

# McLane Elementary



## Our Mission

McLane Elementary School strives to provide an outstanding learning environment, including the quality of its staff, a sense of family, an excellent physical facility and a safe environment which will enable ALL students to reach their maximum learning potential.

# 2018~19



Owls

Will show respect

Live responsibly, and

Stay Safe!

## GENERAL SCHOOL INFORMATION



**Main McLane School Telephone Number** 360-596-6600  
**Attendance Telephone Number** 360-596-6603  
**Fax Telephone Number** 360-596-6601

**Web Address** <http://mclane.osd.wednet.edu>

**Principal's Email Address** [mwest@osd.wednet.edu](mailto:mwest@osd.wednet.edu)  
**Administrative Intern's Email Address** [rjamesburney@osd.wednet.edu](mailto:rjamesburney@osd.wednet.edu)

**School Hours** 9:05 - 3:27  
9:05 - 2:37 Wednesday Early Release

**Grades K-5** 9:05 - 3:27  
**AM Preschool** 9:05 - 11:35  
**PM Preschool** 12:55 - 3:27

**YMCA Child Care** 7:00 AM - 9:05 & 3:27 - 6:00 PM

**YMCA telephone contact** 360-705-2642



### **Bus Stops and Schedules:**

The school office has a listing of stops and times. You can also call transportation at 596-7700. Emergency changes in bus schedules, school closures, or early dismissals due to snow, ice or other emergencies will be broadcast over local radio stations at frequent intervals during the early morning hours. Radio stations participating in the School Announcement Network are:

**AM stations:** KGY .... 1240, KCPL .... 920, KMAS.... 1030

**FM stations:** KXX0 ... 96.1, KGY ....96.6, KOAS.... 89.3

### **Bus Transportation Information- District Transportation Telephone Number: 360-596-7700**

#### ***Rules for Bus Riders***

- Allow five minutes before the bus arrives. Drivers will not stop unless students are visible to the driver.
- Board and leave the bus at the appropriate stop.
- Board in an orderly manner and be seated quickly.
- Remain seated until the bus stops or the driver signals.
- Respect the driver and obey instructions.
- Form the line to board the bus in an orderly manner.
- Kindergarten students will be allowed off the bus only if an adult is present at the bus stop unless a waiver form has been signed by a parent/guardian.

#### ***Students should NOT***

- Wait on private grounds, in the street, or approach bus until it has completely stopped.
- Extend legs, arms, or head out of bus windows.
- Throw items out the window or inside the bus.
- Smoke, eat, shout, fight, or use foul language.

- Open the door themselves.
- Use the emergency door except in emergencies.

### **Accidents - Illness**

In case of an emergency, accident, or illness, every effort will be made to contact parents or guardians immediately. **It is extremely important that your child's enrollment card and emergency information be kept up to date. If any of the information changes during the year, please contact the office or send a note with your child.**



### **Animal Policy**

Per district policy-No animals except for service animals that are specifically trained to aid a disabled person.

### **Arrival Time**

**Students should NOT arrive at school before 8:50 AM except for those students in the YMCA before and after school care program. \*\*Supervision of children not in the YMCA program is not available until 8:50 each morning.**



### **Attendance**

It is very important that your child attend school daily and is here on time. There is a great deal of instruction that is given that cannot be duplicated by sending homework home. All enrolled students should be in school daily for the entire time that school is in session. Unless there is a school bus delay, students are tardy if they are not in their classroom by 9:05.

### **Tardy Policy**

At the elementary school level, students are considered tardy if they arrive 30 minutes after the start bell. This will be considered a half-day absence. If students are taken from school 30 minutes prior to the end of the school day, this too, is considered a half-day absence. McLane's start bell is 9:05 and dismissal bell is 3:27. **Please call the school office by 9:15 am if your child is going to be absent from school. You have 2 days to clear all unexcused absences. The McLane attendance telephone number is 596-6603.**

### **Excused Daily Absences-**

The following are valid excuses for absences from school:

Participation in a district or school approved activity or instructional program;

Illness, health condition or medical appointment (including but not limited to medical, counseling, dental or optometry);

Family emergency, including but not limited to a death or illness in the family;

Religious or cultural purpose including observance of a religious or cultural holiday or participation in religious or cultural instruction;

Court, judicial proceeding or serving on a jury;

Absence directly related to the student's homeless status;

Absence resulting from a disciplinary/corrective action. (e.g., short-term or long-term suspension, emergency expulsion); and

Principal (or designee) and parent, guardian, or emancipated youth mutually agreed upon approved activity.

