

Orrington New Family Information

Important Contact Information

Orrington School Office: (847) 859-8780

Orrington Safe Phone (to report absences or tardiness) (847) 859-8762

Orrington Website: www.orrington.district65.net

School Closings: (847) 859-8212 or www.district65.net

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!

We would love to help connect you with other families in our school community. Please contact Katie Brouman (773-844-8551 or kbrouman@gmail.com) to be paired with an Orrington family with a child in the same grade as yours.

EL and International Families – If you have questions about the ESL program, life at Orrington or have a question about life in the USA, please contact Khrystina Adamko (krystina.adamko@gmail.com). Khrystina can also connect you with other families with EL children at Orrington.

School Drop Off – Mornings at Orrington

Morning playground supervision begins at 8:50am. 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. Your child's teacher will meet the class there 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 do issue tickets to cars parked in restricted areas.

The buses drop off along the east side of Orrington Avenue near the front entrance of the school.

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.

School Pick Up – Afternoons at Orrington

The school day ends at 3:35pm. It's important to know that, with the exception of Kindergarteners, the teachers do not hand children directly to a parent or caregiver so please be sure that someone is there! 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 Mrs. 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

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 school, call the D65 transportation office at 847-859-8019.

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 9:00am bell. After school, the children line up 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

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

The Orrington PTA is excited to offer a bulk school supply purchasing program to Orrington Families. With a bulk purchasing program, supplies are ordered in "bulk" to be used as communal classroom supplies, rather than having individual families purchase supplies from retail stores. This method of ordering school supplies is convenient, more equitable, cheaper and better for the environment. Families contribute each year -- at a much lower cost than buying supplies at retail price -- and teachers order exactly what they need to outfit their classroom for the entire year using the money that is collected. The supply cost per student (**\$40 standard/\$25 reduced**) will cover the total cost of supplies ordered. Please see <http://orringtonpta.org/resources/school-supplies> for more information and to find the payment form.

Absence Procedures

For any type of absence, the parent or guardian is required to call the Orrington Attendance Hotline at 847.859.8762. 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. If your child becomes ill during the day, the school nurse will contact you to pick up your child.

Home/School Communication

Teachers are typically accessible via e-mail or phone. Your child's teacher will let you know his/her preferred method of communication at the beginning of the school year. Feel free to reach out if you do not hear from them. Your child will receive a folder which travels back and forth from school to home. This will contain any written communications from the school, PTA, community organizations, etc. that need to be shared within our community.

Mrs. Plaza also sends out a weekly Eagle Update email each Friday with information about upcoming events and school information.

The PTA sends a weekly email to update parents on school events. You can receive this weekly update by registering your email on the Orrington PTA website. Go to www.orringtonpta.org and follow the link to sign up for weekly PTA email updates. Classroom Room Reps will also email information to families in the class about upcoming events and classroom/grade level specific issues and events. Three times a year, the PTA sends home The Orator, a paper newsletter updating families on life at Orrington.

Lunch

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 nurse, Ms. Robinson. Paid supervisors are present and help with opening containers, reminding kids to eat and supervising on the playground after lunch. You can choose to purchase hot lunches and/or milk, or you can send 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. If you choose to buy lunch or milk, send a check (to District 65 Food Service) or cash at the beginning of the year. Or you can create an account at myschoolbucks.com and do it all online.

Recess

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 also 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 gym. If you require clothing assistance, please contact the health clerk, Ms. Robinson who will connect you with Evanston School Children's Clothing Association (ESCCA). 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

Each child 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. Your child's teacher will let you know more details about how snack time will work in their classroom. We 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.

Student Birthdays

Birthdays are special times for children. At Orrington, students have the opportunity to mark them 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 friends to celebrate their birthday. The school requests that no food or snacks be sent to school to celebrate a child's birthday, please.

