

Crescent Heights Elementary
Family Handbook
2026-2027



HOME OF THE HUSKIES!

Susan Chandler, Principal
Taralynn Grau, Assistant Principal

Crescent Heights Elementary
4110 Nassau Ave NE
Tacoma, WA 98422

Tacoma Public School District’s Mission

In partnership with parents and community, we will provide a comprehensive educational experience that is individualized and enables students to contribute to a changing and diverse world.

Tacoma Public School District’s Vision

We will be an outstanding school district in which all students exhibit high standards of achievement and critical thinking skills, and are socially responsible, contributing members of their community.

Tacoma Public School District’s Strategic Plan

Academic Excellence

We will support all students to perform at or above grade level and eliminate group disparities.

Partnerships

We will fully engage parents, community, and staff in the education of our children.

Early Learning

We will focus on early assessment and intervention at the Pre-K through third grade levels to ensure early academic success.

Health & Safety

We will create and maintain healthy and safe learning environments that promote excellent academic achievement.

Operations

We will focus on effective and efficient business practices to ensure student academic success.

Core Values

Students First	Parent/Community Partnerships	Accountability
Results Matter	Cultural Understanding	Transparency
Rigor & Relevance	Effective Leadership	Collaboration
Quality Instruction	Data-Driven Decision-Making	
Continuous Improvement		



Land Acknowledgement

“Crescent Heights Elementary acknowledges that we are on tribal land of the Puyallup Tribe of Indians. We honor with gratitude the land itself and the Puyallup Tribe. This acknowledgement serves as a first step in honoring our nearest tribal neighbors and partners who have inhabited this region since time immemorial, and whom we give thanks for allowing us passage to their lands. We shall intentionally create inclusive and respectful partnerships that honor Indigenous cultures, histories, identities, and sociopolitical realities.”

Our Vision

Crescent Heights Elementary Staff is dedicated to teaching our children to become responsible, respectful, knowledgeable individuals who can become productive citizens.

We're growing students, teaching using SEL, and building relationships with students and families. We celebrate students who demonstrate Husky Pride and academic growth. School selected ASB representatives from each Elementary class help lead community building activities and model leadership.

Our Mission

The students, staff and community are committed to setting high academic standards, providing a safe learning environment, and encouraging lifelong learning. We do this by facilitating an atmosphere of kindness, citizenship and teamwork and always doing what is best for children's academic and social growth and development. Our actions, tone, teaching, and interactions demonstrate our belief that ALL students can be successful in ALL they do.

CHE is an INCLUSIVE school, where everyone should feel VALUED, INCLUDED, SEEN & HEARD. We are all LEARNERS!

Show your HUSKY PRIDE! We are RESPECTFUL, RESPONSIBLE, SAFE, SCHOLARLY, and KIND at CHE!

HUSKY PRIDE

resPectful

scholaRly

responsIble

kinD

safE

CHE has HUSKY Expectations POSTED for Hallway, Bathrooms, Recess, Lunch and Assemblies. We will do Mini-Expectation Assemblies in September, January and April.

2026/2027 CRESCENT HEIGHTS STAFF



2026-2027 Crescent Heights Elementary School Staff Roster & Phone Tree



School Phone 253.571.5500
School Fax 253.571.5546

Main Office 253.571.5560
Attendance Line 253.571.5539

Updated 9/4/2026

Admin / Office Team		Room	Ext.
Susan Chandler	Principal	200E	5551
Taralynn Grau	Assistant Principal	200D	5549
Lori Reed	Office Coordinator	Office	5561
Amanda Ruiz	Office Secretary	Office	5543
Sarina Pel	Office Assistant	Office	5518
Chloe Sahai	R.N.	Health	5541
Marci Barnard	Health Clerk	Health	5541
		200B	5534
Support Teams		Room	Ext.
Jay Broadenax	Counselor	110	5510
Marit Swanson	LRC	212	5532
Krista Roumeliotis	PT	117	5517
Missy O'Neill	OT	117	5517
Paul Williamson	Pre-K-5 SLP	113	5547
Karen Harper	Psychologist	200F	5542
Anastasia Scopelitis	EL Teacher	102	5502
Dorie Hecht	MTSS Teacher	215	5535

ESP & Hourly Teams		Room	Ext.
Carrie Eklund	MTSS ESP	211	5531
Becky McMakin	LRC ESP	212	5532
Angie Severance	1:1 Primary ESP		
Peggy Jelson	1:1 Primary ESP		
Jacki Puglisi	1:1 Primary ESP		
Madison Oliver	Noon Hour Supervisor		
Nina Ling	Noon Hour Supervisor		

