



Chula Vista Elementary School District
Burton C. Tiffany Elementary School
 Mr. Jonathan Morello, Principal

Tiffany Elementary Parent Reopening Handbook
 (Updated 3/17/21)

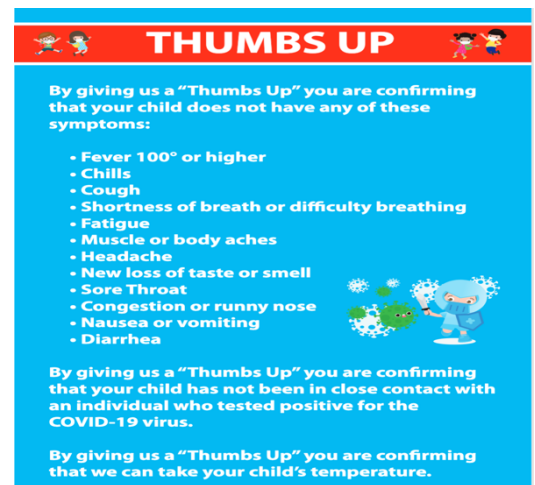
The purpose of the information below is to provide details for what the school day will look like at Tiffany once we are able to reopen for hybrid learning. This document is organized in sequential order starting with parent pre-screening through student dismissal. We have also included a “Frequently Asked Questions” section. This handbook is meant to accompany the more comprehensive CVESD “Reopening Playbook for Parents” which can be accessed by [clicking here](#) or copying this link into your browser:

<https://indd.adobe.com/view/0476af62-e46a-44d1-9348-5fc8660c582b>

THE HYBRID LEARNING SCHOOL DAY

PRESCREENING BY PARENT/GUARDIAN

Before sending their child to school, parents/guardians must prescreen their children for any COVID-19 symptoms. By sending their child to school, they are agreeing that their child does not have any of the symptoms indicated on the “Thumbs Up” chart. We have ordered laminated lanyards of the “Thumbs Up” chart that can be attached to your child’s backpack so that parents can screen children each day.



THE SCHOOL DAY

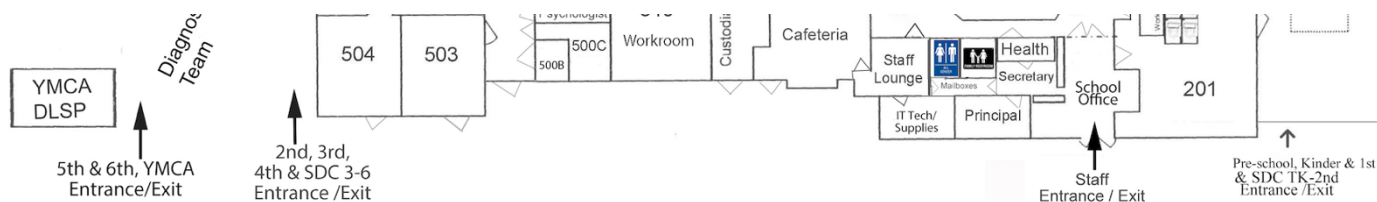
Students who will be returning for in person instruction have been assigned to either the AM or PM cohort. See the schedule below. It is imperative that students arrive at the arrival times on the schedule below and are picked up promptly at the dismissal times. Failure to do so may result in your child being placed back in Distance Learning Program. Please note that there is 2 hours 35 minutes of in person instruction Monday-Thursday. Students will be given asynchronous work for the remainder of the school day. All students will be doing distance learning on Friday. Hybrid students will have 155 minutes of synchronous instruction on Friday through distance learning.

AM Cohort: Morning Session	Times
Arrival - Welcoming Students in Classrooms: 10 min	8:45 – 8:55
Instruction: 155 min	8:55 – 11:30
Students Dismissed	11:30
PM Cohort: Afternoon Session	Times
Arrival - Welcoming Students in Classrooms: 10 min	12:30-12:40
Instruction: 155 min	12:40 – 3:15

STUDENT ARRIVAL

There will be three arrival locations at the school. There will be signs in front of each location indicating where each group of students should line up for a health screening. The map below shows the front of the school and the three arrival locations. There is also a colored map at the end of this document.

- Kindergarten, First Grade, and Primary SDC
- Second Grade, Third Grade, Fourth Grade and Upper SDC
- Fifth Grade, Sixth Grade



When students arrive, they will line up at the check in station while maintaining 6 ft of distance with the students around them. Apples have been painted on the concrete where students will line up to mark of distancing. They will enter the check in station, give a thumbs up that they have been prescreened and will have their temperature taken before entering campus. Once screened, students will go straight to the classroom where the teachers will be waiting. Kinder – First grade parents are encouraged to stay with their children throughout the screening process but cannot accompany their child onto the campus.

If a student does not pass the health screening and/or temperature check, they will not be permitted on campus. If a parent is with a student, the student will be sent home with parent. If a parent is not with student, the student will be quarantined until a parent can come to pick-up student. Students who are late arriving more than 3 times may be placed back into the Distance Learning program.

