

# *A.L.L. for Kids at TIEGERMAN*

*Teaching the Extraordinary*

## *PARENT HANDBOOK*

*Glen Cove Campus*



*Chief Executive Officer: Dr. Ellenmorris Tiegerman*

*Chief Compliance Officer: Dr. Christine Radziewicz*

*Chief Operating Officer: Dr. Jeremy Tiegerman*

*Director: Mrs. Lauren Leonardi*

*Principal/Preschool/Elementary: Mrs. Karen Katzman*

*[www.TIEGERMAN.org](http://www.TIEGERMAN.org)*

*100 Glen Cove Avenue  
Glen Cove, NY 11542*

*Reviewed by Board of Directors September 2024*

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**At A.L.L. for Kids at  
TIEGERMAN  
Children Learn and Grow**



**In a  
Positive and**

**Supportive  
Environment**

# *Acknowledgements*

We are especially grateful for the time and effort so generously given by those parents who agreed to review early drafts of our Parent Handbook. Their insights and comments were very helpful.

Thanks also to Ms. Toya Davis, Parent Liaison, for her feedback.



*September, 2024*

*Dear TIEGERMAN Families,*

*Welcome to a new year at TIEGERMAN at the Glen Cove campus. This handbook is designed as a guide and resource for families of children enrolled at TIEGERMAN. Please read the contents of the handbook carefully as it contains important information that is intended to ensure an enjoyable and successful experience for families in the TIEGERMAN community. At TIEGERMAN, we have high expectations for our children and our parents. We expect our students to achieve and our parents to participate. Good communication and a thorough understanding of our mission, policies and procedures will make our collaborative partnership successful and productive.*

*If you require clarification about any part of the Handbook, I encourage you to contact an appropriate administrator.*

*I look forward to another successful year of learning and growth at TIEGERMAN.*

*Sincerely,*

A handwritten signature in black ink that reads "Ellenmorris Tiegerman, Ph.D." The signature is written in a cursive style.

*Ellenmorris Tiegerman, Ph.D.  
Chief Executive Officer*

A handwritten signature in black ink that reads "Christine Radziewicz, D.A." The signature is written in a cursive style.

*Christine Radziewicz, D.A.  
Chief Compliance Officer*

A handwritten signature in black ink that reads "Jeremy Tiegerman, Psy. D." The signature is written in a cursive style.

*Jeremy Tiegerman, Psy. D.  
Chief Operating Officer*

A handwritten signature in black ink that reads "Lauren Leonardi". The signature is written in a cursive style.

*Lauren Leonardi  
Director*

# *A.L.L. for Kids at TIEGERMAN Hours*

## *Glen Cove Hours:*

- 7:10 a.m. – 5:15 p.m.

# *TIEGERMAN Board of Directors*

TIEGERMAN's Board of Directors is charged with the responsibility of ensuring the fiduciary and academic integrity of the institution. Members of TIEGERMAN's Board demonstrate a strong commitment to TIEGERMAN's mission. The Board works tirelessly to develop long-range planning strategies, to evaluate the ongoing physical plant needs, and to ensure TIEGERMAN's financial solvency.

The Board meets regularly throughout the school year in order to meet the challenges of long-range planning, changing physical space needs, and the financial health of the school.

## *2024 - 2025 Board of Directors*

Mr. Jay Parker	Chairman
Mr. Paul Rosen	Vice Chairman and Secretary
Dr. Ellenmorris Tiegerman	TIEGERMAN, Founder and Chief Executive Officer
Mr. Eli Szus	TD Bank
Mrs. Toya Davis	TIEGERMAN Parent Liaison
Joseph Farber, Esq.	Board Counsel
Mrs. Teri Fritz	
Mr. David Farbstein	McFar Construction Ltd.
Mr. John Scalfani	TOMRA of North America
Mr. Joseph Ficalora	
Mr. Douglas Farber	Millennium Management
Ms. Penny Mendelsohn	McFar Construction Ltd.
Mr. Jimmy Araujo	
Ms. Denise Tembelis	

## EDUCATIONAL ADMINISTRATION

### *Tiegerman Elementary School*

#### **Program Administrators**

Dr. Ellenmorris Tiegerman, Chief Executive Officer

**Main Office: 516-609-2000**

Ms. Cioni – Ext. 154

Ms. Thompson – Ext. 127

Dr. Christine Radziewicz, Chief Compliance Officer

Mrs. Stanco- Ext.164

Dr. Jeremy Tiegerman, Chief Operating Officer

Ms. Thompson – Ext. 127

Mrs. Lauren Leonardi, Director

Ms. Thompson- Ext. 127

Mrs. Karen Katzman, Principal

Mrs. Giordano – Ext. 283

Mrs. Rosemarie King, Admissions Coordinator

Ms. Cruz – Ext. 323

Mr. Jeffrey Scott, Chief Financial Officer

Ext. 134

#### **Program Coordinators**

Mrs. Michelle Neitz

Mrs. Giordano – Ext. 283

Mrs. Alicia Andrus

Ms. Santoli- Ext. 309

Ms. Erica Citrin

Mrs. Giordano – Ext. 283

Ms. Kimberly Piegari

Mrs. Giordano – Ext. 283





TEACHING THE EXTRAORDINARY

# TIEGERMAN

## **A.L.L. for Kids Closings** **2023 – 2024**

Thursday, July 4, 2024

Monday, September 2, 2024

Monday, October 14, 2024

Thursday, November 28, 2024

Friday, November 29, 2024

Wednesday, December 25, 2024

Wednesday, January 1, 2025

Monday, January 20, 2025

Monday, February 17, 2025

Monday, May 26, 2025

Thursday, June 19, 2025

## **IMPORTANT CONTACT INFORMATION**

### **School Nurse**

Ms. Ida Puccini - Glen Cove

516-609-2000 Ext. 145

### **Enrollment & Billing**

Ms. Leslie Cheeks

516-609-2000 Ext. 542

### **Development Office**

Mrs. Irene Scalfani

516-609-2000 Ext. 313

### **PTFA**

Glen Cove -TBD

### **School Closing Information**

In case of inclement weather, you will be notified via telephone. You can also check the following media outlets:

News 12 Long Island  
WINS 1010 AM  
CBS Channel 2

WKJY 98.3 FM  
WBLI 106.1 FM

## *The Role and Responsibility of the Family at A.L.L for Kids at TIEGERMAN*

A.L.L. for Kids at TIEGERMAN is committed to a collaborative approach in educational decision-making. Collaboration requires a partnership with parents. Shared decision-making with parents is the cornerstone of TIEGERMAN's collaborative educational experience. We believe the child's educational experience at A.L.L. for Kids at TIEGERMAN will be immeasurably enriched by parents who are knowledgeable and actively involved in the educational process. Parents are an invaluable resource for their child. Parents have the unique opportunity to reinforce at home those skills that are developed during the school day by our faculty.