Class Celebrations

At Orrington, there are four class celebrations planned for students – Halloween, Winter, Valentine's Day and End of Year. These parties are planned through Room Reps, who will coordinate games, activities and sometimes a small snack. Parties start at 2:30 pm and last for 45 minutes. Parents are welcome to volunteer to help with these celebrations. The PTA, in partnership with Mrs. Plaza and the teachers, are working to support the health and well-being of all Orrington students. We therefore request that food and drink served at school parties be minimal and the focus of the celebration be activity, rather than food based.

Volunteering at Orrington

There are many opportunities to volunteer and become more involved in your child's school. Finding a place for yourself in one or more school volunteer activities is a great way to get to know your new school community and to meet the children (and the parents) that you and your child will be spending time with for the next several years!

Many teachers offer opportunities for parents to come and help out in various capacities in the classroom. Some parents 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 News from School, The Orator and other emails and flyers sent home from school.

Programs such as Book Nook and Fluency Tutoring rely on parent and family volunteers to operate.

In addition, parents are needed as room representatives. These parents are essential in keeping lines of communication open throughout the classroom and larger school community. Teachers and Room Reps make all efforts to find ways of including all parents that are willing to volunteer and participate in their child's classroom.

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 at weekends.

Enrichment Clubs and Extracurricular Activities

Depending on your child's grade, there are a number of extracurricular activities at Orrington in which they can take part. An organization called Right at School manages our before-school and after-school enrichment programs. Registration for fall enrichments usually opens in the summer (August). You can visit the PTA website for more information www.orringtonpta.org. These programs require a fee. However, need-based scholarships are available.

Additional People to Contact

New Family Coordinator	Katie Brouman	kbrouman@gmail.com
EL Family Coordinator	Khrystyna Adamko	krystina.adamko@gmail.com
PTA Co-Presidents	Anna Henerey - annafinch1@hotmail.com	
	Sonia Kinra - skinra@gmail.com	

2018/19 PTA Dates

August 12	Kindergarten Playdate	2.30 - 4pm
August 19	New Family Playdate	10-11.30am
August 22	ELL Family Affinity Group	6-8pm
August 24	Back to School Event	4-5pm
	Ice Cream Social	5-6pm
August 27	<u>First Day of School</u>	
	First Day Coffee	9am
September 3	<u>Labor Day - No School</u>	
September 10	<u>Rosh Hashanah - No School</u>	
September 11	EL Family Curriculum Night	5.30-7.30pm
September 13	<u>Curriculum Night</u>	6 - 7.30pm
	PTA Meeting	7.30 - 8.00pm
September 19	<u>Yom Kippur - No School</u>	
September 21	Kindergarten Pizza at Beach	5:30 - 7:00 pm
October 3	<u>School Improvement Day - Early Dismissal</u>	
October 6	Evening for Orrington	7-10pm
October 10	Book Nook	
Week of October 15	<u>Conference Week</u>	
October 18	<u>School Picture Day</u>	
October 19	No School	
October 31	Halloween Class Celebrations	2.30pm
	Halloween Parade	3.15pm
November 5-9	Book Fair	
November 7	<u>School Improvement Day - Early Dismissal</u>	
November 14	Book Nook	
November 21-23	<u>Thanksgiving Break</u>	
December 5	<u>School Improvement Day - Early Dismissal</u>	
December 12	Book Nook	
	<u>Winter Performance</u>	6pm
December 21	Holiday Class Celebrations	2.30-3.15pm
December 24 - January 4	<u>Winter Break - No School</u>	
January 9	Book Nook	
January 16	<u>School Improvement Day - Early Dismissal</u>	
January 17	Family Math Night	6.00 - 7.45pm

