

# *TIEGERMAN Preschool at Far Rockaway*

*Teaching the Extraordinary*

## **PARENT HANDBOOK** *Preschool*



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

Chief Executive Officer: Dr. Ellenmorris Tiegerman  
Chief Compliance Officer: Dr. Christine Radziewicz  
Chief Operating Officer: Dr. Jeremy Tiegerman  
Director: Mrs. Lauren Leonardi  
Principal/Tiegerman Preschool & Elementary School: Mrs. Karen Katzman  
Principal/Tiegerman Middle School: Mrs. Kristin Lyons  
Principal/Tiegerman High School: Mr. John Wagner  
Principal/Tiegerman School at Woodside: Mrs. Nina DeVita  
Principal/Tiegerman Preschool at Far Rockaway: Mrs. Michelle Costantino

*100 Glen Cove Avenue  
Glen Cove, NY 11542*

*27 Cedar Swamp Road  
Glen Cove, NY 11542*

*70-24 47<sup>th</sup> Avenue  
Woodside, NY 11377*

*87-25 136<sup>th</sup> Street  
Richmond Hill, NY 11418*

*264 Beach 19<sup>th</sup> Street  
Far Rockaway, NY 11691*

*Reviewed by Board of Directors September 2024  
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**At TIEGERMAN Preschool  
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 Mrs. Toya Davis, Parent Liaison, for her feedback.



September 2024

*Dear TIEGERMAN Families,*

*Welcome to a new year at TIEGERMAN at the Far Rockaway 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 me or 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 "Jeremy Tiegerman, Psy.D." The signature is written in a cursive style.

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

# *TIEGERMAN School Hours*

## *Far Rockaway Preschool Program*

- 5 and ½ hour day, 5 hours of instructional programming 8:30 a.m. – 2:00 p.m.
- Class ratios of 20:2:2, 12:1:2 and 8:1:2
- Approved for students classified as “Preschool Student with a Disability”
- Related Services Provided: Speech-Language Therapy, Occupational Therapy, Physical Therapy, Counseling, Parent Training

## **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 of Directors 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 of Directors meet 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	
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

### **Central Administration**

Dr. Ellenmorris Tiegerman, Chief Executive Officer

Dr. Christine Radziewicz, Chief Compliance Officer

Dr. Jeremy Tiegerman, Chief Operating Officer

Mrs. Lauren Leonardi, Director

### ***Tiegerman Elementary School***

#### **Program Administrators**

Mrs. Karen Katzman, Principal

Mrs. Rosemarie King, Admissions Coordinator

Ms. Heather Li, Assistant Admissions Coordinator

Mr. Jeffrey Scott, Chief Financial Officer

#### **Program Coordinators**

Mrs. Michelle Neitz

Mrs. Alicia Andrus

Mrs. Erica Citrin

Mrs. Kimberly Piegari

### ***Tiegerman Middle School***

#### **Program Administrators**

Mrs. Kristin Lyons, Principal

Mrs. Joanna DiGianni, Assistant Principal

#### **Program Coordinator**

Mrs. Danielle Polito

### ***Tiegerman High School***

#### **Program Administrators**

Dr. John Wagner, Principal

Ms. Elana Ehrlich, Assistant Principal

#### **Program Coordinator**

Mrs. Andrea Giangregorio-McAteer

### ***Tiegerman School at Woodside***

#### **Program Administrator**

Mrs. Nina DeVita, Principal

#### **Program Coordinators**

Mrs. Jennifer Cohen

Ms. Rebecca Baron

### ***Tiegerman Preschool at Far Rockaway***

#### **Program Administrators**

Mrs. Michelle Costantino, Principal

Mrs. Esther Price, Assistant Principal

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

Ms. Cioni - Ext. 154

Ms. Thompson - Ext. 127

Mrs. Stanco - Ext.164

Ms. Thompson - Ext. 127

Ms. Thompson - Ext. 127

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

Mrs. Giordano - Ext. 283

Ms. Cruz - Ext. 323

Ms. Cruz - Ext. 323

Ext. 134

Mrs. Giordano - Ext. 283

Ms. Santoli - Ext. 309

Mrs. Giordano - Ext. 283

Mrs. Giordano - Ext. 283

#### **Main Office: 516-801-6915**

Ms. Barnett- Ext. 317

Ms. Barnett - Ext. 317

Ms. Barnett - Ext. 317

#### **Main Office: 718-291-2807**

Ms. Johnson - Ext. 627

Ms. Johnson - Ext. 627

Ms. Turnbull - Ext. 619

#### **Main Office: 718-476-7163**

Ms. Van Wyk - Ext. 379

Ms. Van Wyk - Ext. 379

Ms. Van Wyk - Ext. 379

#### **Main Office: 718-868-2961**

Ms. Poblete - Ext. 1451

Ms. Poblete - Ext. 1451



# TIEGERMAN

TEACHING THE EXTRAORDINARY

EXPERTS IN LANGUAGE AND COMMUNICATION DEVELOPMENT

## 2024-2025 School Year

August '24						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September '24						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October '24						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November '24						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December '24						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

January '25						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February '25						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

March '25						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

April '25						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

May '25						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

June '25						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

### School Closed:

- September 2
- October 3, 4, 14, 17, 18, 24, 25
- November 11, 28, 29
- December 23 – January 1
- January 20
- February 17
- March 14
- April 14 - 18
- May 26
- June 2, 3, 19