Classroom Teachers	Grade	Room	Ext.
Liana Halstead	K	213	5533
LaNae Rice	K	208	5528
Audrey Rood	K	209	5529
Sarah Berkley	1	202	5522
Angela Corley	1	204	5524
Anna Greene	1	203	5523
Stacy Farmer	2	205	5525
Tamra Sharp	2	207	5527
Lynn Wells	2	206	5526
Meagan Fleming	3	104	5504
Tanya Kidder	3	103	5503
Kyla Klym	3	105	5505
Jena Rucks	3/4	108	5508
Heather Day	4	109	5509
Kim Leingang	4	107	5507
Darla Craig	5	119	5519
Brian Donovan	5	121	5521
Brett Sizemore	5	115	5515

Room		Room	Ext.
Erin Williams (W, TH, F)	Lib	Library	5536
Christine Hroncich	Music	300	5511
Mike Caldwell	PE	Gym	5512

Custodial & Kitchen		Room	Ext.
Berryman Williams	Chief	302D	5514
Connor Moody	PM	302D	5514
Polina Danilchuk	PM Split	302D	5514
Francesca Roberts	Cook Mgr	304	5513
Debbie Pfrommer	Cashier	304	5513
Faith Paaga	Kitchen	304	5513

GENERAL GUIDELINES FOR STUDENTS AND FAMILIES

ADDRESS CHANGE

Please update your student's profile in Synergy with all changes to home address, telephone number and emergency contacts. This is important for the office, nurse, and classroom teacher to have current information in case of emergency.

AFTER SCHOOL ACTIVITIES

Crescent Heights and the Tacoma School District offer after-school activities for students throughout the year. Registration information will be included in the school newsletter or sent home with students, and is also available on our website, www.ch.tacomaschools.org/programs-activities/beyond-the-bell. Transportation from after-school activities is the responsibility of parents to set up with the after-school provider.

Additional before and after school child care programming is available from Prime Time Extended Learning Center. Please visit www.primetimeextendedlearningcenter.com for more information.

ATTENDANCE

One of Tacoma Public Schools' goals is a 98% attendance rate for all students. To achieve that goal, Crescent Heights students and families are committed to a high level of attendance and understand that student achievement can only occur when students attend on a regular basis.

Parents have a legal and moral responsibility to see that their children are in school every day. **State Law (WAC 180-44-030) requires "written excuses from parents or guardians of pupils in ALL cases of absence, tardiness, or dismissal before the close of school,** and no excuse shall be deemed valid except that of illness and such other cause as may be approved by the district." Excused absences only include student's illness, family emergencies, and the student's doctor/dentist appointments. If you have a medical appointment, please bring a note from your doctor. Attendance records are a part of the student's permanent file.

To ensure student safety, **parents are asked to update their child's attendance in Synergy or call the office by 8 AM when their child is sick and/or will be tardy.** If you are unable to update online or call in, an automated call will be made to the phone number given to the school. Our attendance line number is 253.571.5539.

For any planned absences please enter the student's absence into ParentVue, and email your child's teacher at least one week prior to the absence, so they can compile work for your student to do while they are out. If the absence is 5 or more days, please come to the office to fill out a long-term absence form.

If your child is absent due to illness for more than five days, the principal may require a doctor's note for the absence to be excused. These days need not be consecutive.

It is important that students arrive on time ready to learn each day. We cannot instruct students if they are not here to benefit from the instruction. Regular attendance and punctuality are important life skills each of our students will need to be successful.

Tardiness

Students and families at Crescent Heights Elementary School realize that the opening minutes of class are as important as any other minutes during the school day. If a student is not in class by 8:40 a.m., the student is considered tardy. The parent/guardian must bring their student into the school office to sign them in, and the student must receive a tardy slip from the office before entering the classroom.

Early Release

If your child needs to be picked up early, please sign them out through the main office.

The child will then be called from the classroom to meet the family in the office. Please try to keep early pick-up days to a minimum.

ARRIVAL TIME

The student school day is 8:40am-3:10pm on Mondays, Tuesdays, Thursdays and Fridays. On Wednesday Late Starts the student day is 9:40am-3:10pm. Students should not arrive at school prior to 8:30am as we have limited supervision.

BEFORE & AFTER SCHOOL CARE:

PrimeTime Extended Learning Center provides onsite before/after school childcare in the Crescent Heights cafeteria. Hours are 7:15AM – 8:40 AM and 3:10PM – 6:00 PM. Check out <https://primetimeextendedlearningcenter.com> for prices and more information.

BICYCLES

Crescent Heights students are able to ride their bike and use the bike rack near the gym entrance to secure their bike. Bicycles must be secured on the bike rack with the student's lock. Students are required to wear helmets. Students will walk their bikes on and off school property and cross the street where crossing guards are present. Crescent Heights and Tacoma Public Schools are not responsible for any damage or loss to bicycles.

BIRTHDAYS

Please use the U.S. mail or another method to distribute birthday invitations. Invitations are not to be handed out at school.