January 21	PTA Meeting <u>MLK Day - No School</u>	
February 6	<u>School Improvement Day - Early Dismissal</u>	
February 7	EL Family Affinity Group Meeting	
Week of February 11	<u>Conference Week</u>	
February 13	Book Nook	
February 14	Valentine Class Celebrations	2.30-3.15pm
February 15	No School	
February 18	<u>President's Day - No School</u>	
February 20	<u>Black History Month Celebration</u>	10am
February 23	International Festival	3 - 5pm
March 5	PTA meeting	6.30pm
March 6	<u>School Improvement Day - Early Dismissal</u>	
March 13	Book Nook	
March 16	Carnival	10am - 2pm
March 25 - 29	<u>Spring Break</u>	
April 10	Book Nook	
April 19	<u>Good Friday - No School</u>	
April 25	Talent Show	6 - 8pm
May 1	<u>School Improvement Day - Early Dismissal</u>	
May 7	PTA Meeting	6:30 pm
May 8	Book Nook	
May 17	Fun Run	5 - 7pm
May 20	Fun Run Rain Date	
May 27	<u>Memorial Day - No School</u>	
June 3	<u>Last Day School</u>	
June 4 - 7 & 10	<u>Emergency Days</u>	

* Underlined dates are District or school dates.

PTA-Sponsored All-School Events

Back to School Event/ Ice Cream 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.

Parent Coffee - After drop-off on the first day of school, the PTA provides coffee in front of the school for all parents and families.

Evening for Orrington – This enjoyable adult event is our largest fundraiser of the year and raises funds to support curriculum enrichment and all the events and community outreach that our PTA offers. This year our main fundraising goal is to increase student access to the technology that they need to support their learning.

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 classrooms and our school library.

Family Math Night – Families gather at Orrington to learn from teachers about math at Orrington, play math games and enjoy time together at school.

International 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.

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.

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 family event brings our entire community together during the last few weeks of school for an evening of exercise and a community barbecue.

PTA Curriculum Support Programs

Grade-Level Enrichment: The PTA grants money to all teachers at each grade level and to the Fine Arts and PE and Reading Support teachers to be used to purchase additional teaching materials and/or plan exciting and enriching experiences to enhance the learning in their classrooms.

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.

Book Nook: This is a discounted school bookstore that students visit once a month during the school day. This is a chance for kids to select a book of their choosing, encouraging their enthusiasm for reading. New books are \$2 and used books are \$0.50. You can also “trade-in” books for a \$0.50 credit. We ask families to send about \$15 in the beginning of the year for their child’s account.

Fluency Tutoring: Volunteers are trained in a specific tutoring technique that provides support to teachers in their classroom reading fluency curriculum. Volunteers then work with one classroom teacher, one-on-one with 2-4 students throughout the school year.

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.

Battle of the Books: This is a District 65 program where 4th and 5th graders read a collection of books and then get tested on their knowledge of the books. Each school sends 3 representatives to the district-wide competition. The PTA supports Orrington students through the purchase of battle book sets, whilst parent volunteers organize and run book talks and stage a mock battle to prepare the children for the real event.

Birthday Books: Every student is given the opportunity to contribute \$10 and donate a book to the school library in their name during the month of their birthday.

PTA CommUNITY Programs

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/>

5th Grade Service Team: The service team helps coordinate the 5th grade service project. Last year, for example, the 5th Graders organized a sponsored event to raise money to go towards Park School's new playground. The students created posters, designed activities and helped supervise the other students whilst they took part in the event.

Teacher Appreciation: During Teacher Appreciation Week, usually in early May, the PTA coordinates the decoration of every teacher's door and also treats the teachers to meals and other surprises to show our teachers how grateful we are for everything they do. The PTA 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.

Room Representatives: Every classroom needs several room representatives to help the teachers with classroom events, and help the PTA and school communicate with each class about important school news and events.

ESL: Orrington is one of the Evanston schools that has an English as Second Language Program and the EL coordinator helps to build a sense of community and assist EL families with any questions or help they need. All EL families are invited to join in regular meetings to connect with other EL families, discuss important issues that impact EL families and their children, and share ideas of ways that the school and the community can better support them in the future.

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. If you would like assistance with getting spirit wear for your child, please contact your child's teacher or Ms. Llyod.