



GRAND RIDGE
ELEMENTARY

REACH FAR, BE GRAND.

Parent Handbook

Grand Ridge Elementary
1739 NE Park Drive
Issaquah, WA 98029

(425) 837-7925

www.grandridge.issaquah.wednet.edu

Dear Parents,

Grand Ridge Elementary, the newest school in the Issaquah School District, is a learning community which fosters a climate of authentic respect amongst students, staff, parents, as well as the surrounding community.

Grand Ridge's motto, "**Reach Far, Be Grand,**" embraces the consistent and collective focus on student learning and success. As this new learning community develops and grows, we invite you to participate by becoming familiar with the school.

Respectfully,

Barb Walton
Principal

Visitors and Volunteers

Grand Ridge welcomes visitors and volunteers. Your participation is one component to building a great school community. We do ask that when you are here, you stop at the office first to sign in. At that time you will be provided an identification tag to use during your time with us. This tool is helpful to staff in recognizing who should be in the building.

Students from other schools are not allowed to visit classrooms due to Issaquah School District Policy #4311:

“During the school day, only parents, adult relatives, and volunteers are allowed to visit any District school. If a parent or adult relative wishes to observe a classroom, the time shall be arranged after conferring with the teacher and with the approval of the principal/designee.”

Attendance Policy

By law, the State of Washington requires each school to closely monitor students' attendance.

All absences will be considered “unexcused” unless we receive notification from you via telephone to the attendance line at (425) 837-7925, or by written notification as to the reason for the absence.

Absences are only considered excused for the following reasons: illness/health, family emergencies, religious observances, or school-approved activities.

Absences due to family trips may only be excused when prior approval is given by the Principal. For approval, please contact Jill Paxton at paxtonj@issaquah.wednet.edu.

Sibling Policy

Grand Ridge's Sibling Policy is one that considers the safety and needs of students, faculty, and families. To support participation and ensure both teacher and parent volunteers can focus entirely on the children in the classroom, the following policy has been adopted by the Grand Ridge Site Council:

- Siblings may accompany parents to after-school events and assemblies.
- Siblings may attend classroom activities at the discretion of the individual teacher. Please make prior arrangements with the teacher.
- Siblings may accompany parents in the lunchroom for special occasions.

Make arrangements ahead of time with the teacher, and order lunch with the cook if you will be eating in the lunchroom.

- Due to safety concerns, siblings are not allowed in the kitchen.
- It is not appropriate for siblings to accompany a parent while working in the workroom.
- District policy dictates siblings are not allowed at recess.
- Siblings are not allowed when parents chaperone field trips.
- Siblings are not allowed when parent volunteers are in the classroom during instructional time.

Medication and Sick Leave

State law prohibits school personnel from giving any medication (prescription and/or over the counter) without specific instruction from your licensed healthcare provider, acting within the scope of his/her license, and either a parent or a legal guardian. The Administration of Medication at School form is available from the office. This form must be filled out completely and signed by both the healthcare provider and parent/guardian before we can administer any medication.

All medication must be hand delivered by an adult in the original container labeled with the student's name, name of medication, dosage, mode of administration, and name of healthcare provider. No more than a twenty day supply may be sent at one time. Students may carry and self-administer medication for emergency health reasons only when requested by the licensed health care provider and parent/legal guardian, and approved by the Principal and the school nurse. If you have any further questions, please feel free to call our health room at (425) 837-7930.

Party Policy

Classes may choose to have curriculum-based celebrations throughout the school year. The celebrations will be determined by each grade level or individual teachers. Common themes might include Pacific Rim, Holidays Around the World, Pioneers, Friendship, or Plants. Curriculum related costumes (not Halloween related) may be decided by grade level or individual teachers. These celebrations will replace traditional holiday parties that are not curriculum based. Refreshments may include healthy snacks that follow the district adopted nutrition policy.

Birthdays may be recognized by teachers through individual recognition activities such as Star of the Week, special jobs, or other classroom acknowledgments. Because of lost instructional time, concern for students with allergies, and the district adopted nutrition policy, traditional birthday parties with refreshments will not be held in the classroom. Adopted by Grand Ridge Core Team, June 2006.

Dress for School

Child safety and an environment conducive to maximum learning are paramount goals at Grand Ridge. The following dress code is designed to facilitate these goals.

- **Shoes:** Shoes must be worn to school. Please send your child to school with appropriate footwear for school activities both inside and outside the building.
- **Tops:** All tops need to be long enough to cover the midriff at all times. Tank tops may be worn only if the straps are three fingers in width. Designs and logos on clothes must be appropriate for a school setting.
- **Shorts and Skirts:** Shorts and skirts must be a respectable length. When standing with arms at sides, shorts and skirts need to be fingertip in length or longer. Pants, shorts, and skirts should cover underwear at all times.
- **Hats:** No hats are allowed to be worn in the building.