Believing that parents are important members of the educational process, TIEGERMAN has developed a Parent Education program. Ongoing workshops and training classes are provided to:

- increase knowledge and skills about language disorders and other types of developmental disabilities.
- develop an awareness and understanding of important educational issues;
- provide emotional support; and
- develop parents' advocacy skills by increasing their knowledge of legal and procedural requirements

Well informed and knowledgeable parents are the most effective language facilitators and advocates for their children. As a member of the A.L.L for Kids at TIEGERMAN collaborative educational team, parents have the right and responsibility to become active participants in their child's educational programming. We expect our parents to be actively involved in all aspects of school programming.

# *Communication and Collaboration*

## *TIEGERMAN Website*

Please visit our website at [www.TIEGERMAN.org](http://www.TIEGERMAN.org). Here you can learn about TIEGERMAN's history, programs, services, and upcoming events.

## *Google Classroom*

A.L.L for Kids at TIEGERMAN may use Google Classroom to keep families abreast of current instructional content and pertinent information related to classroom and school activities. The Google Classroom platform can be utilized for the provision of remote instruction in the event of a school closure and can also be used during in-school instruction.

## *Politeness Counts*

We believe in strong moral values and in a commitment to social causes. It is important for parents and teachers to set high standards of behavior for children. As a result, we show a great deal of respect to our parents. We are concerned about their feelings and their beliefs. We are always here to listen to problems. There will be times when we have a difference in opinion and as a result cannot comply with a request because of educational policies or instructional constraints. We expect parents to respect our decision making as an educational institution and organization. Finally, TIEGERMAN's faculty is highly trained to be culturally sensitive to parents and students. There should be mutual respect and rapport between parents, teachers, and children. Any inappropriate or rude behavior from parents or guests will be reported to Administration.

## *Parent-Teacher Conferences*

There are several means by which parents can participate in their child's education. Open School Night is held each year in the fall and individual parent teacher conferences are held at least 2 times per year. In addition, parents can schedule a formal conference any time during the school year.

## *TIEGERMAN e-News*

An important means of communication between A.L.L for Kids at TIEGERMAN and families is via email. Important school information such as news, updates about class/school activities, and critical school alerts are emailed to all families who provide us with their email address. Please contact us at [lthompson@TIEGERMAN.org](mailto:lthompson@TIEGERMAN.org) if you wish to be included in our email address book, or to alert us of changes in your email address.

## **Classroom Observation**

Parents are welcome to observe their child in his/her classroom during the school day via TIEGERMAN's closed circuit video system. A family can schedule up to two 30 minute classroom observations per week. Classroom observations are to be scheduled on Mondays, Wednesdays, and Fridays, subject to availability. These observations begin after the first month of the student attending the program. In order to maintain student confidentiality, only one family per classroom will have access to the closed circuit video system during a given 30 minute viewing session. Parents are only permitted to view their child's classroom if they have signed a *Video Release* form. Classroom observations may be scheduled between the hours of:

Preschool:           9:34 – 11:40 AM  
                              1:12 – 2:14 PM

Appointments for classroom observations in Glen Cove can be made by calling ext. 283. An appointment must be made at least 48 hours prior to the desired observation time.

## **PTFA: Parent-Teacher-Friends Association**

The Parent-Teacher-Friends Association (PTFA) is one way in which parents can assume an active role in their child's educational experience. In addition to discussing issues that concern parents, the PTFA is an integral component of the school. The PTFA coordinates a host of activities for children and families, which may include a Grandparents/Special Friends Celebration, School Picture Day, Gift Wrap Sale, Halloween Pumpkin Patch, Candy Sale, Book Fair, and Faculty-Staff Appreciation Day. The PTFA plays a crucial role in all of TIEGERMAN's fundraising events.

### **New Parent Welcome Breakfast**

Every September, the PTFA hosts a breakfast to welcome all of the new families to TIEGERMAN. New families get to meet current families and share information and stories. The PTFA encourages new families to become active in the PTFA.

### **Gift Wrap Sale**

All TIEGERMAN families receive a wonderful catalogue of holiday gifts and gift wrapping materials. The sale begins in October and all items are delivered home in November, just in time for all of our families' holiday wrapping needs!

### **School Picture Day**

All of our students have the opportunity to say "cheese" at School Picture Day, which is held in the fall. Students pose for class and individual pictures. Parents can decide whether or not to purchase pictures.

### **Grandparents/Special Friends Celebration**

Every fall, TIEGERMAN hosts a special day for grandparents/special friends. The morning visit is spent working beside the child in his/her classroom. The PTFA provides refreshments for our visitors.

### **Halloween Pumpkin Patch**

Every fall, students in preschool and grades K-6 participate in a “pumpkin picking” event sponsored by the PTFA. Pumpkins are distributed on school grounds. Students pick a pumpkin and decorate it. Refreshments provided by the PTFA are served.

### **Thanksgiving Celebration**

Before the Thanksgiving Recess, the classes create special Thanksgiving decorations and learn about the importance of this national holiday. Families are welcome to come to a Thanksgiving Day Parade.

### **The Book Fair**

Reading is everywhere--especially at the PTFA Book Fair, which is held in early December. Our students have hundreds of fiction and nonfiction books from which to choose. Parents are encouraged to stop by and pick up last minute holiday gifts.

### **The Candy Sale**

Just in time for Valentine’s Day or to satisfy your chocolate craving, the Candy Sale begins in late January and ends in early February. Children are sent home with a box of chocolate and with the help of their families, are asked to sell the delicious treats to family and friends.

### **Faculty-Staff Appreciation Day**

The PTFA hosts an annual Staff Appreciation Day during which lunch is presented to the TIEGERMAN faculty and staff. Parents host and cater the event with funds raised by the PTFA from its annual Gift Wrap Sale and Book Fair.

## *TIEGERMAN Development Department*

Parents/Guardians can take an active role in supporting their child's school by contributing directly to the school, volunteering at events, joining event committees, and introducing TIEGERMAN to potential benefactors.

Please contact Mrs. Irene Scalfani 516-609-2000, ext. 313 or email [iscalfani@tiegerman.org](mailto:iscalfani@tiegerman.org) if you would like to help in these or any other fundraising efforts. All funds raised through the Development Department support the school's many programs and services.

### *TIEGERMAN Tough Monthly Donation Club*

When you join our Tiegerman Tough Club, our monthly donor program, you aid our mission of supporting the needs of our students and participants all year long.

