

McLane Elementary



October 2016

Please make sure you read, sign and return to school pgs.55, 57 & 59 of the **Student Rights and Responsibilities Handbook** ASAP. These signed papers are required for every student of the Olympia School District.

Monica West - Principal
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200 Delphi Road SW, Olympia, WA. 98502 360 596-6600
Attendance line 360 596-6603

PRINCIPAL NOTE'S

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.wa-k12.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, we will be breaking ground on a new two story mini-building during the winter for our enrollment which is continuing to increase. We will have to relocate 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 are looking forward to all of the changes.

UP COMING EVENTS

October 5th – Early Release

October 6th – Kindergarten
Curriculum Night

October 14th – Teacher In-Service

October 18th – Bulb Planting

October 21st – Owl Recognition
Assembly

October 25th – 28th – Fall Conferences

October 25th – 28th – Scholastic Book
Fair

November 2nd – Early Release

November 3rd – Picture Retakes

November 4th – Veteran's Day
Assembly

November 10th – Red, White & Blue
Day

November 16th – Early Release

November 23rd - 25th – Thanksgiving

EARLY RELEASE

Early Release - Wednesday, October 5th
Spirit Day - College Spirit Wear
Students release at 12:10pm
No Preschool

*** Sack lunches can be ordered for students to take home.

KINDERGARTEN CURRICULUM NIGHT

Kindergarten Curriculum Night - Thursday, October 6th 5:30 - 6:00

This session is designed to be informative for parents. No child care is provided.

TEACHER IN-SERVICE

No School - Friday, October 14th
Teacher In-Service

Please mark your calendar as this is a non-school day for all students.

DROP OFF AND PICK UP

Please make sure to pull as far forward as you can when you are dropping student off or picking them up at the end of the day. If you have parked in the lower lot or on Delphi, please make sure to use the lower crosswalk to enter the building. This helps to keep the line of traffic moving and is safer for students and families.

MCLANE TRAIL BULB PLANTING

McLane Trail Bulb Planting - Tuesday, October 18th 9:15-12:00

It's that time of year again!!! McLane students are heading out to plant daffodils on our McLane Trail. It is a sure sign of spring when we see the rows of beautiful daffodils popping up. Please make sure that you sign and return your child's permission slip. Classes will go out in staggered groups throughout this time frame. Please dress your child appropriately as we will plant the bulbs rain or shine.

FALL CONFERENCES

Fall Conferences - Tuesday, Oct. 25th - Friday, Oct. 28th

Student release at 12:10pm

No Preschool

Watch for information coming home on signing up for your student's conference time. It is very important that you fill this out and return it to school. This will help us accommodate your busy schedules. Conferences will begin on Tuesday the 25th and proceed through the 27th.

Each conference time is only 20 minutes long. This is essential to allow time to prepare for the next conference, so please arrive on time. Thank you, our teachers are looking forward to meeting with you!

ATTENDANCE & ABSENCES

Prompt and 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 notify us as to the reason for your child's absence. If possible, **PLEASE CALL BEFORE 9:30am**. 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 the day of the absences, OR if no written or verbal notification is given to the office prior to the absences. Thank you for your cooperation.

LATE ARRIVALS & EARLY DEPARTURES

New guidelines have been implemented for the Elementary Schools in the Olympia School District regarding late arrivals and early departures of students.

- Arrival between **9:05-9:35** - Student will be marked at **Tardy**
- Arrival after **9:30** - Student will be marked as **Half Day Absent (AM)**
- Departure before **2:57** - Student will be marked as **Half Day Absent (PM)**
- Departure between **2:57-3:27** - Student will be marked as **Early Release**

**** Unless it is medically urgent, we ask that parents not check out their students after 2:57. At this point, please wait until the end of the day at 3:27 for the students to be released.****

NOTES TO SCHOOL

Sending notes to school, whether it is the office or a teacher, please make sure you clearly write your **child's first and last name, teacher's name, also date and sign the note. If riding a bus include Bus Route #.** Please write notes on a half sheet of paper or larger. Notes could get lost if they are small pieces of paper or post it notes, really easy to stick to the wrong thing! **We require a note for any change from the regular routine.** Please do not send emails to classroom teachers for student notes, as we must scan all of our notes and parent signatures are preferred for documentation.

SENDING MONEY TO SCHOOL

Make sure the check or envelope is clearly marked with your **child's first and last name, teacher's name, amount (if cash) and indicate what the money is for (fieldtrip, lunch, preschool, 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.

PLANNED ABSENCE REQUEST

If you are going on vacation or on a trip, for 3 or more days, the Olympia School District requires that you fill out a Planned Absence Request (PAR) form before you leave. These forms are available in the office or call and we will send one home with your student. Without a signed PAR, students will be marked as Unexcused.

EARLY RELEASE DAYS

During the course of the 2016-2017 school year, we will ask you several times throughout the year to make adjustment to your day on Wednesdays. These Wednesdays early release days are to provide our staff with opportunities to collaborate and learn new curriculum. We understand that you must sometimes interrupt your schedule to make these days possible. This time is critical for us and we appreciate the sacrifices you make to make this time possible.