### Total Number of Days:

- 180 Instructional Days
- 3 Snow Days (*Unused snow days will be utilized at the discretion of the school*)
- 2 Staff Development Days Prior to Start of School Year

### Legend:

-  School Closed
-  School Begins/Ends
-  Staff Development



## **IMPORTANT CONTACT INFORMATION**

### **Busing**

Far Rockaway Busing Issues  
NYC Busing - Smart Pick Transportation  
Nassau County Busing - We Transport

Ms. Poblete - Ext. 1451  
718-946-6892  
516-433-4500

### **School Nurse**

Mr. Avrohom Fordonski

718-868-2961 Ext. 1400

### **Parent Liaison**

Mrs. Toya Davis

718-476-7163 Ext. 364

### **Development Office**

Mrs. Irene Scalfani - Director of Fund Development

516-609-2000 Ext. 313

### **PTFA**

Preschool at Far Rockaway - Mrs. Rivka Silverberg

rivkaebsilverberg@gmail.com

### **School Closing Information**

In case of inclement weather, you will be notified via email and by 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

## **About TIEGERMAN: A Brief History**

TIEGERMAN was founded in 1985 by Dr. Ellenmorris Tiegerman, whose educational philosophy is based on the premise that language development provides the foundation for all future learning. For the past 39 years, TIEGERMAN has provided intensive language instruction and educational programming that has distinguished it as an innovative program model in New York and throughout the country.

TIEGERMAN was one of the first programs of its kind in New York State and remains one of the few specialized schools in the nation for students with language and communication disorders, including autism spectrum disorders. During the 2009-2010 school year, TIEGERMAN was approved to accept students with Speech or Language Impairment, Autism, Learning Disability, Intellectual Disability, Emotional Disturbance, Other Health Impairment, Hearing Impairment and Traumatic Brain Injury. TIEGERMAN continues to set the pace in New York State with innovative programs that address the unique developmental needs of children struggling to develop the words to reach out to others. Interactive classrooms are structured as language laboratories. Reading, technology, Fast ForWord, art, music, and physical education enhance the general education learning curriculum. In addition, students receive speech-language therapy, counseling, occupational therapy, physical therapy and auditory training related services based on individual need.

Our students come from linguistically and culturally diverse families. In addition to children from Long Island, TIEGERMAN also has students attending who reside in all of the boroughs of New York City. Our first Glen Cove site opened in 1999 and presently serves preschool and elementary school students. Due to a growing need, TIEGERMAN opened a Middle/High school in 2006 in Woodside, Queens. In the 2010-2011 school year, the high school program moved to Richmond Hill, Queens and the Middle School remained in Woodside. In July 2019, TIEGERMAN Middle School relocated to the Coles school building in Glen Cove, New York and a new program, TIEGERMAN School at Woodside, opened in Woodside, Queens providing Pre-K and K-12 services to students requiring more intensive and individualized therapeutic services. Additionally, in July 2023, TIEGERMAN opened its newest program, TIEGERMAN Preschool at Far Rockaway, in Far Rockaway, Queens.

## **Mission Statement of TIEGERMAN**

The TIEGERMAN mission of “teaching the extraordinary” reflects the organization’s goal to substantively transform the lives of individuals with developmental disabilities from preschool throughout adulthood. We are committed to providing an enduring opportunity for exceptional instruction, education and support to ensure that children and adults achieve their potential in life. We believe that each individual is extraordinary and through our extraordinary efforts they will achieve a more independent and successful future.

## **The Role and Responsibility of the Family at TIEGERMAN**

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 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.

### **Parent Education Program**

Parents and family members have enormous potential to reinforce and carry over the language, cognitive, social and motor skills acquired by children throughout their educational experience. Believing that parents are important members of the educational process, TIEGERMAN has developed a Parent Education program committed to providing families, at no cost, monthly workshops and lectures regarding children's physical, emotional, cognitive, and communication development. Members of the TIEGERMAN professional staff, and when available, professionals from the community lead workshops and didactic sessions to educate families and prepare them to reinforce the developmental gains their children have achieved. These workshops and training classes are provided to:

- increase knowledge and skills pertaining to child development, language and literacy;
- develop an awareness and understanding of the school age and/or preschool curriculum;
- develop an awareness and understanding of important educational issues;
- provide emotional support.

Well-informed and knowledgeable parents are the most effective advocates for their children. As members of the 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.

### **Class Dojo**

Each class will be part of the Class Dojo platform where they will receive updates from

teachers, Administration and support staff throughout the day. If you are not connected to Class Dojo by the end of the first week of school, please reach out to your classroom teacher for assistance.

TIEGERMAN may use Class Dojo to keep families abreast of current instructional content and pertinent information related to classroom and school activities. The Class Dojo platform can be utilized for the provision of remote instruction in the event of a school closure.

### **Ongoing Communication**

As members of the educational team, it is important that parents maintain an ongoing dialogue with TIEGERMAN faculty throughout the school year. Communication notebooks, Class Dojo, telephone and email may be utilized by parents/guardians as a means to communicate with staff. Team members will make every effort to respond in the communication notebooks or return phone calls/emails within 48 hours. When given adequate notice, members of the team are generally available to meet or participate in a telephone conference before/after school.

\*If parents need to speak to a team member during the school day, it is highly encouraged that they reach out to the school social worker, Ms. Patricia Donovan at x1468.