Treats are acceptable if they meet the guidelines of the Tacoma School District Nutritional Policy. Any treats given to students should be store bought and prepackaged with labels that clearly indicate the ingredients. Please contact the teacher at least one day ahead of time if treats will be brought to school, to ensure learning is not disrupted and student allergies are taken into consideration. Please arrange with the teacher, in advance, if you would like to go to the classroom for the birthday celebration. Please, no goodie bags or balloons.

BUS

Before a student can ride the school bus, they need to be officially signed up for a bus route. Amanda Ruiz is the bussing coordinator at Crescent Heights. She can be reached at 253.571.5539 or aruiz@tacoma.k12.wa.us

Student safety to and from school is of the utmost importance. Students are to follow all Tacoma School District bus rules when riding the bus to and from school. Parents are responsible for the supervision of their child at the bus stop. Riding the bus is a privilege that will be taken away from students if the rules are not followed. Students who normally ride the bus will be required to ride the bus unless they have a note from a parent making other arrangements. If there is no note, the child will be put on the bus. We are not allowed to accept a child's request. In an emergency, a parent may call to make a change. Parents can download the MyRide K-12 app to view bus delays and track the bus progress to/from school.

Questions and concerns should be directed to transportation at 253.571.1855. [Transportation - Tacoma Public Schools \(tacomapublicschools.org\)](https://www.tacomapublicschools.org)

BUS RIDING GUIDELINES

- Students must scan on and off the bus with their bus badge on every ride
- Be courteous and use appropriate language and manners
- Always cooperate with the driver
- Stay in your seat for the safety of yourself and others
- Keep hands, feet, and objects to yourself
- Enter and exit the bus in an orderly fashion– no pushing, shoving, or crowding
- Families will be charged \$5 for each lost/damaged bus pass that needs replacement

If a bus rider wants to take a friend home with them, parents of both students need to let the school know about the change of transportation agreements. This can be called in to the main office or sent as a note to the school with the students in their folder. The notes will go to their teacher who will in turn send them to the office.

CHANGE OF ADDRESS/PHONE

Communication is essential and we attempt to keep up-to-date school records. Should your child become ill at school, and we need to contact you, accurate information is essential. Please help us by updating ParentVue or informing the office of any changes to your address, home/work phone number and emergency numbers.

CHILD CUSTODY/LEGAL

We recognize that issues related to the legal and physical custody of students are complicated and can impact the student's educational experience. Unless a court order decrees otherwise, either parent or a legal guardian may view education records, attend school functions, school meetings regarding the student, and pick the student up from school. Official notices and report cards will be sent to the parent or legal guardian with primary physical custody.

Crescent Heights Elementary will assume no responsibility for enforcing visitation or custody orders. Child visitation and exchange of custody should not take place during school hours or on school property.

CLASSROOM VISITS

Visiting your child's classroom helps you become acquainted with your child's teacher and the types of programs offered. Visitor guidelines are established for minimal disruption to classroom teaching. (see [Visitors and Volunteers](#))

Parents and guardians must give the teacher (24) twenty-four hours in advance of the visit. All visitors must register and obtain and wear a visitor's badge before walking to the classroom in which they are pre-scheduled to visit. Visitors and volunteers may not visit other classrooms during their visit.

COMMUNICATION

Every Sunday, families will receive an email from administration including important and upcoming events. The message will be sent to the parent/guardian's email on file. Please let the office know if you are not receiving these messages.

CONFERENCES

Our staff is committed to a high standard of communication between school and home. Conferences are scheduled twice during the school year (October and March). Emails will be sent home before conferences to explain the process and to schedule a time. During conferences, students and teachers can discuss student progress with parents. Parents and teachers set goals for the year. It is important that parents and guardians attend these conferences. Additional conferences may be held any time teachers or parents feel that one is needed.

COUNSELING SERVICES

Crescent Heights Elementary School has a full-time counselor on staff. Our full-time counselor, Jay Broadenax provides a variety of services for Crescent Heights students and parents. To contact the counselor please call 253-571-5510 or call the main office.

CROSSING GUARDS

Crossing guards will be on duty before and after school in front of Crescent Heights on Nassau between 8:20 AM and 8:40 AM and again between 3:05-3:30 PM. Students are expected to comply with the directions of the crossing guards to ensure student safety. Please ask your children to cross streets only at designated crosswalks or at the corners of the blocks.

DRESS CODE (see our Uniform Policy)

Please note the following Uniform Policy for students at Crescent Heights Elementary. [Handbook - Crescent Heights Elementary](#)

EARTHQUAKE AND EMERGENCY SITUATION PROCEDURES

During emergencies, the school district advises the following:

- a) Please do not call the school. The phone lines must be clear for our school to notify parents or call emergency services, etc.
- b) Please do not come to the school unless requested.
- c) We will notify you if your child has been injured.

