



August 12, 2024

Welcome to Olive-Mary Stitt Elementary School for the 2024-2025 school year! We hope you found time to relax and enjoy the summer. The new school year is fast approaching, and with it comes much excitement and activity!

Below, you will find A LOT of information to help “Olive-Us” have a great start to the year.

Please make sure you read through ALL of the information. During the first weeks of school, more orientation information will be shared with you via email and from your child’s teacher. If you have any individual questions or specific areas of concern that are not addressed in this letter, please feel free to contact us. Enjoy the final days of summer break, and we look forward to working collaboratively with you during the upcoming school year!

[OMS Back to School Family FAQ’s, Important Upcoming Dates, New to the Nest Staff List.](#)

Best regards,

Erin Davis
Principal

Julia Pemberton
Assistant Principal

Frequently Asked Questions 24-25

Whether you're new to OMS or a seasoned family, we want to share a quick (ok, maybe not so quick) guide to some of our most frequently asked questions. If you have questions or concerns not addressed in the information below, please feel free to call or email the office or principals.

omsoffice@sd25.org, edavis@sd25.org, jpemberton@sd25.org

[CLICK HERE TO SEE IMPORTANT DATES](#)

[CLICK HERE TO SEE OUR UPDATED STAFF LIST](#)

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When does school start? School begins with a full day on **Thursday, August 29th, 2024**. On the first day of school, PTA volunteers will be available to assist families. Please look for these helpful folks in their red aprons. If you will be driving your child to school, please allow yourself extra time, as all parents will be learning or reacquainting themselves with our drop-off and pick-up procedures. If the weather is nice, please consider walking with your child to school.

****There is NO PARKING allowed in the drop-off line from 8:45am - 3:45pm, adults must remain with the vehicle at all times.**

When will I find out what class my child will be in this year? Class assignment letters from the district office will be emailed to all District 25 elementary school families on **Thursday, August 22nd, 2024**. ***Please check your email and SPAM/JUNK folder.*** If you are still waiting to receive the email by the end of the day on Thursday, please call our office on Friday, August 23rd, for assistance.

How will my child get his/her school supplies? If you ordered school supply packs through our PTA, these supplies will be delivered directly to teachers' classrooms in time for the Meet & Greet on Wednesday, August 28th. If you need to purchase school supplies, please reference our grade-level [SCHOOL SUPPLY LISTS](#) and bring the supplies to the 8/28 Meet & Greet or 1st day of school. If you need assistance obtaining school supplies for your child, please contact Ms. Davis at edavis@sd25.org.

How will I know what is happening at school? Throughout the year, important pictures and information about school events, upcoming dates, and our PTA will be posted on *The Olive Branch*, our school blog. The school will send an email every Friday afternoon noting new posts to [The Olive Branch](#), which will also be linked on our website. To get a peek at what we are up to, follow us on X (formerly Twitter) at [@AHSD25Olive](#). Please be sure to check out and bookmark our [OMS website](#).

When can my child arrive in the morning and what are the school hours?

School Hours are 9:05 a.m.—3:35 p.m. **Students should be in their classrooms and ready for learning at 9:05.**



Students may not exit cars or arrive before **8:50** a.m. because this is when staff supervision begins outside. To ensure proper supervision and safety, students are NOT allowed to play on playground equipment, shoot baskets, etc., before school. **If your child arrives at school at 9:05 or later, the individual dropping them off MUST come to the school office door with their cell phone to scan the code and sign the student in. This practice is in place at all D25 schools. It is for your child's safety that we ask adults to walk them to the door after 9:05 am.**

What are the arrival/dismissal procedures? Our highest priority is to ensure that students arrive at school in a safe and organized way, so we need everyone to follow our arrival/dismissal procedures correctly. We recognize that it takes cooperation, patience, and strict adherence on the part of everyone to ensure a safe environment for all children.