The school principal (or designee) has the authority to determine if an absence meets the above criteria for an excused absence.

### **Unexcused Daily Absences-**

Any absence from school is unexcused unless it meets one of the criteria above for an excused absence.

### **Pre-Arranged Absences-**

For an extended absence of more than three day to be excused, a parent must make a request in writing (forms in office) to the principal prior to the absence. If the principal deems that the absence will be approved, it will be recorded as a pre-arranged excused absence. Any absence from class may affect a student's grade. (Policy 3122).

### **Behavioral Expectations**

We care about each other's safety and well-being. Everyone **MUST** have an equal opportunity to learn in a safe environment. We promote the teaching of acceptable behaviors that demonstrate respect for each other and teach socially acceptable means to resolve conflicts and problem solving. There is a great deal of emphasis on learning appropriate ways to express oneself as well as tolerance and acceptance of the differences that make us all unique.

District policies, school-wide expectations, and specific classroom guidelines have been developed with input from our students. It is extremely important that parents/guardians discuss these policies with their child/children. If a child is sent to the principal or the principal's designee for a behavioral concern, the problem is discussed and documented. Depending on the behavior and the frequency of unacceptable behaviors, parents will be notified in writing or by telephone, or both. Consequences are imposed to assist students to make better choices.

### **Birthdays**

Students may, with the permission of their teacher, bring pencils, a favorite animal, or nutritious treats for the class. ***(See Board Policy #3405 on the OSD website - These treats must be prepared and packaged according to health department guidelines available at our school office)***. Parents and staff are encouraged to provide party snack items that are consistent with the goals of this policy. Out of consideration to those not invited, students should not pass out invitations for parties at school.

### **Bullying -Harassment-Intimidation**

What is bullying? Bullying is another name for harassment. Bullying can be physical, one or more students hurting each other. More often, bullying is verbal and includes persistent threatening, teasing, ridicule, or talking about another person in a negative way.

Our teachers and school counselor help children learn appropriate social skills and response techniques as part of the *Second Steps* program. The Olympia School District and McLane Elementary are committed to a positive and productive learning and working environment in which the dignity of staff and students is respected.

### **Engaging in harassment, intimidation, and/or bullying will result in disciplinary measures.**

Specific reporting procedures are outlined in the Olympia School District handbook that is also given to you. ***If your child feels bullied, harassed, or threatened, have him or her tell an adult including the teacher or principal.***

### **Conferences & Progress Reports**

Parents will use the on-line system to schedule conference with teacher in October and March. School will be dismissed early during conference week. Written reports are sent home in Early February and June. If

at any time parents need a special conference, please contact your child's teacher to arrange a time. Communication between home and school is a vital part of a child's ability to achieve success.

### **Curriculum**

Washington State's school reform efforts focus on setting clear, high expectations, for what students should know and be able to do. The Washington Assessment System helps us to measure whether students have met these expectations. The Olympia School District and McLane Elementary are committed to providing high quality instruction to all students.

### **Closed Campus - Child Safety**

Once a child arrives at school, he/she may not leave without permission from the school office. Parents need to send a **note** if a child is to go home early, leave with someone not designated on the enrollment card, ride a different bus, or be let off at a different stop. Students are to go directly home from the bus stop, unless other arrangements have been made.

**\*\*Phone calls will only be accepted to change plans until 1:00 pm. This is for student safety.**

Students from other schools are not allowed to visit our campus during school hours, unless prior arrangements have been made. If you are picking up a student during the school day, please come to the office and sign your child out. Students also need to check in at the office when returning from an appointment before going back to their classrooms.



### **Dress Code**

As stated in the Olympia School District Handbook, dress and appearance must not present health or safety problems or cause learning disruption. Students and staff at McLane should be appropriately dressed. Any clothing that has a sexual, vulgar, offensive message or references the use of alcohol, tobacco, drugs, or gang affiliation, or limits activities will not be permitted.