STUDENT DISMISSAL

All students will be dismissed at the same gate that they arrived. Dismissal procedures vary slightly depending on the grade level. Students who are late being picked up more than 3 times may be placed back into the Distance Learning program

Kinder and First Grade Students along with SDC Primary:

Kinder and first grade students will only be released to a guardian or a person on the child's emergency contact list. Parents should line up to pick up their child and make sure to main 6 ft distancing. All parents and students must wear a mask any time they are on campus which also includes the parking lot and the front of the school. DLSP students will be picked up by the YMCA.

Second Through Sixth Grade Students along with SDC Upper:

Second through sixth grade students will be dismissed in staggered groups.

1. DLSP will be picked up by the YMCA K-1 or will walk to YMCA 2-6
2. Walking Home: If walking home, students will meet their parent/guardian and immediately leave campus. Please arrange for a location in the front of the campus to meet your child. If the student will be walking home unaccompanied, they will leave campus immediately at dismissal.

3. Car: If parent will be picking up the student in the car, the child will wait on the sidewalk in front of the school. There are apples painted on the sidewalk and we will ask students to stand on an apple while they wait for their ride. When they see their ride, they will walk directly to the car and leave campus. Parents are not permitted to leave their car if parked in the loading zone.

Parents must arrive on time to pick up their child(ren). Students who are late being picked up more than 3 times may be placed back into the Distance Learning program. Do not send your child to play at the Tiffany Park while they wait for you to arrive. There is no supervision at the park. If your child is left unaccompanied at the park, they may be placed back in Distance Learning program for the remainder of the school year.

FREQUENTLY ASKED QUESTIONS

WHAT IS THE IN-PERSON HYBRID MODEL?

- The Hybrid Model is a combination of in-person classes (Monday - Thursday) and at-home teacher-assigned/teacher-monitored student work (asynchronous instruction).
- Students attend either an AM Cohort or a PM Cohort on campus 4 days a week with Fridays in Distance learning (synchronous & asynchronous instruction.)
- Students will receive 2 hours 35 of in person instruction a day Monday - Thursday. The rest of the school day will be asynchronous work.
- *If you are selected to participate in the hybrid in-person model, no changes to class assignments will be considered until after the first 3 weeks after the hybrid in-person model begins. After that, a request for a classroom assignment change must be submitted in an email to administration and will be considered only if space is available.*

SAFETY PRECAUTIONS

- All persons on campus must wear a mask on campus, including while outside, and practice 6ft. physical distancing except when drinking water. School drinking fountains are not in service so students will need to bring their own water bottle.
- Safety protocols include: Parent prescreening (don't send children to school if sick or exposed to COVID), handwashing frequently, assigned bathrooms per cohort, scheduled disinfecting of classrooms and buildings, no sharing of materials/supplies, desks arranged with physical distancing and partitions, heavy duty air filtration, and a plan for isolation or notification if there is possible COVID exposure.
- Tracking of student illnesses and following the "[Covid-19 Symptom Decision Tree](#)" to keep sick individuals off campus.

LATE ARRIVALS/TARDIES/ABSENCES

- Students who arrive or are picked up late will need to report to the front office.
- To support and minimize disruption to student learning, please plan medical appointments during school vacations or after school when possible.
- If your child is absent, it is important that you call the school Health/Attendance Office that day to report the absence.
- If you failed to call the Health/Attendance Office, please send a note with your child on the day he/she returns to school. This note should include the date of absence and reason.

VISITORS AND VOLUNTEERS

During **the Distance Learning Model** and the **Hybrid Model** visitors and volunteers are not permitted on

campus at this time. If you wish to volunteer, check with your child's teacher to see if there is something you can do off campus.

BREAKFAST/LUNCH DISTRIBUTION

- Child Nutrition Services will provide 5 days' worth of meals (breakfast and lunch) each Thursday from 12:00 pm to 2:00 pm.
- Meals will be free to eligible students under the free and reduced-priced meals program.
- To qualify complete the application online [CLICK HERE](#) or pick up a hard copy at the office.
- Eligibility is based on the household income and number of people living in the home.

WHAT SHOULD MY CHILD BRING TO SCHOOL EACH DAY?

- Your child's teacher will give specifics about what your child should bring to school each day.
- Students were given ELA and math workbooks at the beginning of the year. Teachers will communicate which books they will be working on and which books they should bring to school each day.
- Drinking fountains will not be available to students. Students should bring a refillable water bottle to school each day.

WHAT DO THE CLASSROOMS LOOK LIKE?

- Classrooms have been set up to ensure 6 feet of distancing between each student and teacher.
- Examples of classroom set ups have been added to the [parent blog](#).

TRANSPORTATION

- Will only be provided to students who have this service indicated on their IEP

WILL CHILDCARE BE OFFERED?

Childcare will only be available to students currently enrolled in the District Learning Support Program. DLSP will continue to operate from 7:30-4:00. The DLSP program is full. Please email Miriam Martinez at mmartinez@ymca.org for information pertaining to paid childcare.

BREAKS AND RESTROOMS

- Classes will be assigned specific restrooms
- Restrooms will be cleaned periodically throughout the day

WILL MY CHILD EAT AT SCHOOL

- Your child's teacher may arrange for an outside snack break and will communicate this to parents
- No food will be available from the school except for DLSP students
- Please have student bring a refillable water bottle each day



Tiffany Ingress/Egress Points

5th, 6th,
DLSP

2nd, 3rd, 4th,
SDC Upper

Pre, K, 1st,
SDC Primary