Our drop-off/pick-up traffic pattern is exactly the same as last year. Please see the map and video links below. **Please review these procedures with your children and CAREGIVERS (babysitters, grandparents, or anyone who might be dropping off or picking up your child) prior to the first day of school OR prior to them picking up a child for the first time.**

Please also allocate enough time each morning and afternoon to follow the same procedures safely. While pick-up seems chaotic, we are typically able to have all students in their vehicles and on their way by 3:45 p.m. If everyone follows our procedures, we can dismiss 600+ students safely in just about 10 minutes. Together, we can create a safe and inviting environment at OMS.

General Precautions:

- ***Be your child's best example.*** Please be courteous to each other and to the adults helping to supervise our students. Please follow safety guidelines at all times.
- **Students may not arrive nor exit cars in the drop-off/pick-up line before 8:50 am.** Staff supervision begins at 8:50 am.
- Use crosswalks to cross streets and loading zone areas. Follow all directions from the crossing guards and staff members in the loading zone. **DO NOT CROSS Olive Street or allow your children to cross Olive Street at Pine Ave. THIS IS NOT A DESIGNATED CROSSWALK and is a very dangerous location where many drivers are not watching for pedestrians.**
- Devote extra time and be extra cautious on inclement weather days.
- **Cell phone use while driving is PROHIBITED in school zones, including our drop-off/pick-up area.**

DRIVING TO SCHOOL - Parents driving their child(ren) to school may only drop off students on the north side of the school. There are posted signs prohibiting student drop-off and pick-up in the areas noted below. Please help us be respectful of our neighbors by dropping off/picking up only on the north side.

- Student Drop-off and Pick-up **Prohibited** signs are posted along Belmont, Clarendon, Pine Avenue and Olive Street between Arlington Heights Road and Douglas Street.
- No parking is allowed on Olive Street during school/CAP hours.

[OMS Arrival/Dismissal Map](#)

[OMS Arrival/Dismissal Video](#)



AM DROP OFF & PM PICK UP

1. Enter the parking lot on the east side of the lot. Vehicles coming from the East and West on Olive Street will need to alternate turning into the parking lot for the drop-off line. Drive your vehicle all the way around to the east end of the straightaway (along the playground).
2. **Drivers must remain in the car** at all times to keep the flow of traffic moving.
3. All students must be dropped off/picked up in the designated loading zone area noted on the map above. **STUDENTS MAY ONLY ENTER & EXIT VEHICLES FROM THE PASSENGER SIDE. STUDENTS ARE NOT ALLOWED TO ENTER/EXIT A VEHICLE ALONG OR BEFORE THE CURVE unless directed by a staff member on duty.**
4. Please pull your car as far forward into the loading zone as traffic allows. As space becomes available, please continue to pull your vehicle forward to close any gaps.
5. Have all school materials (backpack, lunch box, snow bag) in the car near your child so they are ready to exit the vehicle quickly.
6. Students may unload/load from the **PASSENGER SIDE** of the vehicle only. **DRIVERS MUST REMAIN IN THE VEHICLE and vehicles may NOT be left unattended in the loading zone.**
7. Students may NOT exit cars before 8:50 am. Staff supervision begins at 8:50 am.
8. Please exit the drop-off area as quickly and carefully as possible. This is a continuously moving line.
9. Vehicles may **ONLY TURN RIGHT** onto Olive Street as they exit the drop-off area.

STUDENT LOADING ZONE—Students must be able to enter and exit the vehicle from the passenger side only without assistance and should be able to unbuckle/buckle themselves into their seats. For students who need assistance, or may still be in a 5-point harness seat, we ask families to park and walk their child to the building. Adults are not allowed to get out of the vehicle in the loading zone to buckle/unbuckle a student.

PARKING AT OMS -- Vehicles may park in the OMS lot or in the Orchard Church lot across Olive Street. An adult must accompany children across Olive Street using the designated crosswalks and following directions from the crossing guard and staff in the loading zone area.

****THERE IS NO PARKING IN THE DROP OFF/PICK UP ZONE.**

WALKING TO SCHOOL - To promote wellness, we encourage our students to walk to school. The district is currently planning to have crossing guards at the intersections of:

Arlington Heights Rd./Olive St.

