthdays**

At Orrington, students have the opportunity to celebrate their birthday in a special way. This could be as part of a joint celebration for all children with birthdays in, for example, December, or on the child’s actual birthday. Classroom teachers will reach out to families and share how birthday celebrations will be handled in their class. If they choose to, children are able to bring in a small toy, pencils or stickers etc. to pass out to their classmates to celebrate their birthday (not exceeding \$1/child). The school requests that no food or snacks be sent to school to celebrate a child’s birthday.

### **Class Celebrations**

Class celebrations are teacher-led at Orrington. It is possible that teachers will ask parents to contribute healthy snacks or other materials for celebrations. Please review the district wellness policy [HERE](#).

### **Enrichment Clubs and Extracurricular Activities**

***\*2020-21--the Orrington PTA is partnering with other District 65 PTAs to offer many virtual enrichment opportunities for our students, both before and after school. Please click [HERE](#) to learn about all the district-wide offerings and [HERE](#) to request a scholarship. Registration is ongoing.***

During a normal school year, an organization called Right at School manages our before-school and after-school enrichment programs. These programs require a fee; however, need-based scholarships are available.

During a normal year, depending on your child's grade, there are a number of other extracurricular activities at Orrington in which they can take part, like drama club, chorus, Girls Play Sports, Girls on the Run, scouting, football and basketball teams, and many other opportunities.

### **Volunteering at Orrington**

***\*2020-21--There will be no opportunities for adults to volunteer in the school during the pandemic.***

During a normal year, many teachers offer opportunities for parents/guardians/caregivers to come and help out in various capacities in the classroom. Some adults set up regular times every week to volunteer, others give their time and energy when they are able. Extra hands are always solicited for various field trips and special events. Look out for volunteer requests in the Eagle Update, Facebook and the PTA webpage.

The PTA is always looking for volunteers. Please check out the list (hyperlink to webpage) of the current open volunteer positions with the PTA. We are trying to go virtual for many events and activities!

This year, the PTA is recruiting parents/guardians/caregivers to serve as Community Connectors. Adults serving in this role would primarily be responsible for building community across a grade level. Community Connectors would plan a virtual community-building event for their child's grade level, serve as a resource for families with questions or needing assistance, and help to plan the end of year picnic with teachers (if the picnics are able to proceed).

If you are not available to volunteer your time during the day, but would still like to be involved, please reach out to the PTA or your child's teacher. There are many jobs big and small that can be done from home, in the evenings or on weekends. Please direct any PTA questions to [info@orringtonpta.org](mailto:info@orringtonpta.org).

### **PTA-Sponsored All-School Events**

All events listed below are held during a typical school year. Most of these events will not be able to be held this year, but *we are hoping to hold the highlighted events virtually this year.*

**Back to School Social** – Held the Friday before school starts, this event is a fun way to meet and greet families and celebrate the start of a new school year. ***\*2020-21 Cancelled due to COVID***

***\*2020-21 Virtual Event Possible: Book Fair*** – The Book Fair is held in the school library. This year it will be in November. This is the main source of funding for our school library. Proceeds benefit our classroom libraries and our school library.

***\*2020-21 Virtual Event Possible: Family Literacy Night*** - Families gather at Orrington to learn from teachers about literacy at Orrington and engage in a variety of fun reading and writing activities.

***\*2020-21 Virtual Event Possible: Cultural Festival*** - Families celebrate Orrington's diverse population through a variety of arts and craft projects and food from around the world. This free event is led by members of our community.

***\*2020-21 Virtual Event Possible: Family Math Night*** – Families gather at Orrington to learn from teachers about math at Orrington, play math games and enjoy time together at school.

**School Carnival** – The PTA holds an annual carnival with games, food, and entertainment. This important community event is tons of fun and helps raise funds for our school through sponsorships. All carnival activities (games, face-painting, bounce house, etc) are free to all participants. ***\*2020-21 Cancelled due to COVID***



**\*2020-21 Virtual Event Possible: Talent Show** – This entertaining and free event is held in the spring. It is open to all students in all grades and offers them an opportunity to demonstrate their skills and} talent in a safe, welcoming environment.