- d)** If the children are removed from school, we will contact you. **Please keep your family's emergency telephone numbers up to date in our office.**

EMERGENCY DRILLS

Safety drills are conducted to practice for emergencies such as fire, earthquake, and intrusion. These drills are done monthly for your child's safety and are taken seriously by staff and students. Students are instructed in what to do in a variety of emergency situations.

EMERGENCY SCHOOL CLOSURE

There may be days when school must be closed or start later than usual due to weather or emergency conditions.

Families may visit the district's website for information on school closures, as well as watch local TV stations for updates. The school district also uses School Messenger® to give families up-to-date information. If you do not hear "Tacoma School District 10" listed with the school closures, you may assume schools are operating on a normal schedule.

If you hear an announcement that "schools will operate on a regular schedule, but with limited bus transportation," it means that: busses will run only on snow routes, house-to-house transportation is canceled, Head Start classes are canceled, and school starting times will be announced.

Inclement Weather delays work as follows:

If there is a one hour delay, school will begin at 9:40AM

If there is a two hour delay, school will begin at 10:40 AM

If the two hour delay happens on a Wednesday, the normal one-hour late start is cancelled, and the two hour delay replaces it. School would start at 10:40 AM.

If school arrival time is delayed, breakfast may not be served.

The Tacoma School District issues a bulletin each year giving instructions to follow in case of an emergency school closure. Please check the TPS website for the latest information. In addition, the school district uses several local radio and television stations to inform the community. KOMO- 1000 AM & KIRO-710 AM

FIELD TRIPS

Field trips are scheduled from time to time. Teachers will notify parents of upcoming field trips. A signed permission slip with emergency contact and medical information is required for your student to participate. Fees for school field trips will be sent via an invoice through MySchoolBucks and can be paid online or in the school office by cash, check or credit card. A nominal fee applies to credit or debit cards. Volunteers must be approved a minimum of one week in advance through the school office.

FINES

Students are responsible for laptops assigned to them and library books they check out. Fines that cover book replacement costs will be levied if books are lost or damaged. Students will be charged for lost charging cords and damaged, lost or stolen laptops.

FUNDRAISING

Crescent Heights Elementary students may be asked to participate in fundraising to support activities during the school year. Student participation in fundraising activities is voluntary.

HEALTH SERVICES

Crescent Heights has a Registered Nurse Chloe Sahai. She is on site three days per week, on Thursdays, Fridays, and every other Wednesday. In addition, we have a health clerk, Marci Barnard, on the days when the RN is not here. Our RN monitors programs, compliance, and school-wide health issues. Trained office staff covers the health room when the RN or health clerk is not available. Please call the health room at 253.571.5541 if you need to speak to the nurse or email csahai@tacoma.k12.wa.us

The first aid we can give your child here at school is limited by state law. In case your child becomes ill or receives a significant injury, you will be notified immediately. Please be sure we have an emergency telephone number where you or the person you designate may be reached and be at the school within 30 minutes.

Vision and hearing screening is done yearly.

IMMUNIZATIONS

Washington State Law requires that students enrolled in grades K-12 be fully immunized. Any student enrolling in a Tacoma School District school must show proof of immunization before the enrollment process begins. Students will not be enrolled unless immunization requirements are met. All families wishing to enroll must provide proof of being fully immunized to complete the registration process. When you enroll your student in school, please fill out a Certificate of Immunization Status (CIS) form. Washington State Law, RCW 28A.31 and WAC 248-100-163, requires that the CIS form be dated and signed by the parent or guardian.

	DTaP/Tdap (Diphtheria, Tetanus, Pertussis)	Hepatitis B	Hib (<i>Haemophilus influenzae</i> type B)	MMR (Measles, mumps, rubella)	PCV (Pneumococcal Conjugate)	Polio	Varicella (Chickenpox)
Preschool Age 19 months to less than 4 years on September 1 st	4 doses DTaP	3 doses	3 or 4 doses* (depending on vaccine)	1 dose	4 doses*	3 doses	1 dose**
Preschool/Transitional Kindergarten 4 years of age or older on September 1st	5 doses DTaP*	3 doses	3 or 4 doses* (depending on vaccine) Not required at 5 years of age or older	2 doses	4 doses* Not required at 5 years of age or older	4 doses*	2 doses**
Kindergarten through 6th grades	5 doses DTaP*	3 doses	Not Required	2 doses	Not Required	4 doses*	2 doses**
7th through 12th grades	5 doses DTaP* Plus Tdap at age 10 or older	3 doses	Not Required	2 doses	Not Required	4 doses*	2 doses**

**Vaccine doses may be acceptable with fewer than listed depending on when they were given.*

***Healthcare provider verification of history of chickenpox disease is also acceptable.*

Students must get vaccine doses at the correct timeframes to meet school requirements. Talk to your healthcare provider or school staff if you have questions. Find information on other important vaccines not required for school at: <https://www.immunize.org/official-guidance/cdc/rec-schedules/>

LEAVING SCHOOL GROUNDS

Students must remain on school grounds after arriving on school premises. Students are released to parents or guardians or emergency designated contacts in the student system who have presented photo identification.