Olive St./Belmont Ave.

Belmont Ave./Thomas St.

The district still needs crossing guards, so if you know of anyone who might be interested, please have them contact Laura Comastro in the transportation department as soon as possible.

Laura Comastro lcomastro@sd25.org

847-758-4888



PETS ON SCHOOL PROPERTY - Pets are not allowed on school property for the safety of our students and the pet. If your pet joins you on the walk to or from school, we ask that you stand between the sidewalk and Olive Street.

Can my child ride his/her bike to school? Yes, there are bike racks located on the southwest corner of the blacktop. For the safety of all, **students must walk their bikes once they are on school grounds** (front sidewalk/plaza, loading zone, blacktop). Students may only ride their bikes to school unaccompanied by a parent if they are in grades 3-5 and have attended the OMS Bike Rodeo (see date below). Please assist your child in parking their bike in the first spot in the bike racks closest to the fence so that other bike riders who arrive later do not have to weave between bikes to find a spot.

Please watch: [Parking Your Bike at OMS!](#)

Where does my child enter school in the morning and exit in the afternoon? We are currently working through our line-up/entrance/exit procedures and will email families once our daily routine is finalized.

How do I report an absence? If your child is unable to attend school on a specific day, there are two ways to report an absence. Please click [HERE](#) to report absence information using our online form, which is located on our school website under Quick Links for Parents. You may also call our office at 847-398-4282, to report an absence. **You will be prompted with a few options: press “1” to report the absence; press 2 for the nurse; press “0” or remain on the line for the front office. ALL ABSENCES MUST BE REPORTED ON THE ONLINE ABSENCE FORM, OR WITH A CALL TO OUR FRONT OFFICE, NOT BY AN EMAIL TO YOUR CHILD’S TEACHER.** If the office does not receive notification of your child’s absence, a phone call will be made to your home, to your work number, to your cell phone number, or to the person listed on the child’s emergency form to verify the absence. Please provide the following information when calling in a student’s absence:

- Student’s name and grade
- Teacher’s name/section number
- Reason for absence
- Duration of absence – morning, afternoon, or for the entire day

If we are unable to reach a child’s parents, caregiver, or emergency contacts in regards to a child’s location, we will contact the Arlington Heights Police Department who will conduct a home wellness visit to ensure the safety of the child that is absent.

When is the main office open? School year office hours are 8 am - 4 pm, Monday through Friday.

How do I check in at the office if I will be helping out in a classroom or attending an event? All visitors must ring the bell at our front door so our office staff may verbally greet them before allowing them into the building. Per our district visitor identification procedures, when you visit OMS you must present a driver’s license or government-issued identification card that we will screen through Raptor, our



school safety software. The process only takes a few minutes but helps increase the safety of our students and staff. We appreciate your cooperation with this procedure.

[Welcome back from Food and Nutrition Services](#)

Where can I view the school lunch menu? [Click Here](#)

How does my student order a school lunch? [Click Here](#)

How do I pay for my child's meals? [Click Here](#)

How do I apply for free & reduced meals? [Click Here](#)

May I pick my child up at lunchtime to eat at home? Yes, students eat for 30 minutes and have recess for 30 minutes. **Students must be signed out and back in by an adult.** Please send in a written note to your child's teacher indicating you will be picking up your child at lunch. **Do not email this information, as some teachers are unable to check their email before lunch or may have a guest teacher.** All adults must come to the main office doors to pick up their child/children, use their cell phones to scan the QR code, and wait outside for their child to be dismissed. Once a staff member has confirmed the parent is outside, the child will be allowed to leave the building.

What is the lunch schedule?

Kindergarten & 1st Grade	Lunch 11:30 - 12:00	Recess 12:00 - 12:30
4th and 5th Grades	Lunch 12:00 - 12:30	Recess 12:30 - 1:00
2nd and 3rd Grades	Lunch 12:30 - 1:00	Recess 1:00 -1:30

When will my child have recess? All students will have a 30-minute recess block after lunch. Classroom teachers will share daily class recess schedules during the first week of school. If you are interested in joining our recess supervision team, please contact Mrs. Julia Pemberton at jpemberton@sd25.org.