### **Politeness Counts**

We believe in strong moral values and in a commitment to social causes. Our schools have strict rules related to citizenship. 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.

## **Progress Reports/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 (fall and spring). In addition, parents can schedule a formal conference any time during the school year.

Progress Reports are issued five times during the school year (November, January, March, June, and August).

## **TIEGERMAN e-News**

An important means of communication between 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.

## **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. It also plays a crucial role in all of TIEGERMAN's fundraising events. These events may include:

### **New Parent Welcome Breakfast**

Every September, the PTFA hosts a breakfast (and Meet and Greet) 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.

### **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.

### **Fall Pumpkin Patch**

Every fall, students in preschool participate in a "pumpkin picking" event sponsored by the PTFA. Pumpkins are distributed on school grounds. Students pick a pumpkin and decorate it.

### **The Book Fair**

Reading is everywhere--especially at the PTFA Book Fair. Our students have hundreds of fiction and non-fiction books from which to choose. Parents are encouraged to stop by.

### *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.

### *Far Rockaway PTFA Officer: 2024 - 2025 School Year*

Contact: Mrs. Rivka Silverberg at [rivkaebsilverberg@gmail.com](mailto:rivkaebsilverberg@gmail.com)

### *Class Parents*

Every preschool class at TIEGERMAN has at least one class parent. The class parent of your child's class will contact you about special events and various volunteer opportunities at TIEGERMAN. The class parent is an important liaison between you and the classroom teacher.

### *Parent Liaison*

TIEGERMAN strongly encourages families to be active participants in their child's educational experience. Since the school's inception, TIEGERMAN's Parent Liaison has served as an important resource. TIEGERMAN's Parent Liaison, Mrs. Toya Davis, provides a myriad of services, including:

- Providing information about the services available at TIEGERMAN
- Providing parent advocacy information to parents
- Accompanying parents to CPSE meetings (when given adequate notice)
- Communicating with other agencies in the community

Should you be interested in speaking with the parent liaison, please feel free to contact Mrs. Toya Davis at (718) 476-7163, ext. 364 at your convenience.

### *Parent/Alumni Surveys*

As part of our ongoing effort to improve the quality of student life at TIEGERMAN and to meet the needs of students and their families, we will at times seek feedback from parents of current students and alumni. The Administration and Faculty consider your responses carefully and implement changes based on legitimate recommendations and concerns expressed by parents. We thank you in advance for taking the time to participate in this important endeavor.

### *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 & Brick Legacy Campaign*

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 five 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.

### *Food and Wine 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 Golf Outing is an all-day event held at a high-ranking course on Long Island. Foursomes, sponsorship opportunities and tickets are available.

## *Admissions*

### *Preschool*

TIEGERMAN considers placement for any preschool child from the greater New York Metropolitan area who has been classified as a "Preschool Child with a Disability" and has been approved by the school district Committee on Preschool Special Education (CPSE) for placement in a 12-month special education program. TIEGERMAN requires the completion and submission of an admissions packet, which includes an application, release forms, and relevant evaluations and reports, which are sent from your school district. The Admissions Committee reviews the information and determines if an appropriate classroom placement is

available. There is no application fee.

TIEGERMAN is a non-profit organization, which does not discriminate on the basis of race, color, national or ethnic origin in administration of its admission policies.

## **TIEGERMAN's Preschool Program**

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 TIEGERMAN, we teach students to ask questions, to elaborate and to comment.

Students are placed in classrooms according to their age, language, and cognitive levels. Classroom activities are developed to create the need for student communication and interaction. Letters, shapes and numbers are important, but students without adequate speech and language skills cannot have a conversation about them. We do not teach children to memorize phrases like "I want ..." We teach students what to say, when to say it, and to whom. Language use in a social environment is emphasized. When you teach a student to ask a question, you give him/her the ability to learn independently.

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 preschool program and instruction are aligned with the New York State Prekindergarten Learning Standards and 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 in accordance with his or her IEP. Teachers also utilize the Creative Curriculum in their daily planning of instruction.

TIEGERMAN offers the following full-day schedules in which children can participate:

- Full-day self-contained classes with their peers
- Full-day Integrated classes in which children with special needs are grouped with typical learners

### **Research-Based Programming**

As part of TIEGERMAN's rigorous educational programming, we are committed to evidence-based instruction. We evaluate and implement teaching strategies and methods that have been demonstrated through research to be effective. Students' performances are assessed on standardized measures, which help us determine individual learning styles and the most effective instructional methodology to use with a particular student.

TIEGERMAN evaluates the developmental progress of students and measures their individual progress. We collect and evaluate objective data regarding the efficacy of our



educational programs. We are interested in investigating the qualitative as well as the quantitative changes in our students' outcome performances.

TIEGERMAN's administrators and teacher mentors consult on ways to evaluate our curriculum. These scientifically-based programs are consistent with "No Child Left Behind" legislation. As a contributor to the advancement of knowledge in education, TIEGERMAN's research findings, when appropriate, are reported and shared with colleagues at local, state, and national professional meetings.

### **Certification and Development of Faculty**

Individuals responsible for the education and care of students with language disorders and other impairments need to understand and apply appropriate methods when interacting with students. In addition to continuing education activities and staff development seminars, TIEGERMAN offers annual Professional Development during which experts in the field of education provide instruction and training for our faculty/staff. This process ensures that your child is educated by knowledgeable staff at every level of our organization. We require that all of our staff be properly certified.

