



Welcome to Olive-Mary Stitt Elementary School for the 2021-2022 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. We are starting the year IN-PERSON! Our classrooms are returning to a more collaborative feel as our students will be able to sit closer together and work in groups once again. We will continue to maintain a safe social distance of 3 ft or to the greatest extent possible.

This year we have a new theme “All Are Welcome - Many Identities, One School”. Even as a large elementary school (over 600 students) we pride ourselves on knowing our students and families and their stories. This year we plan to continue to celebrate our differences and highlight what makes each one of us unique!

Below you will find A LOT of information to assist you in having a great start to the year.

Please make sure you read through all of the information as some of our procedures have changed.

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 course of the upcoming school year!

Best regards,

Erin Davis
Principal

Julia Pemberton
Assistant Principal

Frequently Asked Questions 21-22

Whether you're new to OMS or a seasoned family, we want to share a quick (ok, maybe not so quick, it is 12 pages long) guide to some of the most frequently asked questions. If you have other questions or concerns, please feel free to call or email your child's teacher, Melissa Haefke or Allison Tucker in the front office, Principal Erin Davis, or Assistant Principal Julia Pemberton.



When does school start? School begins with a full day on Thursday, August 19th, 2021. PTA volunteers will be available to assist families on the first day of school. 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 of our 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.

When will I find out what class my child will be in this year? Class assignment letters will be emailed from the district office to all District 25 elementary school families on Thursday, August 12th, 2021. Please check your email and SPAM folder. If you do not receive the email on Thursday, please call our office on Friday, August 13th.

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 18th. If you need to purchase school supplies, please reference our grade level [SCHOOL SUPPLY LISTS 21-22](#) on our website and drop off the supplies at the Meet & Greet. If you are unable to attend the Meet & Greet, students may bring their supplies on the 1st day of school.

****Please note - we are no longer purchasing headphones for students. Your classroom teacher will share specific headphone information in their welcome packets. Some students still have previously purchased headphones for use this year.**

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 out an email every Friday noting new posts to *The Olive Branch*. You may also check it out by clicking on the blog button on our website. To get a peek at what we are

up to, you may also follow us on Twitter at @AHSD25Olive. Please be sure to check out and bookmark our [OMS website](#).

When may I arrive in the morning and what are the school hours? Students may exit cars in the drop-off/pick-up line and arrive at school beginning at 8:50 am. **There is NO OMS ADULT SUPERVISION prior to 8:50 am.** Students may not exit cars nor arrive before this time, as this is when staff supervision begins outside. To ensure proper supervision and safety, students are NOT allowed to play on the playground equipment before school. Between 8:50 and 8:55 am, students may line up outside in the designated areas listed in the next section. Doors to the school will open at 8:55 am. **If your child arrives at school at 9:05 or later (12:50 or later for PM kindergarten), the individual dropping them off needs to come to the school office to sign the student in. This practice is in place at all D25 schools.**

- Grades 1-5: 9:05 am – 3:35 pm
- AM Kindergarten: 9:05 am – 11:50 am
- PM Kindergarten: 12:50 pm – 3:35 pm

What are the arrival/dismissal procedures? Our highest priority is to ensure that students arrive to school in a safe and organized way, so we need everyone to correctly follow our arrival/dismissal procedures. 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 review these procedures with your children and caregivers (babysitters, grandparents, anyone that might be dropping off or picking up your child) prior to the first day of school.** Please also allocate enough time each morning and afternoon to safely follow the same procedures. While pick-up seems chaotic, we are typically able to have all students in their vehicles and on their way by 3:45 pm. 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.

- *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. At the request of our neighbors, the village posted signs prohibiting student drop-off and pick-up in the following areas. Please help us be respectful of our neighbors by dropping-off and 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 at the east side of the lot. Vehicles on Olive Street will need to take turns turning left and right into the drop-off line. Drive your vehicle all the way around to the east end of the straightaway.
2. All students must be dropped off/picked up in the designated loading zone area noted on the map above. **STUDENTS MAY ONLY ENTER & EXIT CARS ALONG THE STRAIGHTAWAY ON THE SOUTH SIDE OF THE LOT NEAR THE PLAYGROUND. STUDENTS ARE NOT ALLOWED TO ENTER/EXIT A VEHICLE ALONG THE CURVE, unless directed by a staff member on duty.**
3. 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.
4. Have all school materials including backpack and lunch ready before students exit the vehicle.
5. Students may unload/load from the **PASSENGER SIDE** of the vehicle only. **The driver may NOT get out of the car and cars may NOT be left unattended in the loading zone.**
6. Students may NOT exit cars before 8:50 am. Staff supervision begins at 8:50 am.
7. Please exit the drop-off area as quickly and carefully as possible – this is a continuously moving line.