LOST AND FOUND

Please label your child's clothing and other belongings with their first and last name. Lost articles that have been found can be claimed at the bottom of the main stairwell. Articles left in the Lost and Found longer than 30 days and any remaining after the last day of school are given to local charities. Small found articles, such as jewelry and money, will be kept in the school office until the end of the school year.

MEALS

All students will receive free meals during the school year. The Household Information Survey replaced the Free & Reduced-Price application and can be found at the Home Access Center website through Meal App Now. **The form must be filled out online during the first two weeks of school.** Students new to Crescent Heights can obtain the Household Information Survey form in the office.

Families can view the menu online as food delivery can change due to food received.

www.myschoolmenus.com/instance/633/district/536

Breakfast is served in the classroom each morning at 8:40. For more details, please check the district's website or contact Nutrition Services at 253-571-3370.

Hot lunches and breakfasts are served daily.

MEDICATION AT SCHOOL

Tacoma School District is authorized by RCW 28.A31.260 to administer medications to students during school hours. We are unable to give ANY medication at school without written permission from your doctor or dentist indicating that it is necessary for the child to receive medication during school hours. This applies to all over-the-counter medications, including aspirin, sunscreen, vitamins, cough drops, throat lozenges, etc., as well as prescription medications. Forms for "Physician Orders for Medication at School and Parent Permission" are available in our office. Make sure we have this paperwork before you or your child brings medication to school. The nurses and/or office staff are responsible for giving medication as ordered. A record is kept of its administration. Parents are to provide medication in the original container with the child's name, date, doctor, and directions for administration on it. All medication is kept locked while at school.

NEGLECT PREVENTION AND REPORTING CHILD ABUSE

All school employees are mandated by law to report suspected cases of neglect and child abuse.

PARENT TEACHER ASSOCIATION

The mission of the Crescent Heights PTA is to build positive relationships within the Crescent Heights community and to provide opportunities to enrich the school experience. The PTA is made up of different committees that plan events and programs for our school community. The Crescent Heights PTA meets monthly and we encourage all of our families to attend. Your input and involvement is appreciated!

PERMISSION TO CHANGE AFTER SCHOOL ROUTINE

After school, students are expected to go directly to the bus, parent pick up line or afterschool care. If there is a change in your child's after school routine, **please call the office before 2:45pm** to ensure we can deliver the message to your child or you can provide the school with a note stating that you have given permission for your child to alter his/her daily routine (going home with another child, going home with a relative, not riding the bus, anything out of the ordinary). If we do not have a signed permission slip and/or a phone call from the parent/guardian, your child will be sent home by their normal daily routine. If you choose to notify the teacher, please ALSO notify the office, so there is consistent messaging.

PERSONAL PROPERTY (MONEY AND VALUABLES)

Money, valuables, personal items and toys should not be brought to school due to the danger of loss or damage. If personal items are lost or damaged, we will make our best effort to "problem solve" with your student but are not responsible for lost or damaged personal items. Students are requested not to bring more money than is needed during the day. Valuable jewelry, personal technology, and toys may not be brought to school without the teacher's permission. Personal items are brought at the student's risk and may be taken for the rest of the school year. If such items are brought to school with teacher permission, the items will remain under the teacher's supervision.

PERSONAL ELECTRONIC DEVICE USE

To maintain a focused and productive learning environment, the use of cell phones and other similar devices is prohibited during school hours. This includes, but not limited to the following devices: • Cell phones • Smartwatches • Tablets • Portable gaming devices • Bluetooth headphones and earbuds.

Students are required to keep • Cell phones • Smartwatches • Tablets • Portable gaming devices • Bluetooth headphones and earbuds off and stored in their backpacks during school hours. All communication with families should be conducted through the main office phones. This ensures that messages are properly documented and directed to the appropriate staff members. Following school communication and reporting protocols is essential for maintaining clear and effective lines of communication between the school and families. It helps ensure that important information is conveyed accurately and promptly, supporting the safety and well-being of all students. The school is not responsible for lost or damaged phones. Repeated violations of this policy may result in the phone being held in the office for parent pickup.

PICK UP AND DROP OFF in UPPER LOT ONLY

Parents drop off and pick up will access the pick-up/drop off zone in the **upper-level parking lot**. Please pull all the way forward during drop off and pick up. Avoid stopping your car in the middle of the road to let your child run out between cars. Please approach Crescent Heights from Nassau Avenue and then turn left into the Crescent Heights parking lot. DO NOT drop off or pick up in the lower lot. The lower parking lot is reserved for buses and delivery trucks. The safety of our children is our utmost concern.

Morning Drop Off:

1. Students are to be dropped off no earlier than 8:30 AM (9:30 AM on Late start days). There is no supervision until 8:30 AM. School starts at 8:40 AM and 9:40 AM on Wednesdays.

