



Parent/Student Handbook

2017-18

Please review the enclosed materials and share with your child.

Mission Statement

Crescent Heights Elementary School is dedicated to teaching our children to become responsible, respectful, knowledgeable individuals capable of becoming productive citizens.

The school will:

- set high academic standards
- provide a safe learning environment
- encourage life-long learning
- facilitate an atmosphere of kindness, citizenship and teamwork

Principal

Sean D. McGeeney, Ed.S.

smcgeen@tacoma.k12.wa.us

Main Office

Kim Albers

Rhonda Garrison

Phone: 253.571.5500

Attendance Line: 253.571.5544

BELL SCHEDULE

Please do not have your student arrive at school before 8:55, unless they are eating breakfast, as there is no supervision on the school grounds before this time.

Breakfast	8:40
Entrance Bell	8:55
Tardy Bell	9:00
Dismissal Bell	3:30

CROSSING GUARDS

There are two adult crossing guards for Crescent Heights' students. They supervise the crosswalks in the morning and at dismissal time in the afternoon.

Crossing guards are located at: 41st and Nassau Ave NE

44th and Nassau Ave NE

Times: 8:40 – 9:00

3:30 – 3:50

Children should use these designated crosswalks walking to and from school. Student walkers should enter upper lot at 41st and Nassau Ave NE, walk to the lower parking lot and follow the sidewalk to the courtyard.

ARRIVALS & DISMISSALS

In order to provide a safe and orderly drop-off for all students and families, we have a universal **procedure for morning drop-off:**

1. As you enter Crescent Heights parking lot **all** cars must pull forward.
2. Do not let your children out of the car until you are in the front (four cars) of the line, and a valet (teacher or student) lets the child out of the car.
3. Use caution if moving (passing) directly to the left of the cars in the drop off zone to park.
4. **No parking is allowed in the drop off lane next to the curb.** Please do not get out of your car in this lane.
5. If you park, children must be escorted to the building.
6. Please do not cross the drop off zone; use the sidewalk at the south end of the parking lot near the flag pole.

In order to provide a safe and orderly pick-up for all students and families, we have a universal **procedure for afternoon pick-up:**

1. Teachers will escort students to the outside main entrance. Classes will line up by grade level. Children will only be put into cars in the loading zone. The students will be called forward and put into the car.
2. If parents park in the parking lot, they must walk across the parking lot, wait near the flagpole, and escort their children to their vehicle.
3. Kindergarten parents may park and pick up their kindergarten students in the designated kindergarten area.
4. **No parking is allowed in the pick-up lane next to the curb.**
5. **No parent pick up or drop off is allowed in the bus zone.**

All traffic is routed through Meeker Middle School. Please use the entrance to Meeker Middle School on 45th Street NE.

Attention to these procedures will provide a safe and timely arrival and departure for all of our students. Thanks!

After School Dismissal Procedures

Parents, please make sure that your child knows where they are to go after school. Last minute changes to their routine are disruptive to classes and upsetting for your child. If a change in a child's usual routine is necessary, **a note is required.**

BUS

Students will be walked to the bus load zone area and lined up by bus color.

BUS CONDUCT

At the beginning of each school year, a copy of the rules of conduct for students riding buses will be provided to each student who is scheduled to ride a school bus. Our bus coordinator or the bus driver will review the rules with the students. Parents should also review the rules with their child, and sign and return the bus conduct form to the school. Our goal is to provide safe bus service for all students.

PARENT PICK UP

Teachers will escort parent pick up groups to the outside main entrance. Classes will line-up behind cones by grade level. Children will only be put into cars in the loading zone and waiting zone. Students will be called forward and put into the first four cars. **Parents, if you choose to park, please walk across the parking lot to the side walk and escort your child to their vehicle.**

NASSAU WALKERS

Lower floor Nassau walkers will line up at the double doors outside of room 103 and the computer room. Upper floor walkers will line up at their double doors near the office. A teacher will escort both groups to the bottom of the stairs in the teacher parking lot. The teacher on duty for that day will escort all students to Nassau Avenue.

FIELD WALKERS

Lower floor:

Students on the lower floor will walk down the right hand side of the hallway and exit through the playground double doors.

Upper floor:

Students on the upper floor will walk down the stairs on the far right side and exit through the playground double doors.