### *Bridge of Speech*

Be a part of the Bridge which will connect you to the children of TIEGERMAN forever! **Commemorate a special occasion, remember a loved one or just add your name.** The Bridge of Speech plaques decorate the walls of TIEGERMAN's four campuses. Please consider being a part of this great fundraising campaign.

### *The Evening of Honor Gala*

The Evening of Honor Gala is an evening of recognition. Parents are encouraged to attend, sponsor staff and contribute to classroom journal ads. Sponsorship opportunities are available.

### *Chef's Tasting*

Over 25 different food and wine purveyors participate in this event annually. Themed raffle baskets are created by TIEGERMAN teachers from parent donations. Baskets are also donated by staff and vendors. Many parents support the event by attending or sponsoring a staff member to attend. Samplings of many types of food and beverages are the highlight of the evening. Sponsorship opportunities are available.

### *Golf Outing*

The Annual Gold Outing is an all-day event held at a high-ranking course on Long Island.. Foursomes, Sponsorships opportunities and tickets are available.

## A.L.L. For Kids at TIEGERMAN's Program

A.L.L. for Kids at TIEGERMAN's preschool program provides theme- and language-based curricula that are individualized to each child's developmental level. All activities increase social interactions by facilitating language between peers and teachers. At A.L.L. for Kids at TIEGERMAN, we teach students to ask questions, to elaborate and to comment.

In order to ensure that our preschool students are engaged in meaningful and appropriate learning activities that will prepare them for their elementary academic experiences, our curriculum and instruction are aligned with the New York State Prekindergarten Learning Standards and the New York State Early Learning Guidelines. These learning standards help teachers to identify the knowledge and skills that students are expected to attain by the end of preschool. With a thorough understanding of expected learning outcomes, our teachers are able to design rich, challenging activities and identify the accommodations and supports needed for each student to participate in these activities.

### Lunch and Snacks

A.L.L. for Kids at TIEGERMAN does not provide lunch. Therefore, students are expected to bring their lunch to school. We ask that parents not send in any lunches with peanut butter or any type of nuts since many children are allergic to this food. A.L.L. for Kids at TIEGERMAN is a **"nut free" school**.

\*A.L.L. for Kids at TIEGERMAN is DSS approved and will provide breakfast, lunch, and snacks to any child who receives DSS services.

## School-Based Services and Resources

### Policy on Psychiatric Evaluations

The health and safety of our students are of paramount importance at A.L.L. for Kids at TIEGERMAN. It is imperative that students with suspected mental health issues be identified. Once identified, intervention can be planned and facilitated so that social/emotional development is enhanced and more serious problems do not develop. When there are concerns regarding the health and safety of students, A.L.L. for Kids at TIEGERMAN will recommend a psychiatric evaluation. This recommendation will be discussed with the family so that they can arrange for the evaluation privately or through their CPSE.



## Computer Laboratory

In addition to a computer with internet access in every classroom, the Computer Laboratory on the Glen Cove campus houses 13 desktop computers which are available for individual use by students. Students attend the computer lab on a weekly basis. Younger children receive instruction to develop basic mouse and keyboard skills. The computer laboratory serves as an important resource for older students. Here they learn to use browsers to navigate the internet in order to research subjects related to their classroom curricula and have access to educational software designed to reinforce reading, writing, and math skills.

## Internet Use

A.L.L for Kids at TIEGERMAN is committed to optimizing instruction and student learning by providing students access to the internet through the use of Promethean Boards and iPads. We believe with proper supervision, the internet serves as a valuable resource for faculty and students. Our goal in providing this service is to promote learning, communication, and creativity.

The internet provides instant access to information from around the world. Our server provides access to:

- Electronic mail
- Information and news from universities, government agencies, museums, and private organizations
- Literature
- Databases
- Library of Congress and other libraries
- Public domain software and shareware

With access to so much information, comes the responsibility of evaluating the credibility, content and appropriateness of each site visited. A.L.L for Kids at TIEGERMAN has taken precautions to restrict access to certain sites that contain inappropriate or controversial information. A.L.L. for Kids at TIEGERMAN has a strict Internet policy and carefully monitors all students in school to ensure that they adhere to this policy. In addition, students are prohibited from using cell phones/Smart phones during school hours.

All students who plan to take advantage of A.L.L. for Kids at TIEGERMAN's internet access must read and accept the conditions of TIEGERMAN's *Internet Use Contract*. The contract must be signed by a parent or guardian. Only students who have completed this contract will be granted internet access at TIEGERMAN. Students will receive instruction with regard to proper and ethical use of the internet as a tool for learning. Issues such as *evaluating the content* provided on internet sites and *plagiarism* will be discussed.

As an important addition to our Internet Policy:

**When students engage in inappropriate communications on social media outside of school, it is the responsibility of parents/guardians to supervise, educate and intervene. TIEGERMAN is not responsible for these communications.**

### **Photographing of Students**

At A.L.L. for Kids at TIEGERMAN, parents and staff work together in a very open environment. We want to make it very clear to everyone that the photographs and videos taken at A.L.L for Kids at TIEGERMAN are not for public or internet dissemination.

### **Library**

Borrowing books is a privilege which fosters a sense of personal responsibility in our students. Students may borrow books to be used in the classroom. Please encourage your child to read.

# Tiegerman Data Privacy and Security Policy

Information concerning the Parent's Bill of Rights for Data Privacy and Security is on TIEGERMAN's website and/or will be mailed upon request.

TIEGERMAN is committed to protecting the privacy and security of each and every student's data. Pursuant to NY State Education Law 2-d, parents, legal guardians and persons in parental relation to a student are entitled to certain rights with regard to their child's personally identifiable information, as defined by Education Law.

1. A student's personally identifiable information cannot be sold or released for any commercial purposes.
1. Parents/Guardians/Eligible Students 18 years or older have the right to inspect and review the complete contents of their educational records as maintained by TIEGERMAN.
2. State and federal laws protect the confidentiality of personally identifiable information, and safeguards associated with industry standards and best practices, including but not limited to, encryption, firewalls, and password protection, must be in place when data is stored or transferred.
3. A complete list of all student data elements collected by the State is available for public review at <http://www.p12.nysed.gov/irs/sirs/documentation/NYSEDstudentData.xlsx>, or by writing to the Office of Information & Reporting Services, New York State Education Department, Room 863 EBA, 89 Washington Avenue, Albany, NY 12234.

To comply with applicable requirements of New York State Education Law §2-d and the accompanying regulations (collectively, the "NYSED Data Privacy and Security Law"), Tiegerman (the "School") has adopted this Data Privacy and Security Policy (the "Policy"). Unless otherwise indicated, capitalized terms in the Policy have the meanings set forth in the NYSED Data Privacy and Security Law.