- Tennis shoes are encouraged, especially for physical education and recess activities. High heels (one inch or more) and flip flops are discouraged for these activities because of safety issues. If students do not have appropriate shoes they may be asked to sit out during P.E.
- Spaghetti straps, tank/tube tops, and halters are strongly discouraged. Bare midriffs or low cut tops are not allowed.
- Extreme baggy pants and low riding pants are discouraged.
- Clothing chains and "gang" symbols are not allowed.
- Hats are not allowed inside the building. If there is a religious, medical, or other specific reason for wearing them, please contact the principal.

Teachers and administration have the authority to meet with a student if the dress is creating a safety issue or a disruption to the learning environment. Parents would be notified if the attire is determined by staff to be inappropriate or disruptive.

### **Emergency Procedures and Dismissals**

In the event of a prolonged power failure, severe weather, or other unusual circumstance, it may be necessary to dismiss school early. Parents should make emergency plans for their children in case this occurs when there is no parent at home. It will not be possible to call parents at the time of the emergency. If the decision is made to send children home on school buses, each child should know exactly where to go and what to do in advance of emergency dismissals.

Tune in to local radio stations for emergency information or the Olympia School District website- <http://kids.osd.wednet.edu>



## **For your child's safety, Please update emergency contact numbers immediately when a change occurs.**

### **Earthquakes**

In preparation for an earthquake, children and staff periodically practice "Drop and Cover" and evacuation procedures. Staff has also been assigned to earthquake response teams and many have volunteered to stay here at school caring for children for up to three days in the event children are not able to get to their homes. Emergency supplies of water, food and blankets sufficient for minimal needs of all of our students up to three days are stored in the safest and most accessible area of our school. If an earthquake occurs while students are on school buses, special bus procedures are in place and available from transportation.

In the event of a major emergency of this type, your child will only be released to parents or other adults listed on the child's emergency release form. When coming to the school to pick up your child during such an emergency, please proceed directly to the posted release area. Make sure the teacher or designated school staff has signed the child out and that we have an address to which the child is being taken if not their home.

### **Field Trips**

Special enrichment activities are planned for students that require leaving school grounds. Permission slips are provided to parents with details of the trip and need to be returned to the teacher. Phone calls will not be accepted as permission for a field trip.

### **Food Service - Breakfast and Lunch**

Please send lunch or milk money in an envelope with your child's name, student ID number, and teacher's name written on it. Checks should be made out to McLane School. Free and reduced price lunch and breakfast are available to families who qualify according to family size and income. Applications must be submitted to the school office. If your child does not have a lunch, the school will contact you. If you are unavailable, your child may charge one lunch to be paid back the following day.

**Elementary School Lunch:** **\$2.65**

**Milk or Soy Milk** **\$0.60**

**Children's Breakfast (8:50 -9:00)** **\$1.60**

*Free if eligible for reduced or free meals. Prices are subject to change.*



**We do not have a means to reheat or warm foods brought from home.** Therefore, items that need to be heated, or have hot water added (such as Cup a Soup) do not work well for our students.

### **Health Information**

Our School Nurse is not in the building every day. Her/his primary function is to strengthen the health education program, maintain health records, evaluate student's health, and consult with students, parents, and teachers. Our nurse works to prevent and control communicable diseases, and gives advice on immunization requirements. He/she screens vision, hearing, and the general physical health of the children. The nurse serves as a health consult and resource person by providing current information from related fields. When the nurse is unavailable the office staff (trained in first aid) tends to the first aid health needs of our students. Parents/guardians or other adults listed as emergency contacts are called whenever necessary.

### **Health Screening**

Screening for distance vision and hearing is done on all students in grades K, 3<sup>rd</sup>, and 5<sup>th</sup>. Students new to

the Olympia School District are also tested. In addition, 5th grade students are screened for scoliosis (sideways curve of the spinal column). These screening procedures are very useful for spotting vision, hearing and spinal abnormalities. They do not, however, take the place of routine physical examinations, and cannot be expected to identify all problems in seeing, hearing, and growth. If a teacher or parent suspects a vision or hearing problem, an unscheduled check will be done upon request.

### **Homework Policy**

Teachers will assign homework as they deem necessary. It is strongly recommended that parents establish a “quiet” time each evening when homework or reading is a family activity. You may have your child read to you or you might read to your child. We urge you to set aside 20 minutes a day for reading.

### **You can help your child by:**

1. Providing a private, quiet place for study.
2. Showing support for the child’s efforts
3. Establishing a home routine including when and where homework is to be done.

Occasionally, when you are short of time, remember that road signs, recipes, trips to stores allow children the opportunity to read and solve math problems.



