



McLane Elementary

September 2017

Monica West - Principal
mwest@osd.wednet.edu

200 Delphi Road SW, Olympia, WA. 98502

360 596-6600

Attendance line 360 596-6603

School Hours: 9:05 - 3:27 (supervision starts at 8:50)

Office Hours: 8:00 - 4:30

PRINCIPAL NOTE

We are off to a great start at McLane with lots of new students and families. A couple of reminders -

1. Please take time to make sure that your students' Skyward emergency contacts/releases are accurate. Occasionally, we have to try and reach them when we can't get ahold of a parent/guardian.

<https://www2.crdc.wak12.net/scripts/cgiip.exe/WService=wolympis71/seplog01>

2. In accordance with the Olympia School district volunteer policy, all volunteers who work with students, help or visit the classroom, go on field trips, etc. must have on file a Volunteer Application form completed. Forms can be found on the OSD website. <http://osd.wednet.edu/community/volunteer>

3. Please send in notes with any student pickup changes to the office and we will get them a slip for the end of the day to avoid any confusion. Please include child's first and last name, teacher's name, also date and sign the note. If riding a bus include Bus Route #.

<http://osd.wednet.edu/departments/transportation>

Finally, the construction on the new two story mini-building has begun. We have relocated some of our play equipment to accommodate the new building. After the mini-building is completed, we will then be using the mini-building while the main building is undergoing a remodel. We appreciate your patience and understanding.

EARLY RELEASE DAYS

Please make arrangements for a 2:37 release

Every Wednesday

**** There is NO PRESCHOOL on Wednesday.**

VOLUNTEERS AT MCLANE

[Apply to Volunteer Now!](#)

Interested in Volunteering or visiting your student's classroom? Click the link above and get started.

If you have questions you can contact our volunteer coordinator via email at volunteer@osd.wednet.edu or call 360.596.6130.

Each year volunteers must complete an [ONLINE Volunteer Application](#) or a Paper Volunteer Application. In addition to the application itself, two additional forms require signature and submission; the "Confidentiality Statement for Volunteers" and the "Code of Conduct for Volunteers." Once your paperwork has been received and a background check is completed, you will be contacted.

INDIVIDUAL PICTURE DAY



Picture Day!

Smile big and bright! Monday, September 18th will be our individual school picture day.

If you would like to assist with pictures, please contact the office. We need 2 volunteers from 9:00am to approximately 12:30pm. Thanks.

HOT LUNCH

Food Service Computerized lunch accounts are provided for each student in Full Day Kindergarten and grades 1st through 5th. Parents can add money to the lunch accounts at any time by. Please send a check or cash in an envelope to school labeled with your child's name, teacher and the amount or pay online through your skyward account. Student Breakfast \$1.60; Student Lunch \$2.65; Reduced price K-3 - no charge; Reduced price 4-5 - \$.40; Milk \$.60 and Adult Lunch \$3.55.

2017-2018 CALENDAR

OLYMPIA SCHOOL DISTRICT | 2017-2018 CALENDAR

SEPTEMBER 2017							4 Labor Day 6 First Day of School 11 First Day Pre & Kinder 11 Board - Knox 25 Board - LP Brown ES
S	M	T	W	Th	F	S	
					1	2	
3	4	5	6	7	8	9	
10	11	12	13	14	15	16	
17	18	19	20	21	22	23	
24	25	26	27	28	29	30	
						18	

OCTOBER 2017							9 Board - Knox 13 Non-Student Day 23 Board - Marshall MS 24-27 ES/MS Conferences-½ day 25 HS 50 min early release
S	M	T	W	Th	F	S	
1	2	3	4	5	6	7	
8	9	10	11	12	13	14	
15	16	17	18	19	20	21	
22	23	24	25	26	27	28	
29	30	31					
						21	

NOVEMBER 2017							6 Board - Knox 10 Veterans Day Observed 20 Board - ORLA 22-24 Thanksgiving Holiday
S	M	T	W	Th	F	S	
			1	2	3	4	
5	6	7	8	9	10	11	
12	13	14	15	16	17	18	
19	20	21	22	23	24	25	
26	27	28	29	30			
						18	