Pursuant to the Policy:

- Tiegerman has designated a Data Protection Officer with responsibility for implementing the policies and procedures required by the NYSED Data Privacy and Security Law, and to serve as the point of contact for data privacy and security for Tiegerman. Tiegerman's Data Protection Officer shall annually report to its Chief Operating Officer, Chief Compliance Officer, and Board of Directors on data privacy and security activities, the number and disposition of reported Breaches or Unauthorized Releases, if any, and a summary of any complaints submitted pursuant to Education Law §2-d.

- Tiegerman does not sell any Personally Identifiable Information ("PII"), nor does it use or disclose such information for any Commercial or Marketing Purpose or facilitate its use or disclosure by any other party for any Commercial or Marketing Purpose or permit another party to do so
  
- Tiegerman takes appropriate steps to minimize its collection, processing, and transmission of PII.
  
- Tiegerman ensures that it includes provisions in its contracts with third-party contractors, or in separate data sharing confidentiality agreements, that require such third-party contractors to maintain the confidentiality of any student, teacher, and/or principal data they receive from or on behalf of Tiegerman in accordance with federal and state law and this Policy.
  
- Tiegerman publishes on its website a Parents Bill of Rights for Data Privacy and Security (the "Bill of Rights") that complies with the provisions of NYSED Data Privacy and Security Law.
  
- Tiegerman includes the Bill of Rights in every contract it enters into with a third-party contractor that processes PII on its behalf, along with the following supplemental information required by the NYSED Data Privacy and Security Law:
  - the exclusive purposes for which the student data or teacher or principal data will be used by the third-party contractor, as defined in the contract;
  
  - how the third-party contractor will ensure that its subcontractors, or other authorized persons or entities to whom the third-party contractor will disclose the student data or teacher or principal data, if any, will abide by all applicable data protection and security requirements, including but not limited to those outlined in applicable state and federal laws and regulations (e.g., FERPA; Education Law §2-d);
  
  - the duration of the contract, including the contract's expiration date and a description of what will happen to the student data or teacher or principal data upon expiration of the contract or other written agreement (e.g., whether, when, and in what format it will be returned to the educational agency, and/or whether, when, and how the data will be destroyed);
  
  - if and how a parent, student, eligible student, teacher or principal may challenge the accuracy of the student data or teacher or principal data that is collected;
  
  - where the student data or teacher or principal data will be stored, described in such a manner as to protect data security, and the security protections taken to ensure such data will be protected and data security and privacy risks mitigated; and
  
  - how the data will be protected using encryption while in motion and at rest.

Tiegerman publishes the foregoing supplemental information on its website.

- Tiegerman established and communicates to parents, eligible students, teachers, principals or other staff Tiegerman's procedure for filing complaints about Breaches or Unauthorized Releases of student, teacher, or principal data.
- Tiegerman safeguards data in accordance with the National Institute for Standards and Technology Framework for Improving Critical Infrastructure Cybersecurity Version 1. 1.
- Every use and disclosure of PII by Tiegerman benefits students and Tiegerman ( e.g., improving academic achievement, empowering parents and students with information, and/or advancing efficient and effective school operations).
- Tiegerman does not include PII in public reports or other documents.
- Tiegerman ensures that it affords to parents or eligible students all applicable protections under FERPA and the Individuals with Disabilities Education Act (20 U.S.C. 1400 et seq.), as well as the accompanying regulations.
- Tiegerman ensures that its contracts with third-party contractors include the third-party contractors' data security and privacy plans, which must be accepted by Tiegerman and must comply with the requirements set forth in the NYSED Data Privacy and Security Law.
- Tiegerman annually provides data privacy and security awareness training to its officers and employees with

access to PII. This training includes, without limitation, training on state and federal laws that protect PII, and how employees can comply with such laws.

- Tiegerman will report every discovery or report of a Breach or Unauthorized Release of student, teacher or principal data, including those reported to Tiegerman by its third-party contractors, to the New York State Education Department's Chief Privacy Officer without unreasonable delay, but no later than 10 calendar days after such discovery or receipt of report.
- Tiegerman will notify affected parents, eligible students, teachers and/or principals in the most expedient way possible and without unreasonable delay, but no later than 60 calendar days after its discovery of a Breach or Unauthorized Release, or its receipt of a notification of a Breach or Unauthorized Release from a third-party contractor, unless that notification would interfere with an ongoing investigation by law enforcement or cause further disclosure of PII by disclosing an unfixed security vulnerability.
- Tiegerman will ensure that the notifications it provides in the event of a Breach or Unauthorized Release are clear, concise, use language that is plain and easy to understand, and, to the extent available, include: a brief description of the Breach or Unauthorized Release; the dates of the incident and the date of discovery, if known; a description of the types of PII affected; an estimate of the number of records affected; a brief description of Tiegerman's investigation or plan to investigate; and contact

information for representatives who can assist parents or eligible students that have additional questions.

- Parents and eligible students have the right to inspect and review a student's education record maintained by Tiegerman. All requests to inspect and review must be made by an individual or their representative in writing to Tiegerman in accordance with Tiegerman's access request procedure. Tiegerman will notify parents annually of their right to request to inspect and review their child's education record including any student data stored or maintained by Tiegerman.

# *Policies and Procedures*

## *Non-Discrimination Policy*

A.L.L. for Kids at TIEGERMAN admits students of any race, religion, nationality, and ethnic origin. It does not discriminate on the basis of race, religion, nationality and ethnic origin, or sexual orientation in the administration of its educational admissions policies.

## *Building Security*

TIEGERMAN's school buildings have external and internal security cameras which are recording activities at the entrances 24 hours a day. Part of TIEGERMAN's building security involves photo identification for the staff. All staff have been instructed to stop anyone in the building who does not have a visitor's pass. Visitors may only enter the building through the main entrance which is on 100 Glen Cove Avenue. Anyone attempting to enter a side door will be refused entry and directed to the main entrance.

## *Tiegerman Video Policy*

### Use of Video Monitoring Policy

TIEGERMAN recognizes that maintaining the health, safety, welfare, and security of students, staff, and school property is best implemented with a secure video monitoring system. Video monitoring is permitted in public areas of Tiegerman and Tiegerman classrooms.