### **Immunizations**

Washington State Law requires each child enrolled in a public or private school to present proof of immunity to selected communicable diseases. Students not meeting standards or claiming exemptions may be excluded from school. Immunizations can be obtained from your family physician or the Thurston County Health Department.

### **Kindergarten**

*Entrance Requirements and Screening*-A child may enter kindergarten if she/he is five years of age on or before August 31 of that school year. Proof of age must be presented prior to being enrolled. A birth certificate, residency, and immunization record are required.

### **Lockdowns**

Circumstances may dictate that we may have a full or partial lockdowns. Periodically we practice these procedures. If a lockdown is in effect, you may not be able to enter or leave the building. The safety of our students is paramount at all times.

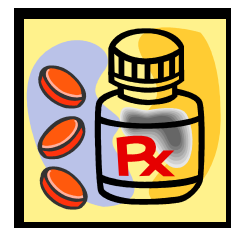
### **Lost and Found**

All jackets, clothing, lunch boxes, mittens, gloves etc., should be clearly marked with the student’s name. Each year several boxes of clothing are left at school by students. You are invited to come in and look through our lost and found items for your missing articles. Unclaimed articles are given to charitable organizations quarterly.

### **Medications at School**

Parents and physicians are urged to design a schedule for giving medication outside of school hours. If the school is asked to administer a prescription or over the counter medications to a student, the school must have the following on file:

1. A medical authorization form completely filled out by the health care provider (top section).
2. The lower portion of the medical authorization form completed and signed by parent/guardian.



A copy of the: **AUTHORIZATION FOR ADMINISTRATION OF ORAL MEDICATION AT**



**SCHOOL** is available from our office. Doctors can FAX authorization to McLane using the following FAX Number: 360-596-6601. Any medication, prescription, or over the counter medicine that is brought to school must be in the original container. The medication dosage and physician's name must be on the bottle. All medication must be turned in to the school office by a parent or guardian. Students must come to the school office for their medication.

### **McLane Forest**

Through the efforts of McLane neighbors, community members, the Department of Transportation, the Department of Conservation, the McLane Fire Department, and local and state wide businesses, McLane students are involved in a reforestation and wetland enhancement project on twenty-five acres of county property near our school. Please enjoy our efforts by using the McLane trail.



### **McLane's Morning Drop-off & Afternoon Pick-up Routine**

**Morning Drop-off**-Doors open at 8:50 a.m. Please pull your car as far forward as possible to accommodate the volume of traffic at this time in the morning. Families parked in the drop-off lane are asked to **remain in your vehicles** until directed by staff to unload your student. For added safety, please have students exit the vehicle on the right-hand side, if possible, so as not to cross traffic. Multiple Staff will be positioned out front to help with unloading as well as at the front door to monitor students.

**Afternoon Pick-up**-Students will not be released until the bell rings at 3:27. Students that are being picked up by car or day care bus will be directed after the bell to wait for pick-up on "The Porch" under the covered area. Please pull your car as far forward as possible to accommodate the volume of traffic at this time in the afternoon. Families parked in the pick-up lane are asked **to remain in your vehicles** until school is dismissed. School staff will direct students to their appropriate vehicles as families pull forward in front of "The Porch". For safety, **students will not be allowed to load vehicles unless directed by staff**. Please hang the "car tag" with your child's name written in big black letters from your rear-view mirror so staff can more efficiently gather your child(ren) for loading.

Students will not be released until the bell rings at 3:27 unless parents sign out students through the office. If you wish to park and enter the building to pick up your child, please park in the lower lot and use the crosswalks. Please be aware to not use the fire lanes for parking. Parents will need to wait in the foyer (between the double doors) or in the outside covered area until the bell rings at 3:27, then they may enter the building to pick up their student. This procedure helps with the congestion in the front lobby area. We must be able to get the students to the appropriate after school location--bus line, out front pickup, parent pickup, or YMCA. Handicap parking is available in the upper lot.

### **Music**

A music teacher will provide K-5 instruction to students once a week. Orchestra is offered to our 4<sup>th</sup> grade students 2 sessions per week and our 5th grade students 3 sessions per week. Band is offered to our 5th grade students 3 sessions per week.



### **Newsletters**

Our goal is to keep you informed about your child's school experiences. Our school newsletter is published approximately once a month and will be available online. Many teachers also send newsletters, classroom notes, and weekly folders home. In addition to keeping parents up to date on what is happening at school or in the classroom, they might contain current schedules of important school and classroom events.

