

Tiffany

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www.cvesd.org/schools/tiffany

ELEMENTARY SCHOOL

2024-2025

School Information Book



Messages from your Principal & your PTA President



Dear Tiffany Families,

My name is Crystal Sutton and I am honored to serve this community as principal! I look forward to continuing to build upon the relationships we have

established together and welcoming our new families this upcoming year!

Just a little about me – I am a native, born and raised here in Chula Vista. I attended Tiffany Elementary School as a Kindergartener! The next year, I moved to Chula Vista Hills when it first opened and stayed through sixth grade. I graduated from Bonita Vista High School, then headed off to college at San Diego State University.



My education includes a BA in Liberal Studies from San Diego State, MA in Education from National University and a Doctorate in Educational Leadership from San Diego State University.

I taught at Chula Vista Hills Elementary School for 13 years, mostly in fourth, fifth and sixth grade. In 2018, I left the classroom to serve an associate principal here in CVESD – McMillin (2018-2020) and Muraoka (2020-2021). I have been the principal of Tiffany Elementary since June of 2021.

Chula Vista is still home for our family. My husband, Eric, and I have two girls – Audrey (17) and Avery (13). They keep us very busy, but we wouldn't have it any other way.

Communication is very important to me, and I encourage you to reach out if you ever have questions or concerns. My email address is crystal.sutton@cvesd.org or you can call the school at 619-421-6300.

I look forward to another amazing year at Tiffany – we've got this, TIGERS!

With Gratitude,

Crystal M. Sutton, Ed.D.
Principal



fb.me/TiffanyPTA2019



[@burtonctiffanypta](https://www.instagram.com/burtonctiffanypta)

Dear Tiffany Families,

Welcome to the 2024-2025 academic year!

On behalf of the entire PTA board, I would like to extend a warm welcome to all our returning members and new families joining our school community. I am honored to serve as the President of the Burton C. Tiffany Parent-Teacher Association (PTA) for the 2024-2025 school year.

A bit about me: my name is Jackie Densmore, though most of the students know me as Ms. Jackie or Mrs. Johnson. I have two children who attend Tiffany elementary—One who will be entering 5th grade, and the other entering 2nd grade in the dual immersion (DI) program. As a parent of Tiffany Tigers, I have participated in the School Site Council (SSC), Budget Advisory Committee (BAC), and have volunteered as both a Room Parent and with the PTA. Professionally I am fortunate to be the school librarian.

Our PTA mission is to positively impact the lives of all children and families.

Some of our key initiatives for this year include:

- ****Educational Enrichment Programs:**** We will continue to support a variety of programs that supplement classroom learning, such as book fairs, reading challenges, and cultural events.
- ****Community Building Events:**** We plan to host several events to bring our community together, including family fun nights, and our annual school festival.
- ****Fundraising Efforts:**** Fundraising is essential to our mission. We will organize several campaigns throughout the year to raise funds for classroom supplies, help sponsor class field trips including 6th grade camp, and extracurricular activities.
- ***Advocacy and Support:**** The PTA will work closely with school administration to advocate for policies and resources that benefit our children's education and well-being.

We believe that the strength of our PTA lies in the involvement of our members. We encourage you to attend our meetings, volunteer for events, and share your ideas and concerns. Your participation is invaluable, and together we can make a significant impact on our school community.

Thank you for your continued support and dedication. I am looking forward to working with each of you to make this school year a memorable and successful one for our children.

Warmest regards,

Jackie Densmore, President, Burton C. Tiffany PTA

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TIFFANY SCHOOL DAILY SCHEDULE

**School Office 619 421 6300
Office open weekdays 8am-4pm**

**THERE IS NO SUPERVISION PROVIDED BY SCHOOL STAFF BEFORE OR AFTER SCHOOL.
FOR SAFETY, STUDENTS SHOULD NOT BE ON CAMPUS BEFORE 8:15 AND SHOULD BE
PICKED UP ON TIME AT DISMISSAL**

Please be sure your clocks match our school clocks so that students are not marked late for school.

Students should be in line and ready to enter classrooms by the 8:40am bell.

UPPER GRADE GATE OPENS 8:10

Gate opens for students running track, in safety patrol, going to breakfast.
TK + Kinder + 1st Grade running/walking track must be supervised by an adult.

CAFETERIA BREAKFAST 8:10 - 8:40 (Enter through upper grade gate)

KINDERGARTEN GATE OPEN 8:30 - 8:45 (For Preschool, TK, Kinder)
Preschool, TK and Kindergarten students need supervised by a parent/guardian until met by teacher at 8:45

SCHOOL START TIME - If you arrive late after 8:45am, please go to the Office to get a late slip.

8:40 M-F	1 st bell – students should line up for class
8:45 M-F	2 nd bell – students should be seated in class ready to learn
8:45 M-Th	SDC Preschool a.m. class begins
12:45 M-Th	SDC Preschool p.m. class begins

RECESS

10:00 – 10:25	Transitional Kindergarten recess #1
10:40 – 11:10	Kindergarten + Faya’s Class
9:30 - 10:00 M-Th	SDC a.m. Preschool
10:20 - 10:35	Grades 1, 2 + Warren’s class
10:45 – 11:00	Grades 3, 4
11:05 - 11:20	Grades 5, 6 + Lopez’s class
2:00 – 2:20	Transitional Kindergarten recess #2

LUNCH

11:45 - 12:30	Transitional Kindergarten
11:30 - 12:15	Grade 1
11:35 – 12:20	Grade 2 + Warren’s Class
12:00 - 12:45	Grades 3+4
12:25 - 1:10	Grades 5+6 + Lopez’s Class
12:35 - 1:20	Kindergarten + Faya’s Class
1:30 – 2:00 M-Th	SDC p.m. Preschool

DISMISSAL

11:45 M-Th	SDC Preschool a.m.
2:55 M-Th / 1:40 F + min days	Transitional Kindergarten + Kindergarten
3:10 M-Th / 1:55 F + min days	Grades 1, 2, 3, 4, 5, 6
3:45 M-Th	SDC Preschool p.m.