8. Vehicles may ONLY TURN RIGHT onto Olive Street as they exit the drop-off area.

KINDERGARTEN DROP OFF AND PICK UP

AM Kindergarten - Drop off your student following the process indicated in the section above. Parents may park in the loading zone to pick up their AM kindergartener. Parents may exit their cars to walk their children from the kindergarten doors. Please be sure to pull your car forward in the loading zone to allow others space to park behind you. **To avoid traffic congestion during the lunch hour, AM kindergarten families should only park in the loading zone between 11:40 am - 12:00 pm.**

PM Kindergarten - Parents may park in the loading zone to drop off their PM kindergartener. Parents may exit their cars to walk their children to the kindergarten doors. Please be sure to pull your car forward in the loading zone to allow others space to park behind you. **To avoid traffic congestion during the lunch hour, PM kindergarten families should only park in the loading zone between 12:40 - 1:00 pm.** Pick up your child following the process indicated in the section above.

PARKING AT OMS - Parents may park in the OMS lot or in the Orchard Church lot, across Olive street. Parents must accompany their children across Olive Street using the designated crosswalk and follow directions from the crossing guard and staff in the loading zone area.

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.

Olive St./Douglas

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

Laura Comastro

icomastro@sd25.org

847-758-4888

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.

Where does my child enter school in the morning and exit in the afternoon? Students will use the following doors to enter and exit the building each day:

- Kindergarten, 2nd, & 5th-grade students: Kindergarten hallway door (Door 7), located off of the blacktop on the east side of the school. Students line up behind the grade level line on the blacktop.
- 1st, 3rd, & 4th-grade students: Front doors of the school (Door 1). Students line up in front of the designated grade level column by the front doors.

What if my child arrives late to school? School begins at 9:05 am for AM kindergarten and 1st through 5th-grade students. PM kindergarten begins at 12:50 pm. **If your child arrives at school at 9:05 or later (12:50 or later for PM kindergarten), the individual dropping them off needs to come to the school office to sign them in. This practice is in place at all D25 schools.**

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 record absence information using our online form which is located on our school website on the Absence page. You may also call our office to report an absence. **This year, when you call our school's main line at 847-398-4282, you will initially hear an auto attendant. 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.** This procedure not only helps us fulfill necessary attendance obligations as required by Illinois law, but it also helps us to monitor the safety of our students en route to school. **ALL ABSENCES MUST BE REPORTED ON THE ONLINE ABSENCE FORM, OR BY A CALL TO OUR FRONT OFFICE, NOT BY A CALL OR EMAIL TO YOUR CHILD'S TEACHER.** If we do 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

How do I check in at the office if I will be helping out in a classroom or attending an event during the day?

All visitors must ring the bell at our front door so our office staff may verbally greet them before allowing them in 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 criminal offense databases. The process only takes a few minutes but helps increase the safety of our students and staff. We appreciate your cooperation with this procedure.

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

How does my child purchase a lunch at school? Check out the school district's [Food Services page](#) for information about online payments for the meal card, menu options, and nutritional labels.

May I pick my child up at lunch to eat at home? Yes, our lunch hour is 12:10 - 1:10 pm. If students go home for lunch, they must do so for the entire hour. Students may not attend their lunch recess if they go home for lunch. Students should arrive back at school just in time to rejoin their class at 1:10 pm. You must send in a note to your child's teacher indicating you will be picking up your child at lunch. Please do not email this information as some teachers will be unable to check their email before lunch or may have a guest teacher. All parents must come to the main office doors to pick up your child/children. You will need your cell phone to scan a QR code that will be taped to the front of the school doors. Parents must come to the front plaza, use the QR code and wait outside for your child to be dismissed. Once a staff member has confirmed the parent is outside the child will be allowed to leave the building.

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 just prior to the lunch hour to a classroom for ALL items that have been dropped off. We have found in recent years more and more items are being dropped off during the school day and our phone calls to classrooms disrupt instruction. If the item is homework, 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 to remember it 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 weather and other 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 contact the main office if you need to update your phone number or email address.

How should I communicate with my child's teacher? All teachers have preferences but 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. **Please send a handwritten note to your child's teacher to notify him/her of any changes to your child's daily pickup or lunch routine.** If you have a question about your child's performance in the classroom it is best to call/email the teacher directly 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.

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 absolutely 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.