### **Mentor Teachers**

Senior faculty who have specific areas of teaching expertise are designated as Mentor Teachers. This is TIEGERMAN's recognition of excellence for a teacher. The mentor teacher serves as a teacher trainer for new teachers and supports the development of teacher excellence. We believe at TIEGERMAN that education is a lifelong process for children and teachers. We have high expectations for our teachers as well as for our students.

### **Lunch and Snacks**

TIEGERMAN does not provide lunch. Therefore, students are expected to bring their lunch to school, along with two snacks. **TIEGERMAN is a "nut free" school.** The safety of our students is our top priority. Therefore, in order to ensure the safety of all students, we ask that parents do not send any food items into school for lunch or snack that contain peanut butter or any type of nuts.

**\*At the Tiegerman Preschool at Far Rockaway campus, all items served to students (by the school) must be Kosher.**

## **Student Records**

### **FERPA: The Family Educational Rights and Privacy Act**

NOTIFICATION OF RIGHTS UNDER THE FAMILY EDUCATIONAL RIGHTS AND PRNACYACT

The Family Educational Rights and Privacy Act ("FERPA") affords parents and students who are 18

years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day Tiegerman receives a request for access.

Parents or eligible students who wish to inspect their child's or their own education records should submit to the Principal of the building a written request that identifies the records they wish to inspect. Tiegerman will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask Tiegerman to amend their child's or their own education record should write the Principal of the building, clearly identify the part of the record they want changed, and specify why it should be changed. If Tiegerman decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before Tiegerman discloses personally identifiable information ("PII") from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

FERPA permits the disclosure of PII from students' education records without consent if the disclosure meets certain conditions found in § 99.31 of the FERPA regulations. Except for disclosures to "school officials", disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, § 99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have the right to inspect and review the record of disclosures.

A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student if the disclosure is:

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have "legitimate educational interests"• This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in§ 99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(3) are met.(§ 99.31(a)(1))
- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of§ 99.34. (§ 99.31(a)(Z))

- To authorized representatives of the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency (SEA) in the parent or eligible student's State. Disclosures under this provision may be made, subject to the requirements of § 99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside.

A "school official" typically includes a person employed by the school or school district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PH from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. 2 A school official typically has a "legitimate educational interest" if the official needs to review an education record in order to fulfill his or her professional responsibility.

Entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf, if applicable requirements are met. (§§ 99.31(a)(3) and 99.35).

In connection with financial aid for which the student has applied or which the student has received, if the information is necessary for such purposes as to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§ 99.31(a)(4))

To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to § 99.35. (§ 99.31(a)(5))

To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction, if applicable requirements are met. (§99.31(a)(6))

To accrediting organizations to carry out their accrediting functions. (§ 99.31(a)(7))

To parents of an eligible student if the student is a dependent for IRS tax purposes. (§ 99.31(a)(8))

To comply with a judicial order or lawfully issued subpoena if applicable requirements are met. (§ 99.31(a)(9))

To appropriate officials in connection with a health or safety emergency, subject to § 99.36. (§ 99.31(a)(10))

Information the school has designated as "directory information" if applicable requirements under § 99.37 are met. (§ 99.31(a)(II)). Please see Tiegerman's Notice for Directory Information, which is included herein as Exhibit 1.

To an agency caseworker or other representative of a State or local child welfare agency or tribal organization who is authorized to access a student's case plan when such agency or organization is legally responsible, in accordance with State or tribal law, for the care and protection of the student in foster care placement. (20 U.S.C. § 1232g(b)(l)(L))

To the Secretary of Agriculture or authorized representatives of the Food and Nutrition Service for purposes of conducting program monitoring, evaluations, and performance measurements of programs authorized under the Richard B. Russell National School Lunch Act or the Child Nutrition Act of 1966, under certain conditions. (20 U.S.C. § 1232g(b)(l)(K)).

The right to file a complaint with the U.S. Department of Education concerning alleged failures by Tiegerman to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Student Privacy Policy Office U.S. Department of Education 400 Maryland Avenue, SW Washington, DC 20202

## **FERPA Directory Information Notice**

The Family Educational Rights and Privacy Act ("FERPA") requires that Tiegerman, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Tiegerman may disclose appropriately designated "directory information" without written consent, unless you have advised Tiegerman to the contrary in accordance with Tiegerman's procedures. The primary purpose of directory information is to allow Tiegerman to include information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies ("LEAs") receiving assistance under the Elementary and Secondary Education Act of 1965, as amended ("ESEA"), to provide military recruiters, upon request, with the following information - names, addresses and telephone listings - unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want Tiegerman to disclose any or all of the types of information designated below as directory information from your child's education records without your prior written consent, you must notify Tiegerman in writing by 30 days following provision of this notice. Tiegerman has designated the following information as directory information:

- Student's name
- Address
- Telephone listing
- Electronic mail address
- Photograph
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors, and awards received
- The most recent educational agency or institution attended
- Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a PJN, password, or other factor known or possessed only by the authorized user
- A student ID number or other unique personal identifier that is displayed on a student ID badge, but only if the, identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a PJN, password, or other factor known or possessed only by the authorized user.

## **Data Privacy and Security Policy**

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:

- The School 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 the School. The School'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.
- The School 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

- The School takes appropriate steps to minimize its collection, processing, and transmission of PII.
- The School 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 the School in accordance with federal and state law and this Policy.
- The School 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.
- The School 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.