Buses drop off and pick up on Elmhurst Street

RAINY DAY / INCLEMENT WEATHER SCHEDULE

Breakfast - 8:10-8:40AM – Students can eat breakfast outside at covered tables (MPR used when severe weather)

Morning Arrival - 8:30am- 8:40am:

TK, Kindergarten, Faya's Class – students and parents can wait under covered Kindergarten area
1st grade – students lineup outside their classroom doors inside the hallway
2nd & 3rd graders – students lineup outside their classroom doors inside the hallway
4th, 5th, 6th graders – wait in the MPR

RECESS

If actively raining – recess is supervised inside the classroom

If not raining, but ground is wet – recess is outside on the blacktop only, not the field

RAINY DAY LUNCH

(modified times – all K-6 students receive 45 minutes lunch; 30 minutes supervised by noon duties, 15 with teacher the classroom.

TK is 60 minutes lunch; 30 minutes supervised by noon duties, 30 with teacher in classroom).

11:30 -12:00 - Transitional Kindergarten (30 mins with noon duties, 30 mins teacher)

11:30 -12:00 - Grades 1 + 2 + Warren's Class (30 mins with noon duties, 15 mins in class with teacher)

12:05 - 12:35 - Grades 3 + 4 (30 mins with noon duties, 15 mins in class with teacher)

12:30 - 1:00 - Kindergarten + Faya's Class (30 mins with noon duties, 15 mins in class)

12:45 - 1:15 - Grades 5 + 6 + Lopez's class (30 mins with noon duties, 15 mins in class)

Tiffany School Rules & Information

TIFFANY LEARNING ENVIRONMENT

It is the goal of Tiffany Elementary School to create an environment that provides all students the opportunity to achieve their fullest personal and academic potential to become productive and responsible citizens. Every individual, regardless of gender, nationality, race or ethnicity, religion, or sexual orientation, will have the opportunity to achieve their potential in a safe and caring environment.

We have four overarching expectations that help to create a positive learning environment. We ROAR with PRIDE when we are:

- | | |
|---------------------|----------------------|
| ➤ Safe | ➤ Responsible |
| ➤ Respectful | ➤ Kind |

Please note that no toys or personal sports equipment may be brought to school at any time.

Cell phones need to be turned off and stored in backpacks during the school day. Smartwatches should be set to "Schooltime" or messaging and notification settings should be disabled during school hours. If used during school time becomes a concern, the student will be asked to keep the watch at home.

DISCIPLINE

The following behaviors are unacceptable and harm the safe school environment:

- Bullying
- Harassment
- Hitting, pushing, grabbing, etc.
- Wearing clothing that is offensive to others
- Threatening or inciting others to do harm

- Refusing to obey clear reasonable directions from teacher/school personnel
- Using disrespectful speech/gestures toward students and/or school personnel
- Cheating

Please contact your child's teacher FIRST if you are aware of bullying. Individual cases may involve the principal.

At Tiffany, we use Restorative Practices when issues arise that harm our learning community. By using Restorative Practices, we help students see that rules are in place to keep everybody safe and relationships strong. If a rule is broken, it is viewed as a relationship that has been damaged and needs repair. We believe that punishment does not address the root causes or restore trusting relationships between those involved. At Tiffany, we take the time to collaborate with students to determine who was affected, how they were affected, and what needs to be done to restore the positive learning environment and move forward. Typically, we will ask students the following questions, so students reflect on the harm they may have caused and to begin to restore trust:

- What happened?
- What were you thinking at the time?
- What have you thought about since?
- Who has been affected by what you have done? In what way?
- What do you need to do to make things right?

While there are consequences for students breaking rules, consequences focus on restoring trust and making things right. We are committed to making sure that every student feels safe at school and knows that restorative practices are the best way to fulfill this commitment.

STUDENT DRESS

It is expected that parents will use good judgment regarding proper school dress. It is important that students dress so that they are comfortable at school. In winter/cooler weather, students should come to school dressed to go outside each day.

Students are not permitted to wear shirts with offensive language or pictures on them, nor those that promote violence and/or alcohol or other drugs. Wearing inappropriate or offensive clothing will result in students being required to change. Shoes must be for play on the blacktop or field. No "flip-flop" shoes or open-toed sandals are allowed for safety.

Please be aware of what your child is wearing before he or she leaves for school. Working together, we can create a productive and comfortable learning experience for our children.

NOTE: All volunteers must also follow the dress code policy.

PETS

For the safety of everyone, animals are **not allowed** on campus unless approved by administration. This includes bringing dogs or other animals on the campus when dropping off or picking up your child. On campus means from the street sidewalk to street sidewalk. Certified service animals are permitted only if **the animal is in service** to the person that is handling them. Please provide documentation to the front office. Unfortunately, emotional support animals are not.