What can my child bring to school for a snack? Permissible snacks are ONLY fruits and vegetables in their own skin.

What if my child forgets an item at home? We will only place ONE phone call to each teacher just prior to the lunch hour for ALL items that have been dropped off for that classroom. **We do not interrupt classroom instruction for a forgotten item. If the item is homework, a snack, PE shoes, an instrument, etc., we encourage you to use the left-at-home item as a way to encourage responsibility for your child. It really is okay if they go without these items for a day; it will help them remember them the following day.** We understand that items do get left at home and sometimes they are needed but ask that you help us limit the number of distractions to our classrooms during the school day.

How are parents alerted of emergency information? District 25 has an instant alert system that allows parents to be notified of snow days, weather emergencies, or other situations that may affect students and parents of District 25 schools. Contact information is gathered from the student database system. Please email the main office at OMSoffice@sd25.org if your phone or email has changed.



As part of a continued effort to further enhance District communications, District 25 offers text message notifications for emergency announcements, including school closures due to weather. **You must opt-in to receive these notifications.** You may do so by sending a text message to **67587** with "Y" or "Yes" to subscribe. If you're not sure if you've previously opted in, you still can follow these instructions without causing any issues.

SchoolMessenger, our District communications system, does not charge recipients for text messages sent to or from your mobile device; however, you may incur a charge from your wireless carrier.

How should I communicate with my child's teachers? All teachers have preferences and welcome email and phone communication, although they do not have voicemail. Email often works best, as it allows teachers to read and respond when they are not with students. If you have a question or concern about your child's performance in the classroom, it is best to email the teacher to set up a meeting. Thank you for collaborating with us on behalf of your child! Please note that during the school day, our teachers are engaged in instructional activities and may not respond to emails. We also encourage our teachers to set a specific time in the afternoon/evening when they turn off email to enjoy family time.

How do I let my child's teacher know there is a change to their daily routine? Teachers often do not have time to check email during the school day or may be absent and have a guest teacher in the class. *Please send in a handwritten note to notify a teacher of a change in routine (e.g., being picked up for lunch, changing transportation to go home, etc.).* This ensures that the teacher or guest teacher receives the information first thing in the morning.

What do I do if I need my child dismissed for an appointment during the school day? Parents should make every attempt to schedule appointments before or after school hours. When necessary, students may be dismissed from school with a note signed by a parent. Students should give the note to their classroom teacher first thing in the morning. Parents need to come to the main office doors to scan the QR code on the main door to sign their child out for the appointment.

When can families/the community use the playground? The playground, blacktop, redtop, and fields are closed to families and the public during school hours (8:50 a.m.—3:35 p.m.). Students are not allowed to play on the playground before school.

What is the OMS PTA? Our PTA (Parent-Teacher Association) is comprised of OMS parents who volunteer their time to oversee many activities, including fundraisers, family events, and various projects around the school. All of the funds raised by the PTA provide the school with items (technology, recess games, and learning materials) and programs (author visits and assemblies) that help enrich our students' educational experience. The PTA encourages all parents to get involved by joining a committee and volunteering to help. Any time commitment or form of volunteering you may be able to share is appreciated! All are welcome at Olive and in our community! For more information about volunteering, or to join the PTA, please visit the [OMS PTA website](#) or email inquiries@olivepta.com. We are happy to answer any questions or tell you our "Why I Joined" story.