### **Nutrition**

McLane Elementary School will be following the Olympia School District's nutrition standards adopted by

the school board. We encourage our students and staff to eat and drink nutrient-dense foods. Pop/soda is discouraged during the instructional day, which includes lunch. Drinks that contain high percentages of sweetener are strongly discouraged. 100% juice, low fat or nonfat milk, and water are suggested. Snacks should have less than 10% of calories from a combination of trans/saturated fats.

### **Owl Recognition Assemblies**

McLane School incorporates a program of once a month assemblies to develop the self-esteem and recognize the positive behaviors of the children in our care. Songs, special themes, and other events are part of these assemblies.



### **Parking**

***Your child's safety is very important to all of us.***

**Parents should park their cars in a regular parking stall in our parking lots. No one should leave a car unattended in the drop off circle area (yellow striped) in front of the school.** School buses for the Preschool use this area throughout the school day for student pick up. At the end of the day, please remain in your car. Handicapped parking is to be used solely by persons with a State of Washington permit.

### **Personal Property of Students**

Students should not bring toys, personal and valuable items to school unless requested or approved by the teacher for special activities/sharing time. **This request includes electronic toys, iPods, and cell phones, etc.** We cannot guarantee the safety of these items.

### **Picking Up Students During the School Day**

If you are picking up a student during the school day, please come to the office and sign your child out. Students also need to check in at the office when returning from an appointment before going back to their classrooms. The office is temporarily in the new mini-building, behind the main building.

### **Pictures**

Both individual and group pictures are taken during the school year; individual pictures in the fall and class pictures in the spring. Parents are under no obligation to purchase these items.

### **Principal**

Monica West, the McLane Elementary principal, can be contacted by telephone (360-596-6605) or email: [mwest@osd.wednet.edu](mailto:mwest@osd.wednet.edu).

Renee James-Burney, the McLane Elementary administrative intern, can be contacted by email: [rjamesburney@osd.wednet.edu](mailto:rjamesburney@osd.wednet.edu)

### **PTSO**

Parent Teacher Student Organization

Our PTSO provides fun and exciting events for our students, families and staff at McLane. PTSO is supported by our Read-a-thon and our annual auction/carnival. You may pick and choose your level of involvement. The amount of participation is up to you. Many members choose to participate in one or two events while others participate in many events. The McLane School PTSO welcomes all participants. It is not necessary for you to attend every meeting.



### Safety Drills

We will have safety drills each month. These practice drills are an important part of our emergency and safety plans. We encourage you to have safety drills and discussions with your children at home.

### Special Services

To help students who have special learning needs, McLane offers in-class support, small group instruction, and other one-on-one assistance to identified students. Extra help is most often focused on reading, writing, and mathematics, but will include behavior and social skills support as needed. Parents will be contacted when staff believes extra help is necessary. Specialists provide services with speech, occupational and physical therapy, sight or hearing-impaired, as well as support for English Language Learners.

### Supplies

Students are responsible for having the necessary supplies. There are specific lists available for each grade level on the McLane Elementary website: <http://mclane.osd.wednet.net> as well as a copy at our office. If your family is unable to provide supplies, please contact your child's teacher or the main office. There is a pencil machine in the main hall, which is available for students to purchase pencils. Proceeds help to fund P.T.S.O. activities.



### Teachers

Each teacher can be contacted directly through their own individual school telephone number. Messages can be left via voice mail when teachers cannot answer the telephone. Individual voice mail contact numbers and email addresses will be given to you by your child's teacher.

### Telephones

Students may use the school office phone or the classroom phone with a teacher's or office staff permission for school related business or emergencies only. ***Students may have cell phones at school, however, they must remain off and put away during school hours and on the bus. If a cell phone is used during school times, it will be taken from the student and held in the office until a parent can come to the school to pick it. If you have an emergency, please call the office (596-6600)***

### T-Shirts / Sweatshirts

McLane Elementary T-shirts and sweatshirts will be available in both children and adult sizes. It is a great way for students, staff, and parents to show pride in our school! Please contact the PTSO if you are interested in purchasing these items.

### Testing

Please check the Olympia School District calendar and /or website for exact dates.