VISITORS/VOLUNTEERS

Parents are an integral part of the enriched classroom experience. Volunteer support of teacher-planned activities is encouraged and welcomed. Anyone who volunteers on a regular basis (3 or more days a week) **MUST** have a current tuberculin (TB) test on file in the school office and be fingerprinted.

For the safety of our children, **all visitors and volunteers must check in at the office and wear a Visitor/Volunteer name tag while on campus.** Please note that younger siblings are not allowed to be with parent volunteers while working in the classroom. When volunteering, please know that you are considered to be under the supervision of District employees and are volunteering time and or resources for the

improvement of school facilities and or school programs. This is including, but not limited to, providing assistance in the classroom with the approval and under the supervision of the teacher.

Visitors who would like to observe classrooms at Tiffany are welcome. We require that arrangements are **made at least 48 hours** in advance and that observations do not last longer than 30 minutes per day. Except for special circumstances, we do not allow more than two observations per week per class and it is necessary for a staff member to accompany the observer(s). All observers must check-in before entering and check-out when leaving the campus with the staff in the main office.

Tiffany Traffic & Transportation

STUDENT DROP OFF & PICK UP

There is no student supervision provided by school staff before or after school – please be on time. **Preschool, TK, & Kindergarten students** must be supervised in the morning by an adult in the Kindergarten area from 8:30am, the 1st bell rings at 8:40am, then the teacher seats them in class at 8:45am.

Preschool, TK, & Kindergarteners – are dismissed by their teacher, face-to-face to an authorized adult from the Kindergarten gate, please be on time to pick up your child. If you are going to be late, please call the office and an authorized adult will need to sign the child out from the office in a timely manner. Please be sure to find a legal parking space and walk to the school for pick up and drop off.

1st – 6th Graders, who are driven to school, may be dropped off and picked up in front of the school. Do not leave your car parked or unattended on Red Curb. At dismissal, if you do not see your child waiting, circle through the parking lot or park and walk to meet your child at the upper grade gate. Students should be picked up in a timely manner, if not picked up on time, students may wait outside for 10 minutes, then call home from the office.

PARKING LOT & TRAFFIC SAFETY

In order to maintain an effective traffic safety program, your cooperation will be needed. Our goal is to provide safety for your children. You can help keep our students safe by observing the following regulations which have been developed in conjunction with the Chula Vista Police Department (CVPD):

- 5 mph speed limit through parking lot and 25 mph in neighborhood streets.
- Traffic & cell phone laws apply within the parking lot.
- Use the front of the school for drop off and pick up only. **Do not park or leave your car on RED CURB.**
- One-way system through the parking lot.
- Enter beside the public park and exit beside the YMCA building on West side.
- No left turn out of parking lot onto Elmhurst Street between 8am-4pm.
- Do not park or wait in the staff parking lot.
- Please observe Safety Patrol's stop signs and directions, for the safety of students.
- Students should be accompanied by an adult or Safety Patrol across crosswalks and through the parking lot.

CVPD patrol may issue citations at any time, so please follow the law.

The parking lot is very busy at start and end of school, try to arrive 10-15 minutes prior, to avoid major congestion. Parking in the lot, or streets to East of the school and then walking is the best option. Resident only permit parking is enforced to West of the school, including Vassar & Elmhurst Street.

WALKING SAFETY

If students are walking to and from school, they must use sidewalks, cross streets only at designated crosswalks, and obey the Safety Patrol. Before crossing, students should look both ways to be sure the way is clear and should watch for turning cars. Students should never go into the street between parked cars.

- Students should never talk to strangers. They should report any incidents to the closest Safety Patrol member, teacher, or staff member.
- Encourage your child to come home immediately after school is dismissed. Loitering students are likely to encounter unsafe situations.

BICYLCES/SCOOTERS

Students should wear a helmet and bring a lock to secure their bike or scooter to the designated racks beside the YMCA building. Bikes and scooters should not be ridden on campus or parking lot.

BUSES FOR NEIGHBORHOOD STUDENTS

Students living in the Tiffany area and are in K-6th Grade must pre-register online every year to ride the school bus, using their 6-digit student ID number. To register, visit the website below:

<https://www.cvesd.org/parents/transportation-department>

Students attending Tiffany on a Transfer are not eligible to ride the bus.

Kindergarten students are accompanied by staff to and from the bus on Elmhurst Street.

Kindergarten students must be met at their home bus stop, on time, by a parent/guardian, otherwise they will have to wait on the bus and then be returned to the school for pick up.

If there is a day where your child will not be riding the bus, send them with a note to give to their teacher, otherwise they will be loaded onto the bus as usual, staff are unable to take verbal instructions from a child.

DROPPING FORGOTTEN ITEMS / MESSAGES FOR STUDENTS / INTERRUPTIONS

To maximize student learning, classroom instruction should not be interrupted. We understand there may be an occasional emergency situation, but we try to limit interruptions to instruction during the school day.

- If you need to drop off an item that your child has forgotten, you can leave the item in the office and your child can come during recess.
- We understand emergencies occur and will do our best to accommodate special requests, if given enough notice, but please be aware it is not always possible to reach the teacher late in the day, especially at dismissal time.
- Phone calls cannot be put through to classrooms during instruction time but will be forwarded to the teacher's voicemail.

Tiffany Communication & Attendance

SCHOOL COMMUNICATION

We use various methods to communicate, subscribe to our blog for the most up to date information. Let us know if you are not receiving regular updates from us and inform us if your contact details change.