Important Upcoming Dates for August and September

Tuesday, August 13th	D25 School Board Meeting
Thursday, August 22nd	Class assignment letters - Assignments will be emailed from the district office. If you do not receive an email by 8/23, please be sure to check your email spam folder before contacting the office.
Friday, August 23rd, 5:00 pm - 7:30 pm	PTA Back to School Bash** - OMS Playground - The PTA will sponsor an evening of food, fun, and festivities. (Rain Date: Monday, Aug. 26)
Wednesday, August 28th, 2:15 pm - 3:15 pm	Meet & Greet - Come meet the teachers, see the classrooms, drop off school supplies, and catch up with OMS families. School supplies ordered from the PTA will be delivered to classrooms prior to the event.
Thursday, August 29th, 8:50 am - 3:35 pm	First Day of School - All students will gather on the blacktop by their section number line.
Friday, August 30th, 9:10 am - 10:10 am	LMC Parent Volunteer Orientation
Monday, September 2nd	Labor Day - NO SCHOOL
Wednesday, September 4th	Picture Day
Tuesday, September 10th	PTA Bike Rodeo - 3rd-5th graders More info to come!**
Thursday, September 12th	PTA Bike Rodeo - Rain Date
Thursday, September 12th, 6:00 pm - 8:00 pm	Curriculum Night for Parents (parents only) - An important evening for parents to learn about their child's classroom, procedures, and curriculum. Additional information about the schedule for this evening will be shared soon.
Thursday, September 19th	PTA - New Family Mentoring Night** 6:15 pm
Thursday, September 19th	OMS - PTA Meeting** 6:45 pm
Tuesday, September 24th	D25 School Board Meeting
**Please email Inquiries@OlivePTA.com if you have any questions about PTA events.	

OMS Staff

We are very excited to welcome back familiar OMS staff along with a few new faces. We welcome them to the Olive Nest and hope you will too! New staff members are highlighted in red!

Kindergarten	Mrs. Barbanente Mrs. Martens Mrs. Naughten Mrs. Nordman Mrs. Spaitis
1st Grade	Mrs. Carlson Mrs. Dorszewski Mrs. Kropf Mrs. Morris Mrs. Russell
2nd Grade	Mrs. Fallon Mrs. Grabske Mrs. Matray Ms. Musich Mrs. Netzel Mrs. Wilhelm
3rd Grade	Mrs. Bagg Mrs. Helmann Mrs. Molnar Mrs. Kelly Mrs. Yarbrough
4th Grade	Mrs. Fraser Miss. Herrmann Miss. Lim Mrs. Sambanis Mrs. Stevens
5th Grade	Mr. Edstrom Mrs. Fowler Mrs. Galvin Mrs. Muhr Ms. Range
Administrative Assistants	Mrs. Crimmins & Mrs. Tucker
Advanced Learning Specialist	Mrs. Watanuki
Art	Mr. DeMarco & Mrs. Rodriguez

Assistant Principal	Mrs. Pemberton
Band	Ms. Pucci
Custodians	Mr. Muñoz, Mr. Stewart, Mr. Quaranta, & Mr. Martin
Building Support Technician	Mrs. House
Food Service	Ms. Johnson & Mrs. Vance
Instructional Coach	Mrs. Marissa Duric
Literacy Intervention	Mrs. Rodriguez & Mrs. Parisi
Library Media Center (LMC)	Mrs. Brown & Mrs. Dufern
LMC Assistant	Mrs. Miller
Math Interventionist	Mrs. Klimas & Mr. Santos
Multilingual Teacher	Ms. Wrobel
Music	Ms. Privett & Mr. Szuwald
Nurse	Mrs. Rose & Mrs. Hibbs (CSN)
Occupational Therapist	Mrs. Taldone
Physical Education	Mr. Park, Mr. Post, & Mrs. Levin
Physical Therapist	Mrs. Dautel
Principal	Ms. Davis
Psychologist	Mrs. Schultz
Resource	Miss Angelico, Miss Groh, Mrs. Henderson & Mrs. Lace
Recess Supervisors	Mrs. Natale
Social Worker	Ms. Schonfeld & Ms. Noble
Speech Language Pathologist	Mrs. Rupert (formerly Miss Chu)
Student Services Coordinator	Mrs. Jalovec
Teaching Assistants	Mrs. Ashley, Mrs. Bonasera, Mrs. Gonzalez , Mrs. Heinrich, Mrs. Selbka, & Mrs. Wathen