At dismissal students are expected to walk home. Students should not remain on school grounds, including the playground, after dismissal at 3:30.

GENERAL INFORMATION

Crescent Heights Main Office	253-571-5500
Attendance Line	253-571-5544
FAX Line	253-571-5546

VISITORS

All visitors must check in at the main office. Visitors will sign in and be provided with a visitor's badge to wear while they are on school property. When leaving the building, please sign out and return the badge to the office. Anyone on school grounds without a badge will be asked to go to the main office and check in.

VOLUNTEERS

We have a very active volunteer program at Crescent Heights. In accordance with Washington State Law and District Policy, anyone coming into the building and working with our students for any reason is required to fill out a Volunteer Registration Form and Washington State Patrol Criminal History Form. This paper work can be picked up in the main office and is good for one (1) year.

A personalized volunteer badge will be provided upon certification and must be worn at all times while in the building. Please leave the badge in the office so that it is always available to you. All volunteers should check in at the office; please be sure to log in your time in the sign in book.

COMMUNICATION

Notices, reminders and parent bulletins are sent home periodically from the main office. The school will provide a monthly newsletter. The Crescent Heights PTA sends out a weekly newsletter that includes information about PTA and school happenings.

Though all classrooms at Crescent Heights are equipped with telephones, teachers are not always available to receive calls. If you have specific questions or concerns, please call the main office. Personal messages to students cannot be delivered, except in an emergency. It is very important that you make plans with your child in the morning before school.

LOST AND FOUND

Lost and Found items are located in two places. Large items are located at the bottom of the stairs. Small items are turned into the main office. Have your child look through the lost and found whenever they have lost something.

Personal Property is their responsibility. Anything brought to school can be lost, stolen or broken. Please keep all valuables at home. **The following items are not allowed at school at any time:** MP3 players, iPods, cell phones, toys and laser pens, etc. These items will be held in the office until they are picked up by a parent.

FOOD SERVICES

Breakfast and lunch are available at school beginning the first day. All meals include milk. Students who bring their lunch from home can purchase milk separately.

Tacoma Public Schools offers Free and Reduced priced breakfast and lunch to eligible students. Applications are available in the school office and must be filled out every year.

All students will have their own account. When parents send a check or cash, it will be applied to their account. Please specify the account the money will go to, especially if you have more than one child at Crescent Heights. We encourage parents to pre-pay for meals. This will help students go through the lunch line more quickly. Also, you may now pay on line at: www.tacoma.k12.wa.us; go to Lunch Money Now, and you will need your child's Student ID # and birth date. Please call the main office if you have any questions.

Student Expectations

Beginning in the fall of 2015, we implemented a school-wide Positive Behavioral and Instructional Supports (PBIS) to meet our goal as a school dedicated to providing a safe learning environment that promotes personal growth, academic achievement and positive relationship. The PBIS model outlines student expectations in our classrooms and our common areas. The school staff has identified five (5) expectations for all students to follow in our school:

Crescent Heights Huskies Show Your **PRIDE!**

PRIDE is an acronym for these five expectations:

Be RESPECTFUL
Be SCHOLARLY
Be RESPONSIBLE
Be KIND
Be SAFE

Students at Crescent Heights show....

RESPECTFUL behaviors when they use appropriate language, accept differences, respect personal space and property, empathize with others, and settle conflicts in non-threatening ways. Being Respectful includes the virtues of integrity, friendliness, cooperation, flexibility, perseverance, patience, caring, compassion, consideration, and courtesy.

SCHOLARLY behaviors when they demonstrate their commitment to learning, begin to self-direct their inquiry into knowledge and are self-motivated in growing in their academic achievement. Being Scholarly includes the virtues of commitment, excellence, perseverance, endurance, independence, and focus.

RESPONSIBLE behaviors when they keep the school clean, care for all property, complete classroom assignments on time and agree to follow school expectations. Being Responsible includes the virtues of cleanliness, commitment, diligence, determination, generosity, helpfulness, and self-discipline.

KIND behaviors when they work collaboratively, share school equipment, invite others to play and speak with words and tone that build one another up. Being Kind includes the virtues of acceptance, appreciation, charity, compassion, caring, consideration, fairness, and helpfulness.