Tiffany School Blog: <http://tiffanyelementary.edublogs.org/> subscribe to receive regular email updates

www.peachjar.com – school & community flyers, viewable online or flyers can be emailed to you

School Messenger – important school calls, texts and emails – you must opt in to receive messages

Tiffany Website: tiffany.cvesd.org

District Website: www.cvesd.org – links to transportation, cafeteria and health departments

PTA Social Media: Facebook: [fb.me/TiffanyPTA2019](https://www.facebook.com/TiffanyPTA2019) Instagram: @burtonctiffanypta

CONTACTING THE SCHOOL

There may be times when parents need to contact the school. Here are some key points for facilitating communication:

- Speak with the person closest to the problem. Most of the time questions can be resolved with the classroom teacher or staff member concerned.

- If, for any reason, you do not think the problem is solved after the initial contact, try again. If you continue to have questions regarding the issue, contact the school secretary to set up an appointment with the principal.
- Remember, school secretaries and office personnel cannot change policies. Talk with the teacher or principal.
- Deal with any problems as soon as they arise; however, please do not stop the teacher during the school day to discuss an issue.

ATTENDANCE SCHOOL POLICY

California State law, Education Code 48200, requires compulsory full-time attendance for children ages 6 to 18. As a parent/guardian, you are obligated to ensure your child's attendance at school, every day and on time, for the full day. Students are most successful when they are in class regularly.

Please report any student absences daily on our 24-hour absence line at 619-421-6300 ext. 510110. Parents are asked to notify the school by 10:00am on the day of the absence. If your child is not in school at the beginning of the day, and the office has not been notified, an attempt will be made to contact you. This procedure is for your child's protection.

Upon returning to school following an absence, students must check in at the Attendance/Health Office with a note from home giving the date and reason for the absence. There they will be given a "green apple" that they will give to their teacher upon entering the classroom. Absences must be verified by the last school day of the calendar month in which the absence occurred. For example, if your child is absent on October 15, you must verify the absence by October 31. Unverified absences are considered unexcused and cannot be changed after the end of the month.

It is extremely important that students arrive at school on time. If your child is tardy, he/she must report to the school health office for a tardy slip before going to class. If your child is late/tardy three or more times, without a valid excuse, they may be considered truant.

Students are excused for illness and medical appointments. Unexcused absences assigned for anything other than illness/medical appointments, i.e., trips or family business. Unexcused absences are considered truancy as defined by the California Education Code.

As directed by the District Office, three or more unexcused tardies/late arrivals, absences or early dismissals (without a doctor/dentist note), may be considered truanancies.

- Frequent unexcused tardies/absences will be recorded by the District Office and they will send "NOTICE OF TRUANCY" letters to parents with details of the absences, etc.
- Excessive truanancies may result in parents being advised to attend a "Student Attendance Review Team" (SART) hearing, to set up a plan of action to improve attendance.
- All student attendance contract violations are forwarded to the "Student Attendance Review Board" (SARB) at the District Office.

Please make every attempt to schedule dental/medical appointments after school hours, or on during school breaks, where possible, to avoid any attendance problems.

PERFECT ATTENDANCE / OUTSTANDING ATTENDANCE

Students will be recognized for perfect and outstanding attendance at the end of each school year.

100% Perfect Attendance is defined as ZERO absences, ZERO late arrivals, and ZERO early dismissals of any kind throughout the school year.

STUDENT ARRIVAL / START OF SCHOOL DAY

First bell at 8:40am, students should line up outside class. 8:45am, students should be seated in their classrooms ready to learn. Arrival after 8:45am is considered late and the student needs to check-in with the Attendance Office.

For safety, as there is no school supervision, students should not be on campus without an adult, earlier than 8:30am, unless enrolled with YMCA, or from 8:15am if; running the track or having breakfast. Parents/guardians will be contacted if any student is repeatedly arriving at school too early.

STUDENT DISMISSAL / MINIMUM DAY-EARLY DISMISSAL

PLEASE BE ON TIME TO PICK UP YOUR CHILDREN AT THE END OF THE SCHOOL DAY.

There is no school supervision after dismissal unless your child is enrolled with YMCA, LEAD HUB or a LEAD Club. Please pick your child up in a timely manner for their safety. Students picked up late, will need an authorized adult to sign them out in the office. The school office does not offer childcare supervision and closes at 4pm. We understand an occasional emergency can occur, so please call the office to let us know if you are running late, however, for repeated late pickups, we will consult with the Principal.

Every Friday (and additional dates throughout the year, such as parent conferencing, first day back from long breaks etc), students in grades TK + K will be dismissed at 1:40pm and grades 2-6 at 1:55pm.

LATE ARRIVAL/RELEASE DURING SCHOOL HOURS

Students must present a note as evidence of a medical appointment to be admitted to or released from school for medical services. Excused tardies and/or excused early dismissals are limited to those for documented medical appointments. **Students arriving late to school or picked up before dismissal time will be deemed unexcused-truant unless a doctor's note is provided for documentation** or the student is being sent home by the school due to illness.

To ensure your child's safety, **students will be released only to parents/legal guardians or adults listed on the student's contacts list provided by parents/guardians.** Parents or their designee must sign the student out in the office and present a photo I.D. There will be **NO** phone verification from parents asking for students to be released to individuals who are not on the Emergency contacts. Please be sure to update emergency information.