Homework Policy

Homework is an instructional practice that is well known to parents and teachers. The purposes for homework in the elementary grades include: developing study habits, fostering positive attitudes toward school, and communicating to students that learning takes work both at school and at home. The recommended amount of homework per night is ten minutes times the Grade Level. Homework should be structured in such a way that all students can and do complete it successfully. Students and parents should know why the homework is being done. Most important, the amount of homework assigned in elementary school should NOT present a burden to either parents or students. We ask that you understand the purpose of homework at Grand Ridge and support our homework policy by:

- Establishing a consistent schedule and place for your child to complete homework.
- Encourage and prompt your child, however do not do the homework for your child. Research suggests that student learning is neutrally or

sometimes negatively affected when parents complete their child's homework.

- Although there might be exceptions, the minutes your child spends on homework should equal approximately 10 minutes times the grade level.
- When bedtime comes, please stop your child, even if he/she is not done with the homework assignment.

Drop-Off/Pick-Up

When dropping off or picking up students at Grand Ridge, please use the drop-off zone near the sidewalk in the back of the school only. Dropping off students in the bus zone or across the street is not safe.

Please remember that this drop-off zone is to load and unload students only. Please do not leave your car parked here and walk to meet your child.

Please pull as far forward as possible in this drop-off zone. This allows more cars to pull into the area so more students can safely enter/exit their cars.

Morning Arrival and Crossing

While in the parking lot it is important that people use the crosswalk. This models grand behavior for students, and keeps all members of our community safe.

Supervision before school begins at 9:05 a.m. Staff will not begin monitoring the crosswalk or bus area prior to that time. It is very important for the safety of students that arrival is not earlier than this time.

Traffic is very busy here at Grand Ridge. To help with crossings and traffic, we are asking that you take a right turn only out of the parking lot at both pick-up and drop-off time.

Before and After School Activities

As parents you are responsible for managing your child's behavior before/after school. Responsibility looks like:

- Having your child follow the same rules "after hours" as when school is in session.
- Accompanying your child, or having another adult accompany your

child, to an after school event.

- For safety purposes an adult should monitor the child's activities on campus for "after hours" functions.
- Siblings and friends must also meet the behavior expectations and follow the school rules.

Community Activity Board

If you are interested in community events, community clubs, and before/after school activities, please check out the Community Activity Board. There are brochures and fliers for many events located on this board, just beyond the office on the left.

Emergency Information

There may be days when unexpected emergencies or inclement weather make it necessary to close school, or start later. If there is NO announcement, then school will be held as usual. Please listen to the local radio or television stations for information about the Issaquah School District, or check the district website at www.issaquah.wednet.edu. In addition, you have received an Emergency Transportation Bulletin, via mail, from the district providing in-depth emergency school closure information.

Emergency Plan/Info for Parents

FIRE (Drill)

Initiated by alarm.

Immediately evacuate building.

If in class, follow staff member outside.

If in hallway, etc. exit to nearest door, proceed to line-up.

All staff, students, visitors, etc. meet outside near field.

EARTHQUAKE (Drill):

If this is a drill an announcement will be made stating: "This is an earthquake drill..."

Drop and cover; after drill evacuate via intercom announcement.

EARTHQUAKE (Genuine):

If it is the real thing there is no alarm or announcement.

After shaking, exit building the same as with fire drill.

Intercom will be used to evacuate if working.

All staff, students, parent, volunteers will report to field.

LOCKDOWN (Drill):

Initiated by intercom.

Lock doors, lights off, cover windows, stay low, remain quiet.

Do not leave room.

What to do:

If with class, stay with them.

If in hallway, go to nearest classroom.

If near office, report to office.

Ongoing communication is done via email to all staff.

No announcements are made on intercom during lockdown.

DURING A LOCKDOWN:

Do not attempt to come to Grand Ridge during a lockdown. All doors will be locked and only emergency personnel will be allowed in the building until the site is secured.

AFTER A LOCKDOWN OR EMERGENCY DISMISSAL:

Please do not arrive on campus and try to remove your child without office clearance. In any emergency dismissal, all students must be accounted for and cleared through our emergency dismissal process. The only open door to the community will be the front door near the office. An incident command center will be set up for emergency dismissal.

Problem Solving with School

Here at Grand Ridge, our goal is to maintain open and positive communication between home and school so that children are successful learners. If you see something at school that you don't understand, or have a concern about your child, we want to know. The first step is to go directly to your child's classroom teacher to explain the specifics of your concern. During this conversation, you and the teacher will work together to decide the next appropriate steps.

Site Council

Site Council fosters continuous improvement of the school's educational program, blends the values and perspectives of the community, staff, and students in school-wide decisions, and fosters effective communication among all stakeholders in a school.

Site Council ensures student success by helping advance the District's mission, "All Students Learning Well," through collaborative planning, communication, and decision-making.

Grand Ridge's Site Council is comprised of five parents (including a PTSA officer), a community member, and seven staff members (4 teachers, 1 classified staff member, the program assistant, and the principal). Times, dates and current members can be found on the school website.

Important Contact Info

Grand Ridge Phone: 425.837.7925

Grand Ridge Website:

www.grandridge.issaquah.wednet.edu

PTSA Website:

www.grandridgeptsa.org

Family Access:

www.issaquah.wednet.edu/family

Lunch Menus:

www.issaquah.wednet.edu/operations/menu.asp

Lunch Accounts:

www.mylunchmoney.com

School E-News Sign-Up:

www.grandridge.issaquah.wednet.edu/enews.htm