SAFE behaviors when they engage in self-control, think before acting, accept responsibility, treat others kindly, and accept directions and limits from staff. Being Safe includes the virtues of integrity, initiative, flexibility, perseverance, orderliness, humor, helpfulness, responsibility, patience, cooperation and caring.

CRESCENT HEIGHTS BEHAVIOR MATRIX

	Hallway	Cafeteria	Playground	Bathroom
<i>Respectful</i>	<ul style="list-style-type: none"> • Quiet (zero voice level) • Hands by your side 	<ul style="list-style-type: none"> • Use your manners and say please & thank you • Clean up after yourself 	<ul style="list-style-type: none"> • Respect peoples' choices • Listen and follow directions given by adults • Include others • Take turns 	<ul style="list-style-type: none"> • Be patient • Privacy-eyes, hands, bits to yourself • Zero voice • Close stall door • Clean up after yourself
<i>Scholarly</i>	<ul style="list-style-type: none"> • Support learners in the hall • Know the rules 	<ul style="list-style-type: none"> • Get energy so you can do your best and focus 	<ul style="list-style-type: none"> • Work out the wiggles so you can focus in class 	<ul style="list-style-type: none"> • Ask to go at a good time • Plan ahead
<i>Responsible</i>	<ul style="list-style-type: none"> • Stay quiet door to door • Be mindful of gaps 	<ul style="list-style-type: none"> • Stay in line • Hands/feet to yourself • Focus on eating • Clean up after yourself 	<ul style="list-style-type: none"> • Line up in a careful way • Take care of yourself • Make good choices 	<ul style="list-style-type: none"> • Go, flush, wash, leave • Use supplies as intended • Use the nearest bathroom • Paper towels go in the trash • Water stays in the sink
<i>Kind</i>	<ul style="list-style-type: none"> • Admire work with your eyes 	<ul style="list-style-type: none"> • Treat others the way you want to be treated • Appropriate talk • Use kind words 	<ul style="list-style-type: none"> • Include others • Understand and demonstrate good sportsmanship • Speak and act with kindness 	<ul style="list-style-type: none"> • Privacy • Take turns • Honor emergencies
<i>Safe</i>	<ul style="list-style-type: none"> • Face forward • Walking feet • Stairs – Hold the handrail with one hand, step one at a time 	<ul style="list-style-type: none"> • Keep hands to self • Voice level is neighbor talk • Clean up after self • Walking feet 	<ul style="list-style-type: none"> • Objects, hands, and feet to self • Know and follow the rules • Use equipment appropriately 	<ul style="list-style-type: none"> • Clean up • Feet on the ground

Students Rights and Responsibilities

The following are your rights and responsibilities. Rights exist only when there is a mutual acceptance of responsibilities. Each of us must take the responsibility of respecting the rights of others.

1. Every student has a right to a relevant education. Every student has a responsibility to not disrupt the education of others.
2. Every student has a right to enjoy a safe and orderly environment at school. Every student has the responsibility to use self-control in walking down halls or up and down stairs.
3. Every student has a right to be safe and secure in the school community. Every student has the responsibility to respect the security of others.
4. Every student has a right to his/her good name. Every student has the responsibility to respect the reputation of others.
5. Every student has a right to expect that district policies and local, state and federal laws will be enforced. Every student has a responsibility to obey district policies and local, state and federal laws.
6. Every student has a right to expect reasonable and responsible behavior from others. Every student has a responsibility to speak and act in a responsible manner.

ATTENDANCE

Our goal at Crescent Heights Elementary is to have 96% in attendance every day. We do not want our students coming to school ill, however, parents are required to provide the school with a valid reason for an absence before it can be excused. If you are keeping your child home from school, please call the Attendance Line before school at 571-5544. The office staff will call the parents of all absent students for all unaccounted absences. Please make every effort to schedule medical, dental appointments and planned family activities before and after school or during school breaks so they do not interrupt your child's time at school.

Planned time lost from school requires a two (2) week pre-approval from the principal. Pre-arranged absence forms can be obtained in the main office. In all cases, the principal determines whether an absence is excused or unexcused.

State law and district policy and regulations require daily and punctual attendance of all students, unless officially excused. If a student absence is not verified, the absence will be marked unexcused. After five (5) unexcused absences in a month or ten (10) in a year, the school is required to send a Student Absence Intervention Form to Enrollment Services. They will then file a petition with the Pierce County Juvenile Court.