2. As you enter the Crescent Heights upper parking lot, cars staying to the right are entering the drop-off/valet line. Cars staying to the left in the thru-lane are parking in the lot to walk their student(s) to the sidewalk in front of the building. If you need to assist your child with unbuckling their seatbelt, getting their backpack on, giving that one final hug – do NOT use the car line. Please park in an approved parking space.
3. Car Drop-Off Line:
 - a. Do not let your child exit the car until you are in one of the first five car spaces, which will have a valet (Safety Patrol or staff member) who will let the student(s) out of the car.
 - b. Use caution if moving (passing) to the left of the drop off cars, as the line moves quickly with cars pulling out frequently.
 - c. No parking is allowed in the drop off lane next to the curb during morning drop off. stay in your vehicle the entire time you are in this lane. If you need to exit or help your child, please park in the parking lot instead.
4. If you choose to park in the parking lot, adults must escort their student(s) through the parking lot to their appropriate drop-off location for safety.
5. Please only cross the street in marked crosswalks! We recommend using the walking path from Nassau and the sidewalk at the south end of the parking lot by the flag pole.
6. Parent drop-off is NOT ALLOWED in the lower parking lot/bus lot. Only use the upper lot, Meeker parking lot, or curbside on Nassau.
7. Only RIGHT turns are allowed onto Nassau from campus between 8:30 and 8:40 AM to prevent traffic backups on the main road, and to allow continuous flow for the car drop-off line.

Mornings – Lining Up:

Kindergarten: Kindergarten students will be supervised inside the small playground corral where they will line-up according to their class. *Parents are welcome to stay outside the corral until students are escorted into the building.*

1st – 5th grades: Go down the exterior stairs from the upper parking lot and line up in the lower courtyard no earlier than 8:30 AM when support staff will be available to supervise students. Adults may wait outside the courtyard until students move into the building. Adults are not permitted to enter the building via the courtyard. *During school hours, please only enter through the main doors so that you can check in at the main office.*

Afternoon Pick Up:

School is out at 3:10, everyday. Students being picked up in a vehicle should follow this protocol:

1. Teachers will escort students to the outside main entrance (upper lot) where students line up by grade. Students will only get into cars that are in the loading zone (first 5 spaces).
2. If your student is being picked up by an adult not using the car line, the adult will wait on the sidewalk nearest the flagpole for your student(s) to be dismissed by a staff member. *Please do not crowd the front entry of the school as we have 200+ plus students exiting the building.*
3. Kindergarten parents may park in a designated parking spot and pick up their kindergarten student from the small playground corral.
4. No parking is allowed in the pick-up lane next to the curb during dropoff/pickup. Park in an approved space if you need to exit your vehicle, or your child needs assistance getting secured in their seatbelt in your car.
5. Parent pick-up is NOT ALLOWED in the lower parking lot/bus lot. Only use the upper lot, Meeker parking lot, or curbside on Nassau.

6. Only RIGHT turns are allowed onto Nassau from campus between 3:15 PM – 3:45 PM to prevent traffic backups on the main road, and to allow continuous flow for the car drop-off line.



Blue Line: Entering the school for drop off/pick up

Green Line: Leaving the school after drop off/ pick up

- **NO LEFT TURNS ALLOWED from 8:30 – 9:00 AM and 3:15 – 3:45 PM** as cars waiting to turn left can cause traffic to back up into the school parking lot, stopping the pick up line.

PURCHASES

ASB membership, music fees, textbook or library fines and field trip money must be paid using MySchoolBucks. We can take your credit card in the office. We can accept cash on a limited basis, but petty cash is not available to make change. We can also accept personal checks. There is a nominal fee for the use of credit & debit cards.

PTA will conduct fundraisers or other sales during the school year. These purchases are handled by PTA officers only. Money or checks would be placed in an envelope and attached to fundraiser paperwork. For all PTA transactions, there is a PTA drop box right outside the main office

QUESTIONS AND CONCERNS

If you have any questions or concerns about your child or about Crescent Heights, please call. Your child's success and safety are our priorities. Most concerns are best addressed with the teacher first. However, the principals are also just a phone call away. Appointments with the principals may be made by calling our office coordinator, Lori Reed at 253.571.5561.

RECESS/PLAYGROUND

To maintain a safe, fun and orderly recess we ask that students do not bring personal sports equipment or toys to play with at recess. In addition, for safety reason food may only be consumed on the wall and students must ensure that all garbage is placed into the appropriate trash/recycling receptacle.

SCHOOL DAY

8:35 AM – First Bell, students enter the building

8:40 AM – School Begins/Tardy Bell

3:10 PM – School is dismissed

Students not taking the bus or walking home need to be picked up promptly at 3:10 PM. Students not picked up will be sent to the front office. School personnel will make every attempt to contact parents, but students who have not been picked up by 4:00 PM will be referred to the Tacoma Police Department or Child Protective Services.