INDEPENDENT STUDY CONTRACTS

If you know in advance that your child will be absent from school for any reason, including illness, you may initiate an Independent Study Contract for three or more consecutive days. To initiate an Independent Study Contract, contact the school office. Contracts must be requested a minimum of three days prior to the absence, giving specific beginning and ending dates. These dates are firm. The classroom work must be picked up from the teacher prior to leaving and returned the day the student returns from the absence. Please note that Independent Study Contracts are limited to 14 total days per student.

INJURY/ILLNESS AT SCHOOL

Only minimal first aid can be given by school staff. Parents will be called at home or work if an injury or illness occurs that requires the student to be sent home. If a parent cannot be reached, school personnel will call other persons on the student's Emergency contact list; therefore, it is important that emergency contact persons are listed and all phone numbers are kept current.

MEDICATION

Students are **NOT** allowed to bring any medication, cough drops, or over-the-counter medication to school. Prescription and over-the-counter medications can be given at school **only** if the parent **and** physician complete the school Physician's Statement form authorizing school personnel to dispense medication.

EMERGENCY / DISASTER PROCEDURES

Established procedures are in place, to handle disasters such as fire, earthquake, threats or dangerous intruders. Disaster preparedness and other drills are conducted on a routine basis and we have a dedicated School Resource Police Officer who provides support and advice.

It is important for parents, guardians, and family members to know that in a real emergency, students will be released only to individuals listed on the Student Emergency Card.

Please contact the school office if you make any changes to your emergency contact details.

Tiffany Additional Information

FIELD TRIPS

Prior to field trips, parents or legal guardians must provide signed, written permission in order for the student to participate in instructional study/field trips, otherwise students will not be permitted to participate and will remain at school with another class. Phone permission will not be accepted.

STUDENT AWARDS

The school holds quarterly awards assemblies for students who exhibit excellence and/or growth in academics, citizenship, and Tiger Pride. "Tiffany Terrific Kid" Tiger Paw car decals, certificates and pencils are given to students who receive these special student awards. Please no balloons at ceremonies.

LIBRARY BOOKS

It is the intent of Tiffany Elementary School to allow all students the opportunity to check books out of our school library. We have many books and students are expected to take care of books so they will last for many years to come. It is the child's responsibility to take care of the books that he/she borrows from the library. If your child damages, destroys or loses a library book, you will be asked to pay for it. Replacement books are library bound editions that are purchased by the school librarian. These are more costly than books that can be purchased in stores because of the quality of the binding required for books that will be circulated for many years. The estimated cost of replacing a school library bond book is \$20 for fiction and \$25 for non-fiction. You can contact our librarian for the exact cost of the lost or damaged book. We have a dedicated Librarian, who may be contacted at ext 510179.

LOST AND FOUND ITEMS

Please be sure to label all of your child's belongings. There is a designated Lost & Found cart in front of the school office between 8am-4pm. Please have your child check this regularly for missing belongings. Items of high value will be held in the school office. Items not claimed at the end of each quarter, will be donated to a local charity.

MEDIA RELEASE

It is possible that photos or videotapes of students may be released to newspapers, websites, Twitter, Instagram, Tiffany Elementary School Blog or other media in connection with school activities. If you do not want your child's photos or videotapes made available to the public, with the exception of random group pictures, you may have him/her excluded by checking "No" during the annual Continuing Student Enrollment online forms. Permission includes the use of your child's image on our school website. (No names are used for website photos.)

ACCEPTABLE USE OF TECHNOLOGY

Use of the district's technology is a privilege subject to school and district rules and regulations and applicable local, state, and federal laws. Both parent and student must sign an agreement stating the student will abide by the district's rules regarding the acceptable use of technology. The student is also expected to understand and follow any family restrictions against accessing certain materials. Failure to abide by the rules can result in termination of the student's access to technology and other disciplinary measures. An Internet Use Form is included in the annual Continuing Student Enrollment online forms.

ELECTRONIC DEVICES AND PERSONAL ITEMS

Cell phones may be brought to school but must be kept OFF in the student's backpack or a safe location. Any cell phone used by a student during school hours will be confiscated and kept in the office until claimed **by a parent only**. Smartwatches should be set to "Schooltime" or messaging and notification settings should be disabled during school hours. If used during school time becomes a concern, the student will be asked to keep the watch at home. **Portable video game consoles are not allowed on campus.** These

items will be confiscated and kept in the office until claimed **by a parent only**. The school is not responsible for the loss of cell phones or other electronic devices brought to school.

CAFETERIA

Breakfast is served between 8:10 - 8:40 AM. It is particularly important that students participating in the breakfast program arrive on time (preferably by 8:20 AM) so they have sufficient time to eat breakfast before lining up for class.

The Chula Vista Elementary School District is now offering free lunch and breakfast to all students. Students are also welcome to bring their own lunch & snack for recess. Parents are encouraged to consider the nutrition quality and portion size of the items. Soda, large bags of chips and candy are highly discouraged.

SCHOOL FOOD CELEBRATIONS

In accordance with the District's Wellness Policy, Tiffany will enforce the following:

- No food (i.e. cupcakes) birthday celebrations will be permitted. Parents are encouraged to send non-food items (stickers, classroom supplies) to honor their child's birthday. Please check in with your child's teacher first.
- No "home-made" foods may be sent to school to be shared. All food must be store-bought and labeled to prevent food allergy reactions.
- School food celebrations are limited to two (2) a year and will be communicated by the classroom teacher.
- Parents are strongly encouraged to send a healthy snack with their child to school. This snack intended for your child only, and should not be shared with other children.
- No food is allowed to be distributed to students before or after school

Support Tiffany School & Get Involved!