WHEN IS AN ABSENCE/TARDY EXCUSED

An absence or tardy is considered excused if they are due to the following:

1. Personal illness, medical or dental appointments.
2. A family emergency – funeral, death or hospitalization.
3. Attendance at a school approved activity.
4. An appearance in court when required by law.
5. A religious observance or pre-arranged family activity. (If there are existing attendance problems or the student's academic progress will be hindered, the activity may not be approved for an excused absence.)

TARDIES OR LEAVING SCHOOL EARLY

Parents bringing in students after the tardy bell has rung or taking students out before the end of the day are required to sign students in/out. There is a Student Check In/Out book on the counter. Please have proper identification with you to sign out a student. Parenting plans are strictly enforced.

Tardiness and leaving school early cause disruptions to your child's learning as well as that of the other students in the class. Teachers may require a student to make up time for unexcused tardiness. Missing too much school, whether it is caused by tardiness, leaving school early and/or absences may impact a student's grades. In addition, if you need to pick up your child early or change their after school arrangements, please help us by *sending a note* or calling and arriving before 3:00. **After 3:00, we will not be interrupting the classrooms.** If tardiness becomes a regular occurrence, parents and students will meet with the principal.

WITHDRAWALS AND TRANSFERS

Please notify the office as soon as possible if you are transferring to a new school. There is paperwork that needs to be filled out and signed. Prior to your withdrawal or transfer, information will need to be verified with the librarian, lunchroom and teacher. The office can give you a copy of your child's immunization record to take to the new school, however all other records will be sent to the new school upon request once you have enrolled there.

HEALTH ROOM

We have a health room with a registered nurse one and ½ days a week and a health clerk every day from 11:30 to 1:30. It is imperative that parents keep the office informed of current home, cell, and work and daycare phone numbers.

If a student becomes ill or injured at school, we will evaluate with questions, take the child's temperature, clean and band aid cuts, and apply ice (if needed) and notify the parents if questionable. If we send your child home with a fever, please do not send him/her back to school until he/she has been fever free for 24 hours.

If an injury appears to be serious, 911 will be called.

IMMUNIZATIONS

All students must present, upon enrolling and entering school, a certificate of immunization form that states that they have the proper immunizations. All students not properly immunized may be excluded from school.

MEDICATIONS

Washington Law requires a form signed by the doctor and the parent in order to give medication at school. *This includes over the counter medications.* These forms are available at the doctor's office and at school. No medications will be given without this form on file. When children need to take medication at school, the child must take responsibility for remembering with the assistance from the school staff.

Uniform Policy

MONDAY THROUGH THURSDAY

TOPS – SOLID WHITE, NAVY, OR DARK GREEN

Emblems and logos about the size of a quarter will be allowed

A. Shirts/Blouses:

1. Polo style-long or short sleeve
2. Collared shirts – long or short sleeve
3. Mock turtleneck or turtleneck

B. Sweaters & Vests: (in solid white, navy or dark green)

1. Long or short sleeve
2. Crew, V-neck, collared, or cardigan style

C. Sweatshirts: (in solid white, navy or dark green)

1. Crew or collared style
2. Crescent Heights Elementary School sweatshirts are acceptable

BOTTOMS – SOLID NAVY OR TAN

A. Pants, Slacks, Capri Pants and Corduroys:

1. Hemmed, not dragging
2. No more than one size larger at waist
3. Must be worn at the waist
4. No adornments – including seams with stripes
5. Cargo pants may **NOT** have oversized pockets

B. Skirt & Skorts:

1. No shorter than fingertip length
2. May not have slits if above the knee
3. Worn at the waist

C. Shorts:

1. No more than one size larger at the waist
2. Must be hemmed
3. No shorter than fingertip length
4. Worn at the waist

D. Jumper:

1. A uniform policy top must be worn underneath
2. Must be hemmed
3. No shorter than fingertip length

E. Belts are encouraged, but not required

1. Solid color
2. Belts must fit
3. No decorative or oversized belts

SHOES & SOCKS

A. Shoes

1. Athletic or tennis shoes
2. Leather type shoes
3. All sandals must have a heel strap for safety reasons
4. Laces must be tied

B. Socks

1. Socks must be worn for health reasons
2. Girls may wear tights under their skirts in solid white, navy or tan
3. Tights and leggings are to be in solid white, navy or tan