The School publishes the foregoing supplemental information on its website.

- The School established and communicates to parents, eligible students, teachers, principals or other staff the School's procedure for filing complaints about Breaches or Unauthorized Releases of student, teacher, or principal data.
- The School 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 the School benefits students and the School ( e.g., improving academic achievement, empowering parents and students with information, and/or advancing efficient and effective school operations).
- The School does not include PII in public reports or other documents.
- The School 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.
- The School ensures that its contracts with third-party contractors include the third-party contractors' data security and privacy plans, which must be accepted by the School and must comply with the requirements set forth in the NYSED Data Privacy and Security Law.
- The School annually provides data privacy and security awareness training to its officers and employees with access to PIT. This training includes, without limitation, training on state and federal laws that protect PIT, and how employees can comply with such laws.
- The School will report every discovery or report of a Breach or Unauthorized Release of student, teacher or principal data, including those reported to the School 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.
- The School 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.
- The School 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 PIT affected; an estimate of the number of records affected; a brief description of the School'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 the School. All requests to inspect and review must be made by an individual or their representative in writing to the School in accordance with the School's access request procedure. The School 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 the School.

## *Requests for Additional Copies of Student Records*

From time to time we receive requests for additional copies of a student's IEP, reports, attendance and other documents in a student's file. There will be a 50¢ per page charge for this service. Please put this request in writing to Ms. Christine Poblete.

## *CPSE Meeting Documentation*

CPSE meetings are often complicated and overwhelming for parents. Frequently, after such a meeting it is difficult for parents to recall the details of the discussion that led to the team decision. It is important that parents understand the IEP process, the IEP document and their parental rights. If you feel that you would like to record your CPSE meeting, you must speak to your district. Please speak to an administrator regarding this option.

## *School-Based Services and Resources*

### *In-School Social Workers*

Every child at Tiegerman Preschool at Far Rockaway is assigned a school social worker. This staff member serves as a resource for parents. Parents can call their assigned social worker during school hours for support or to ask questions. Families will receive their social worker's direct contact information at the beginning of every school year.

For the 2024-2025 school year, please see below for the social worker(s) that are working in the school building, along with their contact information:

Ms. Patricia Donovan x1468

### *Related Services*

Your child's educational experience may include a number of individual and/or group services provided by a staff of certified and licensed professionals. As specified on your child's IEP, TIEGERMAN is staffed by professionals who provide the following related services:

#### **Speech-Language Therapy**

#### **Counseling**

#### **Physical Therapy\*\***

(Preschool/Elementary School, Tiegerman School at Woodside, Tiegerman Preschool at Far Rockaway)

#### **Occupational Therapy\*\***

(Preschool/Elementary School, Middle School, Tiegerman School at Woodside, Tiegerman Preschool at Far Rockaway)

#### **Parent Training**

\* *Speech prescriptions will be provided by the speech pathologists at TIEGERMAN.*

\*\* *Prescriptions for OT and PT services must be renewed for each new IEP. Parents are responsible for providing updated prescriptions, with an original signature from the doctor, to their child's Occupational/Physical Therapist or to the Admissions Office for new students.*



## Internet Use

TIEGERMAN is committed to optimizing instruction and student learning by providing students access to the internet through the use of Promethean Boards and/or 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. TIEGERMAN has taken precautions to restrict access to certain sites that contain inappropriate or controversial information. 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 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 TIEGERMAN, parents and staff work together in a very open environment. Everyone is aware that during our school-wide performances, parents and staff often bring cameras to take photographs and videos. In addition, photographs of classroom activities are often taken. We want to make it very clear to everyone that the photographs and videos taken at TIEGERMAN

are not for public or internet dissemination.

## *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.

## *Tiegerman Generative AI Policy*

### **What is Generative AI?**

These tools can generate and revise text on command, offering new ways for students to learn but also raising questions about academic integrity. The best-known example of a generative AI chatbot is ChatGPT, built by OpenAI and accessible through [Bing AI](#), but other tools, such as Google [Bard](#), exist and are rapidly improving.

### **Generative AI Policy**

Tiegerman acknowledges the availability of generative AI tools as well as their potential benefits and drawbacks. Tiegerman Staff will indicate in course syllabi and/or in expectations for individual assignments whether the use of generative AI such as ChatGPT is permitted in their course(s).

Because expectations for using generative AI will vary across courses and assignments, students must read the expectations for each course carefully. As a general rule, students **MUST** disclose to Tiegerman Staff if they are using generative AI platforms and in what manner they are using them in coursework.

### **Guidelines for when generative AI is permitted by faculty:**

If Tiegerman Staff permit generative AI in their course, students will be instructed on how to use and properly cite such tools in their work. Citation information will include what platforms students are using and how they are using them. Failure to properly and completely cite AI-generated responses may be reported as a violation of the Tiegerman Code of Conduct.

### **Guidelines for when faculty have not communicated their generative AI policy:**

If the course policy on AI is not clearly stated in the assignment instructions and/or in the syllabus, students must communicate with Tiegerman Staff to clarify before using generative AI in their coursework.

### **Consequences of using generative AI without faculty permission:**

The use of generative AI without faculty permission will be considered a violation of the Tiegerman Code of Conduct. Suspected violations of this nature will be reported to Administration.

The use of generative Artificial Intelligence (AI) tools to complete an assignment or exam is prohibited unless students have a written statement from Tiegerman Staff granting permission. Unauthorized use of AI shall be treated similarly to unauthorized assistance and/or plagiarism and is subject to administrative discipline.