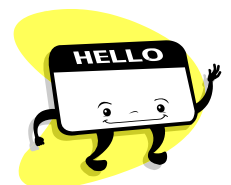
**We urge you NOT to schedule medical appointments or vacations during testing times.**

### Visitors

For the safety of our students, **ALL** visitors are required to sign in at the front office and wear an identifying badge. Thank you for your cooperation in this matter.

### Volunteering at McLane

Volunteers are welcomed at McLane. We recognize that parents and other adults represent a wealth of experience, talents, and interest. The volunteer program provides one way that these resources can be used for the benefit of our children. Please check with individual teachers as to their desires and specific needs for assistance. You will need to complete the



Olympia School District's Volunteer clearance to be in classrooms or attend field trips.

### **Volunteers help at McLane in many ways**

- sharing special talents
- helping children on a one-to-one basis
- assisting teachers with clerical tasks
- participating in classroom projects
- accompanying classes on field trips
- helping with physical fitness testing
- helping in the library or the office
- PTSO activities
- Fund raising activities



### **Prospective volunteers who will be regularly scheduled to serve in the capacity of a classroom or school building volunteer shall:**

Complete our volunteer application form on line. Be informed that they may be subjected to a name and birth date background check with the Washington State Patrol criminal identification system.



### **Ways parents/guardians can assist us in achieving success at McLane**

- Be an active participant in the life of the school by partnering with your child's teacher in conferences and school activities.
- Establish routines that help your child to plan for and have a predictable schedule.
- Establish habits of promptness, responsibility, and respect for all people.
- **Inform the school IMMEDIATELY if there are changes regarding where to reach you while your child is at school. (New job, cell numbers, new home numbers, etc.) This is VERY IMPORTANT in case of an illness or emergency.**
- Encourage your child to wash his or her hands often and to get adequate sleep.
- Be sure that children are getting a good start to their day by eating breakfast, and that lunches from home are healthy and include enough food to fuel the student through the day.
- Avoid games, movies, and other activities that encourage violence.
- Provide a place and time for homework.
- Read to your child or have your child read 20 minutes a day. Stores, magazines, and road signs are perfect places to practice reading when you are short of time.
- Instruct children to go directly home by the established route.
- Check that children do not bring dangerous or distracting items to school.
- Assure that children are dressed appropriately for the weather and the day's activity.
- Get all the facts before drawing final conclusions about complaints or misunderstandings that children bring home. A call to the school or persons concerned can usually prevent serious misunderstandings.
- Prepare your children for the possibility of emergency school closure by having procedures for them to follow.
- Promptly return all forms sent home for signature.
- CHECK THEIR BACK PACKS DAILY for important news from the school.
- Check the lost and found periodically



## **Withdrawal of Students**

To withdraw a student, please notify the office a week prior to the date the child will be leaving. Students need to return all library books, school books, and school materials. School records will be mailed when the new school sends a record request form. Immunization records should be taken with the child to the new school.

## **Y-Care at McLane**

The South Sound Y.M.C.A. offers a licensed child care program at McLane School. This program offers developmentally appropriate enrichment activities for students in grades K through 5. Y-Care runs from 7am until school starts; and then after school until 6pm. Child care for early dismissal and teacher in-service days is included. For further information on costs and registration details, call the Y.M.C.A. Child Care Office at 705-2642 or visit either of the Y.M.C.A. branches. This program is independent from the Olympia School District.



***Celebrating a rich tradition of Quality Education since 1883***

**The McLane Handbook may be modified during the year based on changes made by the Olympia School District or needs at McLane Elementary School.**

## **OSD 2018-19 Notice of Nondiscrimination**

### **Notice of Nondiscrimination**

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:

Steve Rood, Title IX Officer, [srood@osd.wednet.edu](mailto:srood@osd.wednet.edu), (360) 596-8545, or Nancy Faaren, Assistant Superintendent, [nfaaren@osd.wednet.edu](mailto:nfaaren@osd.wednet.edu), (360) 596-6117

Ken Turcotte, Section 504 and ADA Coordinator, [kturcotte@osd.wednet.edu](mailto:kturcotte@osd.wednet.edu), (360) 596-7530

Scott Niemann, Affirmative Action Officer and Civil Rights Compliance Coordinator, [sniemann@osd.wednet.edu](mailto:sniemann@osd.wednet.edu), (360) 596-6185

All four individuals may also be contacted at 1113 Legion Way S.E., Olympia, WA, 98501.