SCHOOL FOLDERS

Each student will need a school folder, which will be sent back and forth between school and home. It is important to check daily and clean out any schoolwork so the folder does not get too full and start to rip. Information will come home from teachers, school office, PTA, etc.

SNACK/LUNCH POLICY

To support a healthy and focused learning environment, we ask that families and students leave large bags of chips, candy, and gum at home. These items are not appropriate for snack or lunchtimes, as they can be distracting and are not part of a balanced meal. Please send small, individual portions of healthy snacks and lunches. Thank you for your cooperation and support!

STUDENT of the MONTH ASSEMBLIES

Students who exemplify the monthly attributes are nominated by their teachers and recognized during our Student of the Month Assembly on the last Friday of each month at 9:30am. Teachers will send home a notice if your child has been selected to receive an award. Parents and Guardians are invited to attend. *If you would like to take your student home after the assembly, the student will need to return to class while you check them out in the office. The office will call the classroom when they have been signed out. Teachers will send home a notice if your child has been selected to receive an award.

TELEPHONE CALLS

We try to limit the number of students making phone calls unless truly necessary. If you need to get a message to your child - please call the office and the information will be relayed to your child's teacher.

UNIFORM POLICY for Crescent Heights

CHE staff and community agree to equally hold our students accountable with total respect. This creates unity and builds relationships because all students hear the same message and are held to the same uniform expectations, regardless of gender, grade, life outside of school, or teacher.

Solid Tops

- Tops need to have collars or turtlenecks and can be white, navy, hunter/forest green or black colored.
- Light blue is not a uniform color and should only be worn on free dress days.
- All tops should meet the beltline, and sleeves are to be a minimum of three fingers wide.
- No stomach/belly showing. Shirt must meet the beltline of pants/bottoms.
- Students can also wear school spirit wear.

Solid Bottoms

- Pants, skirts, shorts, rompers, stretchy waist, comfortable bottoms must be khaki or navy, black or blue jeans.
- No holes, rips, tears, words, or embellishments.
- Bottoms are not to be skintight or see through.
- Shorts, skirts, and dresses must be mid-thigh if no tights/ leggings are worn underneath.
- Top of pants/bottoms must meet the hem of the shirt.
- If clothing doesn't align with these guidelines, the student will change into approved clothing.

Tights & Socks

- These items that go over your foot and up your leg may be printed and have multiple colors if ALL the colors are navy blue, forest/hunter green, white, tan/khaki, or black.
- Socks that do not show, (like ones worn under long pants that can't be seen) can be any colors.

Footwear

- Closed-toed shoes with a solid sole are required.
- Athletic shoes are required on PE days.

Hats & Hoods

- For safety and ease of identifying our Huskies, hats & hoods are only to be worn outside. They are NEVER to be worn in hallways or lunchroom.
- Cultural and religious head coverings (such as hijabs, turbans, durag, yarmulkes, and similar items) are not considered hats or hoods under our dress code. These items are permitted in school and do not need to be removed during the Pledge of Allegiance or at any time during the school day.

Coats & Sweaters

- Coats/Sweaters that are uniform colors (navy blue, forest/hunter green, black, tan/khaki or white) may be worn inside the building if they are not interfering with the learning environment. Final discretion is up to the classroom teacher.

Free Dress Days

- The 1st Friday of every month will be a FREE Dress Day. In months where the 1st Friday of the month is a non-school day, the 2nd Friday of the month will be a Free Dress day.
- Clothing needs to adhere to the TPS dress code policy: No hate, vulgar or inappropriate messages, no bellies showing, shorts/skirts at least mid-thigh, no see through or skin-tight clothing, shirt sleeves minimum of 3 fingers wide). Pants with holes, rips/tears MUST be at or below the knee or the student will be asked to change. Hats and hoods are not allowed.
- Closed-Toed shoes with a solid sole are required. Athletic shoes are required on PE day.
- School-wide ASB spirit days will be on Fridays. Students are always welcome to wear their uniform or free dress if they choose not to participate in Spirit Days.

Spirit Wear

- Families may opt to purchase Crescent Heights Spirit Wear for their student. We offer a variety of T-shirts and Hoodies with the school slogan or logo.
- 5th grade students have their own “Husky Leader” spirit wear that can be ordered through the same website.
- Spirit wear shirts/hoodies may be worn any day of the week in lieu of a collard uniform shirt.
- Orders may be placed via <https://shoplimitedlane.com/collections/crescent-heights-elementary/CHE>. Orders are processed approximately every six weeks throughout the school year.