The following activities and events help support Tiffany School and provide opportunities for Parent/Community Involvement

BOOK FAIRS

The PTA hosts Scholastic Book Fairs twice a year; parents and students can purchase quality books. Proceeds are used to purchase books for school.

COFFEE WITH THE PRINCIPAL

Throughout the year, the Principal will invite families of students to discuss various issues related to Tiffany School, in the MPR.

FAMILY READS - TBD

Guardians will be invited to the school on a regular basis, to attend a short presentation, then to read with their children.

ENGLISH LANGUAGE ADVISORY COMMITTEE (ELAC)

The English Language Advisory Committee is comprised of parents, teachers, the principal, and instructional assistants representing English Language Learners. This Committee shares

information, as well as study issues and concerns related to second language education.

PARENT TEACHER ASSOCIATION (PTA)

Founded in 1897, the National PTA is a voice for children. PTA's mission is to make every child's potential a reality by engaging and empowering families and communities to advocate for all children. Our Tiffany PTA benefits you, your student and all students. Your \$10 donation helps our local and national PTA continue its great work. Last year, the Tiffany PTA provided excellent school events and supported academic programs. The PTA Board meets the first Tuesday of each month at 3:45 p.m.

All PTA sponsored events are subject to cancellation if there are not enough volunteers. If you would like to volunteer, please contact your PTA

ROOM REPRESENTATIVES

Each classroom has at least one Room Representative, who serves as a liaison between the teacher, the parents, and the PTA Board. Room Representatives, along with the teacher,

plan special activities for the classroom and help the PTA Board to contact volunteers for school-wide activities.

SCHOOL SITE COUNCIL (SSC)

The School Site Council meets once a month. This group is composed of parents, teachers, classified staff, and the principal. The SSC is responsible for the development and approval of the Single Plan for Student Achievement, the school budget, and school-wide policies. The SSC meets the 2nd Thursday at 3:30pm.

SPIRIT GEAR

Expanded Learning Opportunities Programs

 Before School  During School  After School

AFTER SCHOOL PROGRAMS

The school is proud to partner with numerous external organizations to offer after school programs and activities to our students (for a fee): Art, Basketball, Chess, Cub Scouts, Girl Scouts, Jazzercise, Robotics, Soccer and Tennis.

AFTER SCHOOL CARE –YMCA/LEAD HUB

The YMCA runs a licensed before and after school childcare facility on campus for K – 6th graders attending Tiffany, for a fee, from 6:00am to 6:30pm. The program includes sports, crafts and homework assistance.



The YMCA also provides Dynamic After School Hours (DASH) after school each day, on campus, for 1st - 6th grade students, enrollment is by lottery each April, for a \$50 annual fee. The program offers sports and craft activities. For both programs, contact the YMCA – Tel: 619 421 8805.



BASKETBALL TEAM - TBD

Tiffany Basketball is for 4th, 5th and 6th grade students who are interested in working hard and learning sportsmanship. Tryouts are in the Spring. Students compete in the Chula Vista Elementary School District League against other local schools.

FALL CARNIVAL & PARADE

At the end of October, the PTA puts together fun booths for families to enjoy. Each teacher works with parents to create various creative booths; Fishing Pond, County Jail, Cake Walk, and Soda Bottle Ring Toss etc and a haunted house for this

Students, parents and staff are encouraged to show support for our school on Friday “Spirit Days” by wearing a Tiffany t-shirt, sweatshirt or our school colors (orange and blue). Tiffany Spirit Gear is available to purchase from the PTA. Order forms for Spirit Gear are available in the school office.

YEARBOOK

If you take nice photos at school events, please email them (.org) or bring them to the school office. Yearbooks are available for purchase from the PTA at the end of each School year – usually limited stock

fun family event. There is also a morning costume parade, for students who wish to participate.

FAMILY CAMPOUT - TBD

The PTA hosts an overnight campout on the School field in late Summer. Bring your tent or RV, sleeping bags, chairs and zest for family fun! No alcohol, dogs or campfires please!



FAMILY EVENTS

A great tradition at Tiffany School is to have special activities for parents and children to have a fun time together. Grandparents, uncles, aunts, and friends are also invited to participate. Previous family events have included football games, Laser Tag, and dances/teas.

JUMP ROPE FOR HEART - TBD

We like to remember to take care of our hearts. In February, students will have the opportunity to raise money for the American Heart Association and keep their hearts healthy by jump roping in a school wide event.

KICKBALL - TBD

Participation to be confirmed. 4th, 5th & 6th Grade students may try-out for the District sports team.

LEAD CLUBS

We are proud to host a variety of clubs here at Tiffany thanks to the ELOP Grant. Clubs change quarterly. Be on the lookout for sign-ups. If you have any questions, please reach out to Yvonne Baptista, our LEAD Site Lead.

LITERACY WEEK

Every year, Tiffany School likes to focus on the importance of literacy. Students may memorize and recite a special poem and also dress up as their favorite book character, in a parade.

PEACE PATROL

Peace Patrol is a peer-based student volunteer program, that reinforces a safe and positive recess experience for students. Their role is to remind students about both safety rules and school rules. Members also lend assistance to students in need. The program is supervised by a volunteer.

RED RIBBON WEEK

Teachers and parents arrange events in October, to encourage their children to live drug-free lives.