Please make arrangements for 12:10 release on the following dates:

**Elementary School Collaboration: October 5th; November 2nd; December 7th; January 4th;
February 1st; March 1st; May 3rd**

Elementary School ELA Implementation: November 16th; January 18th

Elementary Fall Conferences: October 25th - 28th & March 28th-31st

Elementary Grading: January 27th & June 9th

Last Day of School: June 20th

**** Preschool does not attend on these dates.**

SCOLASTIC BOOK FAIR

McLane's Scholastic Book Fair is a reading event that provides the books kids want to read. It's a wonderful selection of engaging and affordable books for every reading level. Reading for pleasure inside and outside of school has real and long-lasting benefits. It unlocks the power of information and imagination and helps children discover who they are. Please make plans to come to our Book Fair and be involved in shaping your child's reading habits.

Remember, all purchases benefit our school.

Our book fair runs Monday-Friday, October 24-24th.

Times that families can shop are 9:00 am-6:00 pm Monday-Thursday and 9:00 am-noon Friday.

Hope to see you there!

PERSONAL PROPERTY OF STUDENTS

Please remember that students should not bring toys, personal and valuable items to school unless requested or approved by the teacher or Y-Care for special activities / sharing time. **This request includes games, cards, electronic toys, iPods, and cell phones, etc.** We cannot guarantee the safety of these items and they are becoming a disruption in the classroom and at recess.

PTSO NEWS

Volunteering is FUN!

To learn more, contact our friendly volunteer coordinator, Kim at kleidelmeijer@gmail.com

EASY MONEY

Want to help, but short on time? We have the perfect solution, and lots of them.

If you're a regular Amazon shopper, consider shopping on AmazonSmile instead and choose McLane Elementary PTSO as your charity. AmazonSmile is exactly the same shopping experience as Amazon, except AmazonSmile donates a portion of your purchase to a charity of your choice. Register your support for your PTSO by clicking here: [Amazon Smile](#)

Box Tops and Labels for Education! The Fall Pod-to-Pod Challenge is upon us already. Nov. 25 is the deadline to send in the slips you've collected over the summer to help your child's pod win a movie and popcorn reward. And don't forget that each empty Capri Sun juice pouch you donate earns the school 2 cents. All of these "throw aways" add up to hundreds of dollars a year for much needed supplies and activities!

OWL STORE

What is the Owl Store you say? The Owl Store is a fun place for the children to shop for cool trinkets and toys as a reward for good citizenry and/or academics! Teachers give out "Owl feathers" to be used as currency to redeem in the Owl store, and the kids love it!

The store is now being run by your PTSO, and we are happily accepting "gently used" small toys as donations. If you have any items to donate, please contact our Owl Store Manager Laurie at llsale40@gmail.com.

KEEP IN TOUCH!

Not receiving all the details of your PTSO's fun activities in your inbox? Subscribe to our mailing list! Visit mclaneptso.org to sign up now.

READ-A-THON HAS BEGUN!

The 5th annual Read-a-thon runs from October 1-31, an event that challenges our students to read and raises money for our school without selling anything. This year's theme is "Camp Out with a Good Book." Here's how it works: students set reading minutes goals; find friends, families, or businesses to sponsor their reading; and then read! There are weekly prizes and overall prizes; and the Read-a-thon helps students develop a love for reading, while raising funds for educational and fun community-building projects at McLane.

The Read-a-thon will also feature cool events like the Barnes & Noble Book Fair on Oct. 8, the School Takeover Night at McDonald's next to Hagggen on Oct. 20, and the Free Family Fun Night on Oct. 28.

Packets went home with your student last week with all the forms and information on how it all works. Forms for recording weekly summaries, sponsorship forms, and monthly reading minutes will be available on our website at mclaneptso.org.

We will be sending weekly Read-a-thon reminders, so for now: keep encouraging your child to read, gather pledges, keep tracking all of that amazing reading she or he is doing, and turn in your Week 1 Weekly Minutes form by Wednesday, Oct. 5 for a weekly prize and a ticket for some awesome raffle prizes!

WE NEED YOU!

Wondering how to get more involved with McLane Elementary and the PTSO? We have opportunities galore, from helping at school, to helping on your free time!

Here are just a few volunteer ideas:

the Owl Store; 100 mile club (daily at McLane, or with administrative help nights & weekends); Read-a-thon (help track progress and give out awards); or events like Free Family Fun Night, Movie Night, and much more!

PARENT WORKSHOPS

Parenting Classes with Candyce Bollinger: These workshops will be held 6-8pm at Olympia Regional Learning Academy. They are free and no registration is required for parents. Childcare is not provided. Last year Candyce presented two workshops for parents that were very well-received.

Elementary Parent Workshops (grades K-5):

- Tuesday, October 18: Child Developmental Overview
- Tuesday, November 15: Positive Discipline
- Tuesday, January 24: Safety without Fear
- Tuesday, February 28: Managing Technology

Middle/High School Parent Workshops:

- Thursday, October 27: Teen Developmental Overview
- Thursday, December 1: Communication & Conflict Resolution
- Thursday, February 2: Social Media
- Thursday, March 2: Anxiety, Depression & Stress
- Thursday, March 30: Teen Relationships/LGBTQ Topics

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.