DECEMBER 2017							11 Board - Knox 18-29 Winter Break
S	M	T	W	Th	F	S	
					1	2	
3	4	5	6	7	8	9	
10	11	12	13	14	15	16	
17	18	19	20	21	22	23	
24	25	26	27	28	29	30	
31						11	

JANUARY 2018							1 New Years Day 8 Board - Knox 15 M.L. King, Jr. Day 22 Board - Garfield
S	M	T	W	Th	F	S	
	1	2	3	4	5	6	
7	8	9	10	11	12	13	
14	15	16	17	18	19	20	
21	22	23	24	25	26	27	
28	29	30	31				
						21	

FEBRUARY 2018							1 ½ Day-HS Grading 2 ½ Day-ES/MS/HS Grading 5 Board - Knox 19 Presidents' Day 20 Mid-winter Break 26 Board - Pioneer ES
S	M	T	W	Th	F	S	
				1	2	3	
4	5	6	7	8	9	10	
11	12	13	14	15	16	17	
18	19	20	21	22	23	24	
25	26	27	28				
						18	

MARCH 2018							12 Board - Knox 26 Board - Washington MS ES Conferences-½ day 28 MS/HS 50 min early release
S	M	T	W	Th	F	S	
					1	2	
3	4	5	6	7	8	9	
10	11	12	13	14	15	16	
17	18	19	20	21	22	23	
24	25	26	27	28	29	30	
						22	

APRIL 2018							2-6 Spring Break 16 Board - Knox
S	M	T	W	Th	F	S	
1	2	3	4	5	6	7	
8	9	10	11	12	13	14	
15	16	17	18	19	20	21	
22	23	24	25	26	27	28	
29	30						
						16	

MAY 2018							7 Board - Knox 21 Board - McLane 28 Memorial Day
S	M	T	W	Th	F	S	
		1	2	3	4	5	
6	7	8	9	10	11	12	
13	14	15	16	17	18	19	
20	21	22	23	24	25	26	
27	28	29	30	31			
						22	

JUNE 2018							8 ES/MS ½ Day 11 Board - Knox 19 Last Day = ½ Day 25 Board - Knox
S	M	T	W	Th	F	S	
						1	
3	4	5	6	7	8	9	
10	11	12	13	14	15	16	
17	18	19	20	21	22	23	
24	25	26	27	28	29	30	
						13	

JULY 2018							4 Independence Day 16 Board - Knox
S	M	T	W	Th	F	S	
1	2	3	4	5	6	7	
8	9	10	11	12	13	14	
15	16	17	18	19	20	21	
22	23	24	25	26	27	28	
29	30	31					

AUGUST 2018							6 Board - Knox 20 Board - Knox
S	M	T	W	Th	F	S	
				1	2	3	
4	5	6	7	8	9	10	
11	12	13	14	15	16	17	
18	19	20	21	22	23	24	
25	26	27	28	29	30	31	
						18	

Snow days, if any, will be made up at the end of the school year

50 min early release Wednesdays (except September 6)

2018-2019: September 5 = 1st day of School
September 10 = 1st day of Pre-School/Kindergarten

2018 Graduations:
 June 6 - ORLA
 June 7 - AHS
 June 8 - Transitions
 June 13 - OHS
 June 14 - CHS

Q1 - Nov 3 - 42 days
 Q2 - Feb 2 - 49 days
 S1 - Feb 2 - 91 days
 Q3 - Apr 20 - 48 days
 Q4 - Jun 19 - 41 days
 S2 - Jun 19 - 89 days

Board approved May 1, 2017
 V8 - May 2, 2017

PLANNED ABSENCE REQUEST

If you are planning a vacation that will have your student missing 3 or more consecutive days the OSD requires that Planned Absence Request Forms be filled out and turned in prior to the dates absence. These forms are available in the office or call us and we will send one home with your student.

SENDING NOTES & MONEY TO SCHOOL



Please make sure the **note, check or envelope** is clearly marked with your **child's full name, teacher's name, amount (if cash) and indicate what the money is for (field trip, lunch, etc.)** so that we can direct the check or cash to the correct person. Please send the exact amount. The office does not have petty cash to make change.