## ***Policies and Procedures***

### ***Policy on Psychiatric Evaluations***

The health and safety of our students are of paramount importance 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, 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.

### ***Building Security***

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. Anyone attempting to enter a side door will be refused entry and directed to the main entrance.

TIEGERMAN's Board of Directors authorizes the use of electronic surveillance equipment to promote the safety and security of students and staff, the protection of program owned or contracted property, the deterrence and prevention of criminal activities and the enforcement of program-wide policies and school rules. Our facilities are equipped with internal and

external video security cameras recording activities at entrances 24 hours a day.

## **Attendance**

There can be no more than 18 unexcused absences from September – June. There can be no more than 3 unexcused absences for the summer session. There is a direct relationship between attendance and student performance. Students who have poor attendance score lower on tests and retain less information than students who have good attendance. When a TIEGERMAN student has high absenteeism, the parents of the student will be notified and a meeting will be scheduled to discuss the reasons for the absences, the impact on school achievement, and development of an action plan to improve attendance.

School absences are reported to the CPSE routinely. Please schedule doctor and dentist appointments outside of school hours or when school is not in session. Students attending TIEGERMAN have 12-month IEPs because of their intensive learning needs. Summer programming is not recreational, but a continuation of the academic program during the school year. If students require less rigorous 10 month IEPs, their academic needs can be met in less restrictive settings. If a student has more than 5 consecutive unexcused absences, the school district will be notified. The CPSE then has the option of reconsidering your child's educational placement.

## **Attendance Incentives**

School success begins with attendance. Attendance boosts student achievement, improves the quality of your child's educational experience, and prepares them for college, careers, and successful adulthood.

## **Excused Absences**

Excused absences are defined as absences, tardiness, and early departures from class or school as a result of personal illness, illness or death in the family, impassible roads or weather, religious observance, quarantine, required court appearances, medical or dental appointments, approved college visits, military obligations, or such other reasons as may be approved by the principal. All other absences are considered unexcused absences.

## **Lateness**

Students are expected to arrive at school on time. Students who arrive at school late will not be admitted to class until they have reported to the Main Office. Students who enter class late disrupt the learning process for the entire class. Parents must make every effort to get their children to school on time. In the event that a student arrives late for or departs early from scheduled instruction, such tardiness or early departure shall be recorded as excused or unexcused in accordance with standards articulated in the state education attendance policy.

## **Absences**

Please call the school nurse at ext. 1400 by 8:00 a.m. to inform the school if your child is going to be absent. The New York State Education Department requires the documentation of all absences. Please provide the school with a note explaining the reason for your child's absence

when he/she returns to school. If a child has a record of excessive absences, TIEGERMAN is obligated to notify the child's school district. The school district has the right to change a child's placement and reconvene a CPSE meeting based on excessive absences. In addition, TIEGERMAN is not reimbursed for educational programming when children are illegally absent (e.g., removing a child for a week or two to attend summer camp; removing a child from school for a family vacation).

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.

Attendance and lateness information are collected and forwarded to your school district on an annual basis.

## **Summer Policy**

Several years ago the New York State Education Department issued a memorandum to school districts and non-public schools concerning the development of 12-month extended school year IEPs for children with disabilities. Children with Extended School Year IEPs covering 12 months must satisfy two primary characteristics:

- a. They must present with severe developmental disabilities.
- b. Their disabilities must be severe enough that any interruption in educational services will result in regression.

Students attending TIEGERMAN have IEPs, which indicate a level of severity requiring 12 month programming. We believe that the 6 weeks during the summer are a critical part of the school year. Absences for vacation and summer camp are considered unexcused absences by school districts. A student's poor attendance compromises student achievement. If a parent feels that attendance during the summer is not necessary for his/her child's education, a meeting should be held with the CPSE to consider a change of placement. Any student who does not attend for the extended school services must be reported to the Committee on Preschool Special Education. It is then the decision of each CPSE to determine whether a child's placement is going to be changed. The policy of the school is that summer camp and vacations must be scheduled **around** educational programming and not in place of the mandated services on a child's IEP. We expect that every child will be present during the summer for his/her educational services.

We want you to be aware that all New York City Department of Education IEP mandates are being tracked by a computer-based system called Easy Trac that logs all related services that are provided to your children. When students do not attend school it raises a red flag to the New York City Department of Education who watches our productivity. This can have serious financial consequences for TIEGERMAN. If your child is absent for any portion of the

summer session, and as a result is not receiving his/her mandated services, TIEGERMAN will be contacting the CPSE to discuss options for resolving the issue of nonattendance for the summer session.

## Arrival and Dismissal

### Preschool Program:

8:1:2	Full Day Self-contained	8:30 am - 2 pm
12:1:2	Full Day Self-contained	8:30 am - 2 pm
20:2:2	Full Day Inclusion	8:30 am - 2 pm

### Arrival Procedure

Buses are met in the school parking lot (in front of the main entrance) by teachers or teacher assistants (TAs) who accompany all children to their classroom. If you choose to drive your child to school, please park in the large Darchei parking lot and walk your child over to the main entrance. A teacher or TA will meet you and take your child into the building. All parents who drop their children off must sign their child in.

If you drop your child off after 8:50 a.m., you must go to the main entrance at the front of the building. You will need to buzz the front desk receptionist to gain access to the school building. The front desk receptionist will call a member of your child's classroom team to come pick up your child from the main lobby. You will need to sign your child in.