REFLECTIONS OF THE ARTS

Reflections is a National PTA art program that encourages children to express their creative talents in Dance Choreography, Film Production, Literature, Photography, Musical Composition and Visual Arts. Entries due in Oct.



SAFETY PATROL

Students in the 5th and 6th grade voluntarily accept the responsibility to help students get to and from school in the safest way possible.

SOCCER TEAM

The Tiffany School Soccer Team is for 4th, 5th and 6th grade students. Tryouts are before Winter Break. Practices and games begin in January. The soccer team competes in the Chula Vista Elementary

School District League, against other schools in the District.

STUDENT COUNCIL

4th, 5th and 6th grade students take an active part in the Tiffany Student Council. Student Council Advisors, the Principal and Mrs. Loyola help students learn about democracy and good citizenship as they set their own goals and plan special events

TEACHING GARDEN

Our on-site garden offers students the opportunity to plant, grow, harvest and prepare their own delicious fresh fruits and vegetables. The garden exposes children to food production and promotes health eating habits. Volunteers and donations are critical to the success of this program. Please contact the office if you wish to volunteer.

TIGER TRACK PROGRAM

The PTA Sponsored Tiger Track Program encourages students and families to get on the track and move. Students may arrive before school, from 8:15am to walk, jog or run the school's track. Parents, grandparents, aunts, and uncles can join too! Prizes are awarded for distances completed. K & 1st graders must be supervised by an adult.



WINTER GIFT SHOP

Students have the opportunity to make and purchase special gifts for their loved ones. Most gifts are \$5 or less. Gift wrapping included

DISTRICT CALENDAR INFORMATION

2024 – 2025 School Year ([CLICK HERE](#) for FULL CALENDAR)

- First Day of School
July 24, 2024
- Labor Day
September 2, 2024

- Parent Teacher Conferences (Minimum Days) September 12-20, 2024 (Minimum Days)
- Fall Break September 23 – October 7, 2024 (Students return Oct 8 – Minimum Day)
- Veterans Day Observed Monday, November 11, 2024
- Thanksgiving Holiday November 23-27, 2024
- Winter Break Dec 23, 2024 – Jan 13, 2025 (Students return Tuesday, Jan 14 – Min Day)
- Martin Luther King Day January 20, 2025
- Presidents Holiday Friday February 14 + Monday February 17, 2025
- Parent Teacher Conferences (Minimum Days) March 13-21, 2025 (Minimum Days)
- Spring Break March 24-April 4, 2025 (Students return Monday, Apr 7 – Min Day)
- Memorial Day Monday May 26, 2025
- Last Day of School Friday, June 6, 2024 (Minimum Day)
- First day of new 2025/26 School Year TBD

Tiffany Staff Email Addresses

Miriam	Guerrero	Miriam.guerrero@cvesd.org	TK DI Teacher
Marina (Alba)	De La Torre	Alba.delatorre@cvesd.org	TK Teacher
Veronica	Garcia	Veronica.garcia@cvesd.org	Kindergarten DI Teacher
Catherine	Price	Catherine.price@cvesd.org	Kindergarten Teacher
Jessica	Ruiz Velasquez	Jessica.ruizvelasque@cvesd.org	Kindergarten Teacher
Danielle	Cherniss	Danielle.cherniss@cvesd.org	1 st Grade DI Teacher
Erika	Hughes	Erika.hughes@cvesd.org	1 st Grade Teacher

Angelica	Sandoval	Maria.sandoval@cvesd.org	2 nd Grade DI Teacher
Amanda	Kettl	Amanda.kettl@cvesd.org	1 st /2 nd Grade Teacher
Michael	Weber	Michael.weber@cvesd.org	2 nd Grade Teacher
Virginia	Orozco de Gutierrez	Virgini.orozoneguti@cvesd.org	3 rd Grade DI Teacher
Jessica	Trussell	Jessica.trussell@cvesd.org	3 rd Grade Teacher
Patrick	Britt	Patrick.britt@cvesd.org	3 rd /4 th Combo
Liliana	Garcia	Liliana.Garcia@cvesd.org	4 th Grade DI Teacher
Keri	Brauer	Keri.brauer@cvesd.org	4 th Grade Teacher
Robert	Schengel	Robert.schengel@cvesd.org	4 th Grade Teacher
Eileen	Loyola	Eileen.loyola@cvesd.org	5 th Grade Teacher
Brittney	Sipes	Brittney.sipes@cvesd.org	5/6 Grade Teacher
Steve	Adair	Stephen.adair@cvesd.org	6 th Grade Teacher
Julia	Carreon	Julia.carreon@cvesd.org	6 th Grade Teacher
Lani	Kala	Uilani.kala@cvesd.org	SDC Preschool AM Teacher
Shayna	DeRuyck	Shayna.deruyck@cvesd.org	SDC Preschool PM Teacher
Christina	Arauz	Christina.arauz@cvesd.org	Preschool Diagnostic Teacher
Wendy	Hernandez	Wendy.hernandez@cvesd.org	Preschool Diagnostic Teacher
Stephanie	Johnson	Stephanie.johnson@cvesd.org	Preschool Diagnostic Speech
Jade	Garma	Jade.garma@cvesd.org	Preschool Diagnostic Nurse
Jennifer	Talavera	Jennifer.talavera@cvesd.org	Preschool Diagnostic Psych.
Beth	Cantori	Elizabeth.cantori@cvesd.org	Preschool Diagnostic OT
Soraya	Fayacordero	Soraya.fayacordero@cvesd.org	SDC TK – 1 st Teacher
Joshua	Warren	Joshua.warren@cvesd.org	SDC 2 nd – 3 rd Teacher
Raquel	Lopez	Raquel.lopez@cvesd.org	SDC 4 th – 6 th Teacher
Crystal	Sutton	Crystal.sutton@cvesd.org	Principal
Nicola	Coghill	Nicola.coghill@cvesd.org	Secretary
Deborah	Chapman	Deborah.chapman@cvesd.org	Attendant Health Specialist
Ellen	Friedlander	Ellen.friedlander@cvesd.org	School Nurse
Annette	Jones	Annette.jones@cvesd.org	Psychologist
Jessica	Cooper	Jessica.cooper@cvesd.org	Resource Specialist
Jessica	Peck	Jessica.peck@cvesd.org	Speech Therapist
Allison	Perella	Allison.perella@cvesd.org	Speech Therapist
Cole	Milkovich	Cole.milkovich@cvesd.org	Occupational Therapist
Jacqueline	Densmore	Jacqueline.densmore@cvesd.org	Librarian
Maria	Sagrati	Maria.segrati@cvesd.org	ELL IA (M/T)
Luza	Diaz de Leon	Luza.diazdeleon@cvesd.org	ELL IA (W/TH)
Robin	Higginson	Robin.higginson@cvesd.org	Dance Teacher
Paul	Carby	Paul.carby@cvesd.org	Art Teacher
Kimberly	Foreman	Kimberly.foreman@cvesd.org	P.E. Teacher