FREE DRESS FRIDAYS

On the dates (all Fridays) listed below, the uniform policy will be lifted (“Free Dress”) and students can wear clothing of their choice as long as it meet the following criteria:

1. Clothing must be in good condition
2. Clothing must be appropriate for school
3. Shorts and skirts may be no shorter than fingertip length
4. Attire adheres to district policy

Free Dress Friday dates for 2017-18 are as follows: **Sept. 28, Oct. 20, Nov. 17, Dec. 15, Jan. 19, Feb. 23, March 30, April 27, May 26, and June 15.**

Free Dress will also be an option for Field Day, which is tentatively scheduled for Tuesday, June 12.

SPIRIT FRIDAYS

On any other Friday which is not a “Free Dress Friday” (see above for dates) students can show their “spirit” and wear any top that reflects teamwork and collaboration. This includes shirts, jerseys or sweatshirts for your favorite college, Seahawks, Sounders, Mariners or other professional teams. It also includes any Crescent Heights shirt, including Jump Rope for Heart, Fun Run or class t-shirts. Lastly, it also includes any top from a local sports team you might play on. However, uniforms bottoms, as outlined in the policy above, remain the expectation on these Fridays.

Clothing and accessories UNACCEPTABLE at any time

1. Oversized, sagging, or baggy clothing
2. Hats, caps, berets, or bandanas
3. Chains hooked to wallets, keys, belts, etc.
4. Lycra/spandex
5. Tight or revealing clothing that may expose torso or undergarments
6. Flip-flops or soccer sandals
7. Make-up
8. Decorative or oversize belt buckles
9. Logos depicting violence, rock groups, tobacco, alcohol, monsters, etc.
10. Camouflage outfits

EMERGENCY INFORMATION

Fire Drills

Each month of the school year we will have a fire drill. Teachers will have instructed students on fire drill procedures.

EARTHQUAKE DRILLS

Earthquake drills will be conducted periodically during the school year.

In the event of a real earthquake/emergency, our building and parking lots will be locked and made available for emergency vehicles only. A parent checkout area will be set up and parents will need to verify identification at this post. Parents need to be certain that they have completed the emergency form and that it is kept current. Only adults listed on the form will be allowed to pick up a child. There will be **NO** exceptions to this policy.

Please do not call the school during an emergency. We need our lines for communication with emergency agencies and our district coordinator.

SCHOOL CLOSURES

The district will use School Messenger to send messages to parents if it becomes necessary to close schools during a school day and send students home. Also local radio and TV stations will be requested to make proper announcements to inform parents and the general public. If an emergency occurs at an individual school, the Superintendent will notify the district's Public Relations office so you will be notified that a school's closure has been authorized. Please be sure to listen to any of the following stations if the weather changes.

KIRO Radio	710 AM	KING TV	CH 5
KOMO Radio	1000 AM	KOMO TV	CH 4
KIRO TV	CH 7		

You may also call the district's information line, (253)571-1000, or check the district web site www.Tacoma.k12.wa.us.

The decision to close schools is made by the superintendent and is made as early as possible, usually around 5:30 a.m. If you don't hear "Tacoma School District No. 10" listed in the closures, you may assume schools are operating on a normal schedule.

An emergency information form will be sent home at the beginning of the school year. Crescent Heights and your child need to know where they are to go in the event of a closure. In emergency situations such as these the phones often go down and it is physically impossible to call parents. Please have a plan and go over it with your child so if it becomes necessary to dismiss school before the end of the school day he/she will know of your plan.

It is important to keep your phone contact numbers up-to-date (cell phones, work phone, home phone and emergency contact numbers). Immediately notify the school with your changes.



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Tacoma Public Schools does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employees have been designated to handle questions and complaints of alleged discrimination: Civil Rights Coordinator: Lisa Nolan, 253-571-1252, lnolan@tacoma.k12.wa.us; Title IX Coordinator: James Neil, 253-571-1123, jneil@tacoma.k12.wa.us; and 504 Coordinator: Elementary, Steven Mondragon, smondra@tacoma.k12.wa.us, 253-571-1173; Secondary, Jon Bell, jbelle@tacoma.k12.wa.us, 253-571-1225. Address: P.O. Box 1357, Tacoma, WA 98401-1357.