1. Public Areas- Public areas include but are not limited to building entrances, hallways, parking lots, and the front office reception areas.
2. Classrooms-Tiegerman Preschool/Elementary, Tiegerman Middle School, Tiegerman High School, Tiegerman at Woodside, and Tiegerman Preschool at Far Rockaway have video cameras in the classrooms. These cameras are used for parent viewing appointments and occasional virtual classroom viewing by building principals to ensure health and safety within the classrooms.
3. Video surveillance equipment may be in operation 24 hours per day on a year-round basis at any time, whether or not school is in session and whether or not the facilities or buildings are in use.
4. Video monitoring is live footage, and no videos are archived.

5. Tiegerman shall notify students, staff, and the public that Video surveillance systems are present. Such information will be included in staff and parent handbooks.

## Attendance

### Absences

Please call the school nurse at ext. 145 and the classroom teacher by 8:00 a.m. to inform the school if your child is going to be absent. Please provide the school with a note explaining the reason for your child's absence when he/she returns to school. If your child has been absent due to a contagious illness (such as **strep throat, conjunctivitis, or ringworm**), a note from your child's physician is required stating that the child is under treatment and no longer contagious. Please contact the school nurse immediately if your child has been diagnosed with a contagious illness so that staff and students' families can be notified.

If a child has surgery, or is hospitalized, a doctor's note is needed in order for the child to return to school and continue all activities.

## TIEGERMAN's Code of Conduct

At A.L.L. for Kids at TIEGERMAN, we believe that children learn best in a safe, supportive, and nurturing environment. We expect all members of the TIEGERMAN community -- administrators, faculty, specialists, teacher assistants, staff, students, and families -- to be respectful and considerate of one another.

Our interactions with one another should be guided by the principle that we treat others as we want to be treated ourselves.

At A.L.L. for Kids at TIEGERMAN, we encourage and reinforce the following behaviors:

- students will be responsible for themselves
- students will behave in an honest and trustworthy manner
- students will show respect for other students, faculty, and staff
- students will be polite and considerate of others
- students will respect school rules, school property, and the safety of others.

## Behavior Management Strategies

A.L.L. for Kids at TIEGERMAN holds paramount a student's right to a safe and secure environment in which to learn. Students will show respect for school procedures and rules, property, and safety. Our classroom teachers develop and implement a classroom system for teaching expectations, providing acknowledgement, and responding to inappropriate behaviors in order to promote optimum learning. If the behaviors of students interfere with their learning and the learning of others, intervention may be



necessary to modify the student's learning environment. A.L.L. for Kids at TIEGERMAN maintains a zero tolerance policy for aggressive behaviors which are potentially injurious to others. A.L.L. for kids at TIEGERMAN has the right to dismiss a child from the program if they feel it is not an appropriate program.

## **Bullying**

Bullying in school can be described simply as when a student is exposed repeatedly to negative actions from other students (Olweus, 2003). A.L.L. for Kids at TIEGERMAN's teachers use the following prevention principles in class:

1. Provide supportive and positive feedback to students.
2. Provide consistent feedback about unacceptable behaviors or violation of rules.
3. Establish firm but clear limits on unacceptable behaviors.
4. Act as authorities and appropriate social role models.

## **Policy for the Recognition of Holidays in School**

Religious, national, and international holidays are acknowledged throughout the school year as determined by the curriculum through the study of holidays, students are educated about history, as well as cultural events and traditions. This study, included in activities such as classroom Instruction and assemblies serves an academic purpose. Content is presented in an objective and sensitive manner that neither promotes nor discourages religious beliefs. Although discussions and activities relating to various holidays are academic in nature, requests from families to be excused on the basis of religious or cultural beliefs may be granted.

## **Policy for Birthday Celebrations and Other Classroom Parties**

Class parties can provide important learning and social opportunities for students. Such activities are scheduled at the discretion of the teacher for a period of 30-45 minutes in order to reduce the infringement upon other academic periods. All food and food-related activities presented must strictly adhere to the school's "nut-free" policy, as well as the allergy and dietary restrictions of all students in the classroom. For students with dietary restrictions, parents are encouraged to send in alternative food items. Students with food allergies will only be served food items sent from home. Requests from families to be excused from class parties on the basis of religious or cultural beliefs may be granted.

## **Lost and Found**

Unidentified student items that are lost will be brought to the Main Office. Lost items are maintained in a bin. Valuable items will be locked up and can be recovered by a parent.

# Health and Safety

## Health Office Policy and Procedure

All the strategies, activities and services offered by school that are designed to promote students' physical, emotional and social development make up a school's health program. A.L.L. for Kids at TIEGERMAN recognizes its responsibility to provide and maintain a continuous and satisfactory School Health Program. Our goal is to promote, maintain and improve the overall health of our children. With this goal in mind, A.L.L. for Kids at TIEGERMAN employs a full time nurse in each school. In addition, a pediatrician oversees our school health program and consults with our Nurse on health office matters when necessary.

### **A.L.L. for Kids at Tiegerman is committed to:**

- ✓ Maintaining a healthy environment for our children and staff.
- ✓ Promoting and protecting the health of our children and staff.
- ✓ Controlling the spread of infection.

Our Health Care Plan includes our policies and procedures that will allow us to attain these goals. It is a living document and will change as the needs of our program dictate. The Health Care Plan and Guidelines are available on site for parental review upon request.

A.L.L. for Kids at TIEGERMAN will accommodate toddlers and pre-school children, including well children, mildly ill children and children taking medication. The mildly ill child refers to a child whose health condition is accompanied by a medium activity level because of symptoms. The mildly ill child may require a modified activity plan but has the opportunity to move about the room safely. Our Plan will specify *exclusion criteria* that define when a child is too ill to remain in care.

### **Health Policies**

A.L.L. for Kids at Tiegerman shall require that all children have routine health supervisions by the child's health provider according to the standards of the American Academy of Pediatrics (AAP).

- All entrants shall have on file prior to admission a health assessment and physical exam. **Documentation of yearly exams must be provided annually.**
- All entrants shall provide written documentation of immunizations appropriate for the child's age as specified by the AAP.

- When a child's health condition deteriorates and requires more care than that described for a mildly ill child the parents will be notified by either the school nurse or classroom staff and will be required to pick up their child.

We strongly suggest that you consider your plans for the care of your sick child ahead of time. Some days you may feel that you want to be with your child. At other times, it may involve arrangements with family members, responsible friends, or someone who can provide care in your home.

Our staff will be sensitive to your child's health status during the day. Our goal is to prevent the spread of illness to healthy children. Every working parent is depending on the cooperation and good health policies of the families who attend our center.

**Please:**

- ✓ Maintain your child's immunizations and schedule annual check-ups.
- ✓ Keep all telephone numbers up to date.
- ✓ Have an alternative plan arranged for when your child is ill.
- ✓ A.L.L. for Kids and DSS require a doctor's note for 5 or more consecutive absences and will not permit re-entry without one.