TIFFANY SCHOOL STAFF LIST
School phone number - 619 421 6300

Grade Level Teachers				Support Staff		
GRADE	ROOM	NAME	POSITION	ROOM	NAME	
TK – DI	308	Miriam Guerrero IA – Hilda Anaya Nava	Principal	Office	Dr. Crystal Sutton	
TK	306	Marina (Alba) De La Torre IA – Priscila Silva	LEAD Site Lead	Office	Yvonne Baptista	
Kdg - DI	301	Veronica Garcia	School Secretary	Office	Nic Coghill	

Kdg	202	Catherine Price	Attendance/Health Specialist	Health Office	Debi Chapman
Kdg	201	Jessica Ruiz Velasquez	School Nurse RN (Nurse)	Health Office	Ellen Friedlander
1 st DI	303	Danielle Charniss	Psychologist	500A	Dr. Annette Jones
1 st	304	Erika Hughes	Speech Therapist	400A	Jessica Peck Allison Perella
½	402	Amanda Kettl	Occupational Therapist	OT Office	Dr. Cole Milkovich
2 nd DI	401	Angelica Sandoval	RSP - Resource Specialist	305	Jessica Cooper
2 nd	403	Michael Weber	ELL IA	EL Rm	Maria Sagrati (M-T) Luza Diaz de Leon (W/Th)
3 rd DI	608	Virginia Orozco de Gutierrez	Counselor	M/W every other F	Carolina Peters
3 rd	502	Jessica Trussell	Military Counselor		Lucy Jasso
3 rd	501	Patrick Britt	Librarian/Media Tech	Library	Jacqueline Densmore T, W + TH
4 th	504	Lily Garcia	Custodian 6am-2:30pm Custodian 2:00-10:30pm		Oswaldo Vega Bill Maddox
4 th	503	Keri Brauer	Cafeteria Manager	Cafeteria	Samantha Aldai
4 th	602	Robert Schengel	Cafeteria Assistants		Evangelina Gutierrez Sacramento Pardon
5 th DI	601	Elizabeth Arce			Cynthia Castillo Mechelle Wheelan Saryai Quiroga Liz Pedrin Xochilt Smith
5 th	604	Eileen Loyola	Noon Duty Staff:		
5/6	609	Brittney Sipes			
6 th	605	Steve Adair	VAPA Teachers: Art Dance/Music P.E.	607 309	Paul Carby Robin Higginson Kimberly Foreman
6 th	606	Julia Carreon			
SDC TK, K, 1	307	Soraya Faya	Support Staff IAs Yesenia Aramburo Brianna Arroyo Alba Cruz Katharine Davis Sandra Hernandez Arcelia Lopez Lori Poteet Suzanne Quinlivan Martha Rickard Rachael Wingert		Support Staff SAs Margarita Hoffman Rubi Lynn Miriam Ortiz Darrius Roquemore Maryann Sandoval Claudia Torres Coto Chelsea Vasquez
SDC 2, 3,	404	Josh Warren			
SDC 4, 5, 6	603	Raquel Lopez			
SDC Preschool	203	Lani Kala – am tchr Shayna DeRuyck – pm tchr			
SAs Preschool	203	Maryann Sandoval Rubi Lynn Margarita Hoffman Chelsea Vasquez			
Diagnostic Team	204	Jenny Talavera – Psych Christina Arauz - SDC Teacher Wendy Hernandez - G.E. Teacher Beth Cantori – OT Jade Garma - Nurse Stephanie Johnson - Speech Chelsea Vasquez - SA	Tiffany YMCA Direct: 619 482 1292 YMCA South Bay Near Costco H Street Tel: 619 421 9622 LEAD HUB (TK ¹ -6 th Grade) (PM Only)	Portable Building on campus 607	M-Th 6-8:45 /14:50-18:30 F: 6-8:45 /13:25-18:30 M-Th: 14:50-16:50 F: 13:25-16:20