How does recess/playground supervision work? Playground supervision is NOT provided before school or after school hours. To ensure students are properly supervised and arrive safely at school, they are NOT allowed to play on the playground equipment before school. Students are allowed to play on the playground equipment after school if they are supervised by a parent. Per district guidelines, students will be outside for recess unless the wind chill is below 0°F or if it is raining. Please make sure your child is dressed appropriately for all types of weather. Layering clothes is always a safe bet, as the weather tends to change throughout the day.

When can families/the community use the playground?

The playground, blacktop, red top, and fields are closed to families and the public during school hours (8:50am - 3:35pm). Students are not allowed to play on the playground before school. **AM and PM kindergarten families are welcome to use the play structure at Greens Park before or after their child's school day.**

What is the OMS PTA? Our PTA (Parent-Teacher Association) is comprised of OMS parents that 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, amount or form of volunteering you may be able to share is appreciated! ALL are welcome at Olive and in our community! For more information to volunteer, or to join the PTA, please visit the [OMS PTA website](#) or email olivepta@gmail.com. We are happy to answer any questions or tell you our "Why I Joined" story.

Important Upcoming Dates for August and September

All events are subject to change as we continue to follow CDC and IDPH guidelines to mitigate the spread of COVID.

Thursday, August 12	<p>Class assignment letters - Assignments will be emailed from the district office. If you do not receive an email by 8/13, please be sure to check your email spam folder before contacting the office.</p> <p>School Board Meeting @ Dunton</p>
Friday, August 13th, 5:00-8:00 pm	<p>**PTA Back to School Bash - OMS Playground - The PTA will sponsor an evening of food, fun, and festivities.</p>
Tuesday, August 17 7:30 pm	<p>SAVE THE DATE - Social/Emotional Learning virtual presentation by RULER lead developer Marc Brackett</p>
Wednesday, August 18, 2:30-3:30 pm	<p>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.</p>
Thursday, August 19	<p>First Day of School - full day</p>

Friday, August 20	LMC Parent Volunteer Orientation
Wednesday, August 25th, 6:00-8:00 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 2	School Board Meeting @ Dunton
Monday, September 6	No School
Tuesday, September 7	No School
Wednesday, September 15	Picture Day **PTA Meeting and Committee Fair
Thursday, September 16	No School
**Please email Olivepta@gmail.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. Our newly hired staff are experienced and eager to meet the OMS community. We welcome them to the Olive nest! New staff members are highlighted in red!

Kindergarten	AM & PM - Mrs. Martens & Mrs. Naughten
1st Grade	Mrs. Carlson Mrs. Morris Mrs. Netzel Mrs. Nordman Mrs. Spaitis Mrs. Braun
2nd Grade	Mrs. Christoforou Mrs. Matray Mrs. Mueller Ms. Musich Mrs. Wilhelm
3rd Grade	Mrs. Bagg Mrs. Baker Mrs. Helmann Mrs. Molnar Mrs. Yarbrough
4th Grade	Mrs. Dorszewski Mrs. Kusiciel Miss. Lim Mrs. Stevens Miss. Tinaglia Mrs. Wilson
5th Grade	Mr. Edstrom Mrs. Fowler Mrs. Muhr Ms. Range Mrs. Tranter
Student Learning Coach	Mrs. Watanuki
Art	Mr. DeMarco, Ms. Maloney, & Ms. Drury
Assistant Principal	Mrs. Pemberton
Band	Ms. Kaitlyn Pucci

Custodians	Mr. Sesterhenn, Mr. Stewart, Mr. Quaranta, & Mr. Martin
Building Support Technician	Mrs. House
ELL	Ms. Wrobel
Food Service	Mrs. Mack, & Mrs. Napoli
Literacy	Mrs. Brinkman & Mrs. Motl
LMC	Mrs. Brown & Mrs. Dufern
LMC Assistant	Mrs. Solak
Main Office	Mrs. Haefke & Mrs. Tucker
Math Interventionist	Mrs. Klimas & Mr. Santos
Music	Ms. Privett & TBD
Nurse	Mrs. Rose
Occupational Therapist	Ms. Taldone
PE	Mrs. Pusateri & Mrs. LaRoe
Physical Therapist	Mrs. Quirk
Principal	Ms. Erin Davis
Psychologist	Miss Leiber
Resource	Miss Angelico Mrs. Henderson Mrs. Hoagland Mrs. Lace
Social Worker	Mrs. Peterman
Speech Language Pathologist	Miss Boecher
Teaching Assistants	Ms. Alicoate Mrs. Ashley Mrs. Braun Mrs. Heinrich Mrs. Selbka