**Remember:**

- Any child diagnosed with a communicable disease must have a physician's note stating the diagnosis, and that the child is no longer contagious and may return to their child care center.
- To make your child more comfortable and provide another safeguard to the health of our children and staff, please let the staff know the diagnosis for your child's symptoms whenever you take your child to the doctor.
- Every child will stay healthier when sick children are kept at home. We all need to work together to provide the best environment for our children.

## **Absence/Illness**

If you know that your child is going to be absent, you must notify the health office and the classroom teacher, preferably by 8:00 AM, and state the reason for the absence. We require a **written note** when the child returns and a **doctor's note** for an absence of 5 or more consecutive days.

If your child exhibits any symptoms indicating an illness, please do not send your child to school. Such symptoms include discolored discharge from the nose, red eyes with discharge, fever, vomiting and diarrhea, or an undiagnosed rash. Children will not be readmitted into school unless they are **fever free for 24 hours**. Be considerate of the other children, as well as the staff.

Should your child contract a contagious disease contact the nurse immediately. By having this information, we can alert the parents of other children, as well as the staff, that they have been exposed to a contagious disease. Also, please be aware that all children who have had any contagious illness will not be readmitted to school without a doctor's note stating that they are under treatment and no longer contagious.

If your child has sustained an injury, has visited the emergency room, is having in hospital testing or is scheduled for surgery, we must be notified. A doctor's note indicating medical clearance to resume full school activity, including gym, recess, OT and PT is required upon returning to school. If your child has any physical condition limiting his/her ability to participate fully in all activities, we must be notified.

### **Physical Examination and Immunization Requirements**

Prior to entrance all new students must submit a health appraisal which may be dated anytime within the 12 months prior to the child's start date. Thereafter, health appraisals are required yearly. We recommend that this examination be made by your family health care provider who knows your child best.

The New York State Education Department and the Department of Health require documented evidence that all children attending school are fully immunized. A.L.L for Kids at TIEGERMAN follows New York State Immunization Requirements for School Entrance.

### **Emergencies**

In the event of an emergency, the school nurse will call to inform you that we are calling 911 to take your child to the nearest hospital. Therefore, it is critical that A.L.L for Kids at TIEGERMAN receive updated and accurate contact information.

### **Medication Policy**

A.L.L. for Kids at Tiegerman will administer medication, including prescription and non-prescription (over the counter/OTC medication), in accordance with the following guidelines:

- At no time will a parent/guardian be prevented from administering medication to their child when at A.L.L. for Kids. The childcare provider must document the dosage and time the medication was given to the child by the parent.
- Specially trained providers may administer eye drops, ear drops, oral medications, topical ointments and medications, inhaled medications, and an Epi-Pen.
- A childcare provider who agrees to administer medication must do so, unless they observe circumstances for which they were specifically told not to administer the medication. In such an instance, the childcare provider must notify the parent that the medication was not given and why.

- **Medication, including OTC medication, may only be administered with written permission from the parent and written instructions from the child's physician.** Unused medication will be returned or, with permission from the parent, disposed of by the childcare provider.
- Written instructions must include:
  - child's name
  - prescriber's name, telephone #, signature
  - date authorized
  - medication name, dosage and frequency
  - method of administration
  - length of time to be given
  - reason for medication
  - most common side effects
  - any special instructions
- Medications must be kept in the original labeled container - OTC medication must be labeled with the child's name and prescription medications must have the original pharmacy label.
- Medication that must be given on a long term basis must be reauthorized at least once every 6 months. Any changes in the original instructions must be reauthorized.
- If a parent requests administration of medication and does not have the necessary authorizations, the childcare provider may give the medication with the oral approval of the parent and verbal instruction (followed by written instruction) from the child's physician **for that day only**. The provider must document that they received verbal instructions from the physician and that they requested the physician send written instruction to the childcare provider.
- The childcare provider may administer over the counter topical ointments, including sunscreen lotion and insect repellent, upon the written instruction of the parent. No special training is required of the childcare provider to apply sunscreen or insect repellent.
- All childcare providers who have agreed to administer medication must complete an approved training program. The school nurse will be available during school hours. Medication Administration Training (MAT) certified staff will be available during childcare hours. When neither is present, medication will not be distributed. If parents are not accessible, emergency contact will then be notified.
- Medication is stored in a clean area inaccessible to children.
- When medication is administered staff must document time, dosage and any observable side effects. Parents will be notified of such side effects. Parents, as well as, the Office of Child and Family Services will be notified of any medication administration errors.
- No child will be allowed to administer medication independently.

### *Food Allergy Policy*

Based on the needs of our student population, A.L.L for Kids at TIEGERMAN requests that parents not send in any nut/peanut products. Staff are advised of which children are allergic/and their specific symptoms if known. Allergic children can only eat what is sent in from home. All snacks provided by school at school sponsored activities will require parent permission. Lastly, we are requesting that parents of the students with the nut/peanut allergy please send in their own food/snacks for both classroom parties and school-wide celebrations. You will be notified by your child's teacher when such parties/celebrations will take place.

### *TIEGERMAN Lice Policy*

Students with head lice and/or nits will be excluded when such are identified. Parents will be notified, instructed in treatment of head lice and asked to pick up their child as soon as possible. Students will be re-examined by the nurse upon returning to school. Students with head lice and/or nits will not be allowed to re-enter until they are lice/nit free. Students who have been cleared will be re-examined in 14 calendar days by the nurse. Students found to have head lice and/or nits on re-examination will once again be excluded until they are lice/nit free.

### *Guidelines for Keeping Your Child Home from School*

Whether or not the symptoms indicate a common cold or a contagious illness (many contagious illnesses begin with a cold), the child is better off at home, not only for the sake of other children, but for the child's own sake. Your child will fight off the illness better if he or she is at rest and protected from changes in the temperature. Children cannot do their best if they are ill.