### Dismissal Procedure

If you elect to pick up a student who is normally bused, you must notify the teacher in writing whenever possible. If the decision to pick up your child is made during the school day, you must call the main office so that the teacher can be notified in advance. If you are picking up your child, please report to the school parking lot and wait for staff to bring your child to you. Please remain off the ramp. You will be required to sign out your child. Photo identification will be required. If you are picking up your child early you must go to the main office.

For those preschool children who do not use busing and are transported daily by their parents, we kindly ask parents to wait for their children in the school parking lot (and not stand on the school ramp). Your child will be brought out to you. You will be required to sign your child out.

If you plan to have an individual other than a parent/guardian pick up your child, he/she will not be released unless you provide prior written notice identifying the person who will pick up your child. Your child will only be released to a person listed on your Emergency Phone List and when proper identification has been confirmed through picture ID. Please keep your child's Emergency Phone List current.

### Early Dismissal in the Event of Illness

If a student becomes ill during the school day, he or she will be escorted to the Nurse's Office. If it is determined that early dismissal is warranted, a parent will be contacted. In order to be released, a parent or authorized adult must come to pick up the child.

### **Release of Students to Appropriate Parties**

TIEGERMAN will release a student only to an individual listed on the student's **Emergency Phone List**. No student will be released to an authorized adult until picture identification has been provided. Parents need to have picture ID available at all times.

### **Transportation**

Your school district is required to arrange transportation for your child and this is discussed at your CPSE meeting.

### **Family Moving From One District to Another**

When a family moves from one district to another it is important to do the following:

- i. Notify TIEGERMAN immediately regarding change of address and the effective date of residency in the new district.
- ii. Notify the former district of the change of address and the effective date of residency in the new district.
- iii. Notify the new district of the effective date of residency.

To register your child, it is usually necessary for the family to provide evidence of residency for the new district. This evidence may be in the form of a utility bill, lease agreement, etc., showing the effective date of residency.

### **The Students' Bill of Rights**

1. All students have the right to clear standards.
2. All students have the right to appropriate materials and resources.
3. All students have the right to a suitable learning environment and facilities that enable learning and health.
4. All students have the right to high quality teachers and professional staff.
5. All students have the right to have professional staff who are knowledgeable about students' individual educational plans.
6. All students have the right to a safe, secure and supportive school environment that is nondiscriminatory, and safe from harassment or abuse of any kind.
7. All students have the right to a school environment that encourages and supports prosocial, positive interactions.
8. All students have the right to confidentiality as per FERPA.
9. All students have the right to attend school and receive a free public school education from kindergarten to age 21 or receipt of a high school diploma, whichever comes first, as provided by law; students with disabilities who have been determined to be in need of a special education are entitled to a free

- appropriate public education from age 3 until age 21, as provided by law.
10. All students have the right to receive guidance, counseling and advice for personal, social and educational development.
  11. All students have the right to be free from corporal punishment and verbal abuse.
  12. All students have the right to be provided with the code of conduct and rules and regulations of the school.
  13. All students have the right to know what appropriate behavior is and what behaviors may result in disciplinary actions.
  14. All students have the right to be accompanied by a parent and/or representative at conferences and hearings.

## **Parents' Bill of Rights**

### **ALL PARENTS HAVE THE FOLLOWING RIGHTS:**

- 1) **THE RIGHT TO A FREE PUBLIC SCHOOL EDUCATION**  
Parents have the right to a free public school education for their child in a safe and supportive learning environment.

#### **Parents have the right to:**

- a) free public school education for their child as provided by law;
- b) have their child receive his or her full instructional schedule for the 12 month school year;
- c) have their child learn in a safe and supportive learning environment, free from discrimination, harassment, bullying, and bigotry;
- d) have their child receive courtesy and respect from others and equal educational opportunities regardless of actual or perceived race, color, religion, age, creed, ethnicity, national origin, alienage, citizenship status, disability, sexual orientation, gender (sex) or weight;
- e) have a child accorded all the rights set forth in TIEGERMAN's Students' Bill of Rights.

- 2) **THE RIGHT TO ACCESS INFORMATION ABOUT THEIR CHILD**

The Department of Education and its schools are responsible for providing parents with access to their child's education records and any available information on educational programs and opportunities.

#### **Parents have the right to:**

- a) oral and written translation if they require or request language assistance in order to communicate effectively with TIEGERMAN staff;
- b) information regarding all policies, plans and regulations which require parent consultation at TIEGERMAN;
- c) be informed about required health and immunization requirements;
- d) information concerning expectations relating to their child's educational



- e) program, attendance and behavior;
- e) be assured of the confidentiality of their child's records in accordance with FERPA;
- f) access and review their child's education records no more than 45 days from receipt of the request;
- g) request that their child's education records be released to an outside agency with written consent;
- h) have their child's education records sent in a timely manner to another school to which their child has transferred;
- i) consent to disclosures of personally identifiable information contained in their child's education records, except to the extent that Family Educational Rights and Privacy Act (FERPA) authorizes disclosure without consent. One exception permitting disclosure without consent is disclosure to TIEGERMAN's officials and the School District who need to review education records to fulfill their professional responsibility. Examples of school officials include TIEGERMAN employees (such as administrators, supervisors, teachers, other instructors, or support staff members).