**Family Fun Run and Picnic** – This free event brings our entire community together during the last few weeks of school for an evening of exercise and a community barbecue. **\*2020-21 Cancelled due to COVID**

### **PTA Curriculum Support Programs**

**Teacher Grants:** The PTA offers Orrington teachers the opportunity to apply for grants to enable them to, for example; undertake professional development and training, purchase additional materials, or offer students unique experiences. These grants are intended to support and enhance the learning of all Orrington students with an emphasis on increasing equity at Orrington.

**Book Nook:** Book Nook is Orrington’s very own “bookstore” that all students get to visit once a month with their class. Children may choose one book per visit for their home library - it is theirs to keep! Books are gently used, donated books and/or books purchased from rummage sales and discount clubs. *\*We are unable to run Book Nook in 2020-21.*

**Fluency and Math Tutoring:** Volunteers are trained in a specific tutoring technique that provides support to teachers in their classroom reading fluency and math curriculum. Volunteers then work with one classroom teacher, one-on-one with 2-4 students throughout the school year. For more information email [fluencytutors@district65.net](mailto:fluencytutors@district65.net). *\*Tutoring will be virtual this year--stay tuned!*

**Community Garden:** Orrington has a school garden that grows flowers and vegetables, has a green roof shed and composting. The PTA funds the purchase of the plants and necessary materials. It is maintained by parent volunteers and acts as a wonderful outdoor classroom. *\*Looking for volunteers in 2020-21 to re-envision our garden for next year!*

**Bibliomania:** This is a District 65 program where 4th and 5th graders read a collection of books and then complete a series of projects about each book read. The PTA supports Orrington students through the purchase of bibliomania book sets, while parent volunteers assist the librarian with various activities (*\*virtually in 2020-21--stay tuned*).

## **PTA CommUNITY Programs**

**Eagle Equity:** The Orrington School community is committed to continued education and discussions about race and racism to develop awareness about the barriers that can divide us. The intention of this work is to help our school community be a more welcoming, equitable and inclusive place for all children and families. Last year we started our work by having regular Eagle Equity meetings led by Corrie Wallace and Dr. Plaza where we engaged in candid conversations by viewing policies, practices, and events at Orrington through an equity lens. This year we are inspired to continue--and deepen--the conversation and the work. All are welcome!

**Community Connectors:** The PTA is looking for a few adults (2-3) at each grade level who are committed to building an equitable Orrington community by welcoming new families, serving as a resource and planning community building events. Community Connectors will plan at least one social gathering per grade level each year and coordinate end-of-year picnics. *\*Community building during 2020-21 will be virtual and can be more frequent.*

**Emerging Bilingual/International Family Group:** Orrington is one of the Evanston schools that has an English as a Second Language Program. The EB coordinator helps to build a sense of community and assist EB families with any questions or help they need. All EB families are invited to join together in regular meetings to discuss important issues that impact EB families and their children.

**Teacher Appreciation:** During Teacher Appreciation Week, usually in early May, the PTA treats the teachers and staff to meals and other surprises to show our gratitude. The PTA encourages families who intend to donate additional funds to put them towards a collective amount that is divided equally between all Orrington teachers and staff as an additional thank-you.

**Hospitality Team** helps show our appreciation for teachers throughout the school year by organizing a number of catered meals for staff, funded by the PTA.

**Spiritwear:** The PTA designs and sells Orrington clothing for students and grown-ups alike – including t-shirts, pajamas, sweatshirts and magnets. These items are available for purchase at various points throughout the school year (in person) and on the PTA webpage. If you need assistance with getting spirit wear for your child, please contact your child's teacher or social workers Ms. Jennifer Lloyd ([lloydj@district65.net](mailto:lloydj@district65.net) or 847-859-8789) and Ms. Vonetta Robinson ([robinsonv@district65.net](mailto:robinsonv@district65.net) or 847-733-3875).

**ESCCA:** Evanston School Children's Clothing Association provides clothing for District 65 students in need. It is an all-volunteer network that accepts clothing donations as well as help organizing the ESCCA store. <https://www.escca.org/>

**EISMA:** Evanston in-School Music Association is a non-profit group, partly funded by District 65 PTAs, which arranges a rotating group of professional concerts by local musicians that come to all District 65 schools. *2020-21 status uncertain due to pandemic.*

**YEA:** Young Evanston Artists is a non-profit group, supported in part by District 65 PTAs, that showcases the artwork and performances of children and youth from across Evanston in their annual Spring festival in Raymond Park. *May 2021 status uncertain due to pandemic.*