#### *Exclusion Criteria*

**The center shall temporarily exclude a child or send the child home as soon as possible if one or more of the following conditions exist:**

1. The illness prevents a child from participating comfortably in activities as determined by the childcare provider.
2. The illness results in a greater need for care than the childcare staff can provide without compromising the health and safety of the other children as determined by the childcare provider.
3. The child has any of the following conditions:
  - a. Fever greater than 100.0 degrees Fahrenheit and accompanied by behavioral changes.
  - b. Symptoms and signs of possible severe illness including:
    - i. Unexplained tiredness
    - ii. Uncontrolled coughing

- iii. Unexplained irritability or persistent crying
  - iv. Difficulty breathing
  - v. Other unusual signs for the child
- c. Diarrhea – 2 or more watery stools not associated with change in diet or medication.
  - d. Unexplained blood in stool.
  - e. Two or more episodes of vomiting.
  - f. Persistent abdominal pain or intermittent pain associated with fever.
  - g. Mouth sore with drooling unless it has been determined that the child is noninfectious.
  - h. Rash with fever or behavior changes unless determined as non-contagious by a physician.
  - i. Purulent conjunctivitis, until treatment has been initiated.
  - j. Pediculosis (head lice) from the end of the day until after first treatment.
  - k. Scabies, until after treatment has been completed.
  - l. Tuberculosis, until a health care provider states that the child is on appropriate therapy and can attend childcare.
  - m. Impetigo, until 24 hours after treatment has been initiated.
  - n. Strep throat, until 24 hours after initial antibacterial treatment and cessation of fever.
  - o. Varicella-Zoster (chicken pox), until all sores have dried and crusted.
  - p. Pertussis, until 5 days of appropriate treatment has been completed.
  - q. Mumps, until 9 days after onset of parotid gland swelling.
  - r. Hepatitis A virus, until 1 week after onset of illness, jaundice, or as directed by the health department.
  - s. Measles, until 4 days after onset of rash.
  - t. Rubella, until 6 days after onset of rash.
  - u. Unspecified respiratory tract illness.
  - v. Shingles: after positive diagnosis, children with shingles shall keep sores covered by clothing or a dressing until sores have crusted.
  - w. Herpes simplex: child with cold sores who does not have control of oral secretions shall be excluded.

\*Please be advised upon return the student will be examined by the school nurse and will need to be cleared.

The nurse or childcare provider (when the nurse is not on site) shall make the decision about whether a child meets or does not meet the exclusion criteria.

If your child develops these symptoms while in school, we will call and ask that you pick up your child. For this reason, it is imperative that you notify school when there is any change in your emergency contact information.

# *Emergency Procedures*

## *Building Safety Procedures*

The security of students and school personnel is a priority. Doors remain locked at all times. School personnel gain entry via picture ID. In order to gain access to the building, visitors must identify themselves at the main entrance monitored by a camera and an intercom. All visitors are required to enter via TIEGERMAN's main entrance. Photo ID is required and a visitor's pass will be given. Visitors should proceed to the main office to sign out upon leaving the building. Any person who illegally enters the building will be required to leave and/or the police will be notified.

In the event of an emergency, staff will receive direction from Administration or the designated Building Incident Coordinator. All staff has been trained with regard to Building Safety and Emergency Procedures. Consequently, teachers and staff have the authority to quickly evaluate a situation, and take an appropriate action that promotes the safety of students and staff.

## *Elopement*

Necessary precautions through school-wide policies and protocols have been taken to prevent and respond to any incidents involving elopement. All staff members have received training in awareness, prevention, and response to elopement and are required to closely monitor the students in the classroom and escort them throughout the building at all times. A.L.L for Kids at TIEGERMAN's school buildings have external security cameras which are recording activities at the entrances 24 hours a day, along with a buzzer system that signals an alert whenever someone enters or exits the building.

In the event of an elopement incident, all staff will be notified via walkie-talkies and/or the PA system and will be instructed to remain in their current locations until further notice. Members of the Elopement Response Team will immediately proceed to, and thoroughly search, their designated areas and the police will be notified. Once all immediate response measures have been taken, Administration will notify parents and/or emergency contacts. If you believe that your child is at risk for elopement, please contact your child's counselor or administration to determine if further measures or a Behavior Intervention Plan are necessary to ensure his/her safety in the school building.

## *Security in the Schools*

**I. SECURITY IN THE SCHOOLS (Updated May 18, 2022)- Given recent school tragedies and the New York State Red Flag mandate that requires decisive and immediate action to protect the public from this escalating, frequently occurring threat in the State of New York's schools, the following school policies are to be followed :**



A. Tiegerman schools should provide a safe and secure environment for students, staff, and parents. The maintenance of order and security in and around Tiegerman schools is essential to creating learning environments in which students can meet high academic standards, educators can teach to those standards, and parents can be assured that the children are guaranteed their right to learn.

B. The maintenance of safety and good order is the collective responsibility of all school staff, the local authorities, parents, and students.

C. The Principals shall consult regularly with local authorities and work cooperatively with each other on matters pertaining to school security. Toward that end, they shall promptly notify each other of incidents that occur on school property.

D. Compliance with the procedures set forth in this regulation is mandatory. Failure to comply with these procedures may result in disciplinary action including dismissal from employment.

**II. NOTIFICATION AND REPORTING REQUIREMENTS FOR SCHOOL-RELATED CRIMES AND INCIDENTS** The following sets forth the notification and reporting requirements that must be followed when a school-related crime or incident has been committed. School-related crimes and incidents are those which occur on or near school property.

### **Notification Requirements for School-Related Crimes**

**1. Crime Committed by Students** In all cases where an allegation that a school-related crime which poses a danger to students, staff, or the school community has been committed or has allegedly been committed by a student, Principal/designee shall immediately take the following steps:

A. If the incident creates an immediate safety emergency, **any staff involved** must immediately notify the police and then advise the Principal/designee;

B. In all other situations that do not pose an immediate safety threat, the **staff must immediately** notify the Principal/designee of the incident. The Principal/designee must, in turn, notify the police.

C. In addition to (a) and (b) above, the Principal/designee **must also immediately** notify the Director of schools and make every attempt to notify the parents of the students involved by the end of the school day.

D. These procedures may eventually be changed going forward by Red Flag guidelines promulgated by the New York State Education Department and/or the Justice Center.

**2. Crime Committed by Employee of Tiegerman Schools** In all cases where a staff member has been provided with information of an allegation that a school-related crime has been committed by a Tiegerman employee or person connected with school programs or services, such as volunteers, he/she shall immediately take the following steps:

A. If the incident creates an immediate safety emergency, **ANY STAFF** involved must immediately notify the police and then advise the Principal/designee;

B. In all other situations that do not pose an immediate safety threat, any **staff involved** must immediately notify the Principal/designee of the incident. The Principal/designee shall, in turn, notify the police (if necessary) and the Director of schools.

C. If a student is the victim of the suspected criminal activity, the Principal/designee **must** also notify the parent.