Additional Guidelines

- Class t-shirts can be worn any day of the week IF they are in uniform colors.
- Classes that select a class shirt that is not an approved uniform color, can wear them on FREE Dress or on the day of their Field Trip.
- For consistency, NO special dress days for classes, or grade levels such as for ABC countdown, or other class prizes (except 3rd-5th after completion of the SBA). Students will continue to be able to earn a Free Dress pass or pay Husky Bucks for a FREE Dress pass that they may use on any date they choose.
- TIP: Send an extra change of clothes with your student to keep on hand in case of accidents/injurys, etc.

Help With Uniforms

If you have uniforms that no longer fit or if your child no longer attends our school, we always appreciate gently used uniform items.

If your family could use support with obtaining uniform clothing, feel free to reach out to our school

counselor, Jay Broadenax jbroadenax@tacoma.k12.wa.us or contact the office at crescentheights@tacoma.k12.wa.us and we will be happy to help.

VISITORS/VOLUNTEERS

The entire staff at Crescent Heights Elementary welcomes families to visit and volunteer at our school. For safety reasons, our school is a secure building site. All parents and visitors are required to show identification upon arrival and sign in at the office for a visitor's badge. When leaving, please sign out in the office. This helps keep our students safe!

Parents and other adult volunteer helpers are always needed. A wide variety of volunteer opportunities are available at Crescent Heights. A current Washington State Patrol Background form is required to be able to volunteer at any school in Tacoma. Forms are available online at www.tacomaschools.org. Once you have completed the form online bring in a color copy of your driver's license. Allow a minimum of one week for processing. There is no cost involved.

Classroom visitors and volunteers must pre-arrange with the teacher before coming into the classroom. Volunteers must only work in the classroom to which they are assigned for the day, and may not visit other classrooms/learning areas without prior authorization.

	Visitor	Volunteer
Board Statement (from policy)	The board welcomes and encourages visits to school by parents, other adult residents of the community and interested educators.	The district recognizes the valuable contribution made to the total school program through the volunteer assistance of parents and other citizens.
Background Check	None.	Required background check.
Building Access	Must check in at main office, wear visitor badge, and remain in common spaces. For example, parent/guardian eating lunch with their student. Classroom access requires advance approval.	Full access within the parameters of the approved volunteer responsibilities.
Supervision	Must be supervised, no unsupervised access to students.	Limited unsupervised access to students consistent with the approved volunteer responsibilities.
Limitations	Principal has discretion to limit visitor access if presence will disrupt classroom procedures or learning activity.	Principal has discretion to terminate volunteer services.

Governing Policy/Regulation	4200 – Safe and Orderly Learning Environment; 4200 R - Safe and Orderly Learning Environment	4131 – Volunteers; 4131 R - Volunteers
Governing Law	RCW 28A.605.020	RCA 28A.400.303; RCW 43.43.830

Eating Lunch with Your Child?

- During lunch, parents are expected to spend time with their own child(ren) and model appropriate social behavior towards other students.
- There should be no photographs or videos of other children during the visit.
- All parents or adult visitors shall use the appropriate adult restrooms and not use the student restrooms.
- If you witness any inappropriate student behavior, please report it to our staff immediately.

WEAPONS

Any weapons, including guns, sling shots, knives, or toys which look like those weapons, are not allowed on school district property at any time. Students who have them in their possession, regardless of whether they brought them to school or received them from a friend, shall be disciplined in accordance with district policy, which could include suspension and even expulsion.

WITHDRAWALS AND TRANSFERS

A withdrawal occurs when a student moves to another district and enrolls at their neighborhood school.

A transfer occurs when a student moves outside Crescent Heights's boundary to a different school within Tacoma School District.

Please contact the office if you need to withdraw or transfer your student. The student's laptop and charging cord must be returned if withdrawing from the district, before records will be shared with their new school.

DISTRICT POLICY AND REGULATIONS

All District Policies and Regulations can be found on our District Website.

www.tacoma.k12.wa.us.

TACOMA PUBLIC SCHOOLS POLICY MANUAL

The online policy manual contains up-to-date policies and regulations set forth by the School Board. The policies are principles adopted by the Board to chart a course of action, while the regulations are the detailed directions that put policies into practice.

[Policy Manual - Tacoma Public Schools \(tacomaschools.org\)](http://www.tacomaschools.org)

Nondiscrimination Statement

Tacoma Public Schools does not discriminate in any programs or activities on the basis of sex, race, ethnicity, creed, religion, color, national origin, immigration or citizenship status, age, veteran or military status, sexual orientation, gender expression, gender identity, homelessness, disability, neurodivergence, 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, Gender-Inclusive Schools Coordinator, and Title IX Coordinator:

Tiffany Davis-Brantley

253-571-1252, civilrights@tacoma.k12.wa.us

Section 504 Coordinator: Laura Tuman

253-571-1086, 504Coordinator@tacoma.k12.wa.us

Tacoma Public Schools

Mailing Address:

P.O. Box 1357

Tacoma, WA 98401-1357

www.tacomaschools.org