FAMILY ACCESS

Family Access/Skyward is a web based tool designed to allows parents/guardians to view all their children records, update student and emergency contact information, see attendance, test scores, health information, make Food Service purchases and payments, and sign up for conferences. Skyward/Family Access

<https://www2.crdc.wa-k12.net/scripts/cgiip.exe/WService=wolympis71/seplog01>

If you are still having trouble accessing your account, please call the McLane office.

ATTENDANCE & ABSENCES

Regular attendance is necessary for successful school work. **Anytime your child is absent from school, parents are required to call the attendance line at (360) 596-6603 to report the reason your child is not in school. Please try and call before 9:30am.** The automated calls on unexcused absences go out at 9:45am. The attendance line is a 24 hour voicemail number that you can call anytime; **or send a note to the teacher/office explaining the reason for your child's absence the next day.** A student is marked unexcused if they are absent from school, and the office does not receive a phone call or email the day of the absence, **OR** if there was no written or verbal notification given to the office prior to the absence, Olympia School District Policies and Procedures Policy 3200 state: **When a student reaches 10 or more total unexcused absences during the current school year, the District is required to file a court petition.**

CURRICULUM NIGHT

Come and join us!
Thursday, September 21st
5:30pm - 6:30pm
2 repeat - 30 min sessions



PRINT AND POST ON YOUR FRIDGE



McLane Elementary

September 2017

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mwest@osd.wednet.edu Attendance line 360 596-6603
School Hours: 9:05 - 3:27 (supervision starts at 8:50) Office Hours: 8:00 - 4:30

IMPORTANT DATES FOR SEPTEMBER

- September 5th - Back to School Night 5:00pm
- September 6th - First day of School 9:05am
- September 11th - First day of Pre School & Kindergarten 9:05am
- September 11th - Java & Jitters 8:50am-9:30am
- September 11th - PTSO 6:30pm - 7:30pm
- September 13th - Early Release 2:37pm
- September 18th - Individual Picture Day
- September 20th - Early Release 2:37pm
- September 21st - Curriculum Night 5:30pm-6:30pm
- September 27th - Early Release 2:37pm
- September 29th - Owl Recognition Assembly 9:15am

IMPORTANT DATES FOR OCTOBER

- October 4th - Early Release 2:37pm
- October 6th - Superhero Day
- October 7th - Barnes & Noble Book Fair 11am-3pm
- October 9th - Grade 4 Water Testing Field Trip
- October 11th - Early Release 2:37pm
- October 18th - Early Release 2:37pm
- October 20th - Family Fun Night
- October 24th-27th - Conferences 12:10pm release
- October 27th - Owl Recognition Assembly 9:15am

IMPORTANT LINKS

Skyward/Family Access

<https://www2.crdc.wa-k12.net/scripts/cgiip.exe/WService=wolympis71/seplog01>

Volunteer Application form. Forms can be found on the OSD website. This must be renewed every year.

<http://osd.wednet.edu/community/volunteer>

OSD Transportation 360 596-7700

<http://osd.wednet.edu/departments/transportation>

Emergency Information <http://osd.wednet.edu>

Alternate Bus Routes & Snow Bulletin

http://osd.wednet.edu/media//pagefiles/2016-2017_snow_bulletin_w-routes.pdf

Notice of Nondiscrimination 2016-17 School Year

The Olympia School District will provide equal educational opportunity and treatment for all students in all aspects of the academic and activities program without discrimination based on race, religion, creed, color, national origin, age, honorably-discharged veteran or military status, sex, sexual orientation, gender expression or identity, marital status, the presence of any sensory, mental or physical disability, or the use of a trained dog guide or service animal by a person with a disability. The district will provide equal access to school facilities to the Boy Scouts of America and all other designated youth groups listed in Title 36 of the United States Code as a patriotic society. District programs will be free from sexual harassment. Auxiliary aids and services will be provided upon request to individuals with disabilities.

The following people have been designated to handle inquiries regarding the nondiscrimination policies, reports of alleged sexual harassment, concerns about compliance, and/or grievance procedures: **Jeff Carpenter, Title IX Officer**, (360) 596-8544; **Kari Lewinsohn, Section 504 and ADA Coordinator**, (360) 596-7538; and **Scott Niemann, Affirmative Action Officer and Civil Rights Compliance Coordinator**, (360) 596-6193. All three individuals may also be contacted at 1113 Legion Way S.E., Olympia, WA, 98501.