## **INVESTIGATION BY POLICE OR OTHER AGENCIES**

### **A. Questioning of Students and Staff**

1. When the police or other investigatory agencies wish to investigate a school related crime committed by a student, the Principal/designee must permit them to interview school staff or other non-student witnesses and staff, or other non-student victims. These individuals, however, may not be compelled by the Principal/designee to submit to such questioning.
2. Where the police or other investigatory agencies wish to question a student in school regarding a school-related crime, the Principal/designee must be present during the interview. (Please be advised Administration will not need parent permission for the student to be interviewed should the police or investigatory agencies should believe it is appropriate to proceed).
3. The Principal/designee must make every attempt to notify the parents of the students involved by the end of the school day.
4. Where the police or other investigatory agencies wish to question a student about a child abuse allegation against a parent, guardian, or custodian, the Principal/designee must permit the questioning to take place and must not contact the parent, guardian, or custodian. Where the police or other investigatory agencies wish to question a student about a child abuse allegation against a person continually or regularly found in the same household, the Principal, in consultation with the police or agency, shall determine whether the questioning should take place without contacting the parent. In either case, the Principal or an individual

with whom the child indicates that he/she is comfortable must be present during the interview. In this situation, the child's records may be released to the police or investigatory agencies without obtaining parental consent.

E. Where the police or other investigatory agencies wish to question students or staff regarding a crime committed by a student that is unrelated to the school, the Principal/designee must request that the police or other investigatory agencies conduct such interviews during non-school hours. In cases where the police or other investigatory agencies indicate that there are exigent circumstances warranting proceeding with an interview, the school staff should contact the Director of Schools for further advice. If such questioning is permitted, it must be done in a manner which is least disruptive to the school.

## **B. SEARCH AND SEIZURE**

Students have a constitutional right to be free from unreasonable searches and seizures. A student's possessions may be searched provided that school officials have reasonable suspicion to believe that the search will turn up evidence that the student has violated or is violating the law and/or school rules and regulations. The extent and scope of the search must be reasonably related to the objective of the search and not excessively intrusive in light of the age and sex of the student and nature of the infraction. Searches should be conducted with a reasonable degree of privacy and consideration for the dignity of the individual. The following sets forth the procedures to be followed when students' possessions and/or their lockers are searched.

### **C. Search of Students and their Belongings (e.g., book bags, clothing)**

1. If there is **reasonable suspicion** to believe that a student has violated or is violating the law or school rules and regulations, the Principal/designee must be advised immediately. If it is determined that a search is warranted, the

Principal/designee shall direct his/her designee to bring the student to a location designated by the Principal/designee.

2. Once the student has been brought to that location, the Principal/designee shall advise the student that the Principal/designee has reasonable grounds to believe that the student has violated or is violating the law or school rules and regulations.

3. The Principal/designee must be present while the search of the student is conducted.

4. Prior to conducting a search, the Principal/designee shall ask the student whether the student has anything in his/her possession which he/she is not permitted to have in school. If the student acknowledges that he/she is in possession of contraband, the Principal/designee shall ask the student to remove the object from the student's person or belongings.

5. Under no circumstances shall a student ever be touched by an employee of Tiegerman schools during a search.

#### **D. Search of Lockers**

1. School lockers are the property of Tiegerman Schools even when assigned to students. Lockers may be searched when there is **reasonable suspicion** to believe the lockers contain evidence that the student has violated or is violating the law and/or school rules and regulations.
2. If there is reasonable suspicion to believe a student's locker contains contraband, the Principal/designee must be advised immediately. If the Principal/designee determines that a search is warranted, he/she or their designee shall search the locker.
3. The Principal/designee must be present while the search of the locker is conducted.

### ***Emergency Drills and Procedures***

Fire and Emergency Captains have been identified and have received instruction with regard to safety procedures in the event of an emergency.

#### **Fire Drills**

Fire drills are conducted monthly. Each fire drill is monitored by the Building Incident Coordinator or the classroom teacher to ensure that students and staff are efficiently evacuated from the school. Fire Captains and Alternates have been identified and have received in-service training with regard to fire drills and building evacuation. Teachers will take attendance at the evacuation area to ensure that all students are accounted for. No one returns to the building until an "all clear" signal is given. The building will be evacuated in response to any of the following events: fire drill, fire, threat of explosion, bomb threat, hazardous material spill, flood, utility failure, gas leak, or building structure failure.

#### **In-School Sheltering / Relocation in the Building**

In the event of an emergency, Administration or Building Incident Coordinator may decide that it is in the best interest of students and school personnel to relocate to a designated windowless area in the building. In such instances, an in-school sheltering announcement will be made, and staff and students will proceed to their designated shelter areas. Teachers will take attendance upon arrival at the shelter area. Emergency Captains will walk through their designated building area to ensure that no persons remain, lights are off, and classroom and hallway doors are closed.

## **Bomb Threat**

In the unlikely event of a bomb threat, staff will supervise the evacuation of the building. Staff and students participate in at least one bomb drill. All students, staff, and visitors will proceed to the Glen Cove baseball fields behind the rear parking lot fence or on GlenCove Avenue. Teachers take attendance once relocated and fire captains perform their duties as they would for a fire drill. A decision to reoccupy the building will be made by the Administration in consultation with the local authorities. When it is safe to return to the building, an "all clear" signal will be given. If necessary, counselors will be available to support students and staff. If students and staff are not able to return to our building, we will relocate to the Boys and Girls Club, 113 Glen Cove Avenue, Glen Cove, NY 11542.

## **Lockdown Procedure**

Each year, staff and students participate in four lockdown drills. In the event of an emergency outside or inside the building, the Administration or Building Incident Coordinator may decide it is in the best interest of the students to lockdown the building.

The police will be notified. No one will be allowed to enter or exit the building during this period until the "all clear" signal is given.

Classroom doors will be locked. Attendance will be taken and the office will be notified of any student(s) not accounted for after the "all clear" is given.

## **Inclement Weather/Early School Closings/Delayed Opening Procedures**

In the event of inclement weather or emergency, the school will contact all parents/guardians via TIEGERMAN's automated telephone system. If a parent cannot be contacted directly, a voicemail message will be left and attempts will be made to contact those individuals listed on your child's Emergency Contact List. Parents can consult TIEGERMAN's website [www.TIEGERMAN.org](http://www.TIEGERMAN.org) for updated information concerning school closings. Please keep the school informed with regard to any changes in contact information.

## **Early Dismissal Policy**

Early dismissal is based on the conclusion that the safety of our students is in question given the serious weather conditions that prevail

## *Early Dismissal Procedures*

1. Early dismissal due to inclement weather will be decided on a case-by-case basis.
2. The TIEGERMAN Administration and Staff will evaluate conditions and make recommendations as far in advance as possible in order to communicate with parents and the public.
3. An early dismissal decision will be based upon current surface conditions and the forecast for the local area.
4. All TIEGERMAN parents will be notified by phone and email that an early dismissal is being implemented.
5. TIEGERMAN will contact the news media of early dismissal.

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