### 3) **THE RIGHT TO BE ACTIVELY INVOLVED AND ENGAGED IN THE EDUCATION OF THEIR CHILDREN**

#### **Parents have the right to:**

- a) feel welcomed, respected and supported in their school communities;
- b) be treated with courtesy and respect by all school personnel, and to be accorded all rights without regard to race, color, creed, religion, national origin, sex, gender, age, ethnicity, alienage/citizenship status, marital status, partnership status, sexual orientation, gender identity or disability;
- c) participate in regular written or verbal communication with teachers and other school staff and share concerns regarding their child's academic, social and behavioral progress;
- d) meet with their child's teachers and principal in accordance with established procedures;
- e) participate in meaningful and productive parent-teacher conferences to discuss their child's progress in school and have access to other school staff, as appropriate, throughout the school year to discuss concerns;
- f) be informed on a regular basis, both informally and through formal progress reports, of their child's academic and behavioral progress in school;
- g) due process as set forth in TIEGERMAN's Code of Conduct when their child is subject to discipline;
- h) have school staff make every reasonable attempt to ensure that parents receive important notices from the school, including notices about parent-teacher conferences, Parent-Teacher-Friends Association meetings, Parent Education meetings, school events, etc.;
- i) be a member of TIEGERMAN's Parent-Teacher-Friends Association;
- j) receive a copy of the "Parents' Bill of Rights and Responsibilities," the "Students' Bill of Rights" and the "Code of Conduct."

## Parents' Responsibilities

### **ALL PARENTS ARE RESPONSIBLE FOR:**

1. sending their child to school ready to learn;
2. ensuring that their child attends school regularly and arrives on time;
3. being aware of their child's work, progress, and problems by reading school notices, talking to their child about school, reviewing their child's work and progress reports, meeting with school staff and assisting with homework;
4. maintaining verbal and/or written contact with their child's teachers and principal about the progress of their child's education;
5. adhering to all school policies that pertain to their child's education;
6. responding in a timely manner to communications from the child's school;
7. attending all meetings and conferences requested by the school that pertain to their child;
8. entering the school building in a respectful manner, refraining from disruptive behavior and treating all members of the school community with courtesy and respect;
9. ensuring that the school is updated with accurate contact information (e.g., home address, telephone number).

### **PARENT SHOULD ALSO:**

1. provide a supportive home setting where education is priority;
2. reinforce the importance of acquiring the knowledge, skills and values needed to function effectively in society;
3. volunteer time or resources in the school;
4. take part in school programs that empower parents to participate in educational decision-making;
5. teach their child to respect property, safety, and rights of others and the importance of refraining from intimidating, harassing or discriminatory behavior.

Adapted from the NYC Department of Education

## Parents' Bill of Rights for Data Privacy and Security

Tiegerman School is committed to protecting the privacy and security of each and every student's data. Parents should be aware of the following rights they have concerning their child's data:

1. A student's personally identifiable information cannot be sold or released for any commercial purposes.
2. Parents have the right to inspect and review the complete contents of their child's education

record.

3. The confidentiality of a student's personally identifiable information is protected by existing state and federal laws and safeguards such as encryption, firewalls and password protection must be in place when data is stored or transferred. Third party contractors are required to employ technology, safeguards and practices that align with the National Institute of Standards and Technology Cybersecurity Framework.
4. A complete list of all student data elements collected by the State Education Department is available for review at: [http://www.nysed.gov/common/nysed/files/programs/data-privacy-security/inventory-of-data-elements-collected-by-nysed\\_0.pdf](http://www.nysed.gov/common/nysed/files/programs/data-privacy-security/inventory-of-data-elements-collected-by-nysed_0.pdf) or by writing to the Office of Information & Reporting Services, New York State Education Department, Room 863 EBA, 89 Washington Avenue, Albany NY 12234.
5. Parents have the right to file complaints about possible breaches of student data. Parents may submit a complaint regarding a potential breach to the Data protection Officer at 100 Glen Cove Avenue Glen Cove, New York 11542. The DPO shall promptly acknowledge any complaints received and commence an investigation into the complaint while taking the necessary precautions to protect personally identifiable information. Tiegerman School shall provide a response detailing its findings from the investigation no more than sixty (60) days after receipt of the complaint. Complaints pertaining to the State Education Department or one of its third party vendors should be directed in writing to the Chief Privacy Officer, New York State Education Department, 89 Washington Avenue Albany, NY 12234 or email to [privacy@nysed.gov](mailto:privacy@nysed.gov) or by phone at 518-474-0937.
6. In the event of a data breach or unauthorized disclosure of students' personally identifiable information, third party contractors are required by law to notify Tiegerman within seven (7) days of discovery of the breach or unauthorized disclosure.
7. If the Agency enters into a contract with a third party in which student, teacher or principal data is shared with a third party supplemental information for each such contract will be appended to this Parents' Bill of Rights.
8. Parents may access the State Education Department's Parents' Bill of Rights at: <https://www.nysed.gov/data-privacy-security/bill-rights-data-privacy-and-security-parents-bill-rights>

## *Student Behavior*

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 TIEGERMAN, we encourage and reinforce the following behaviors:

- students will be responsible for themselves
- students will behave in a 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**

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. With the help of our social workers, behavior specialists and registered behavior technicians, classroom teachers develop and implement a classroom system for teaching expectations, providing acknowledgement, and responding to inappropriate behaviors in order to promote optimal 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.

When a student's behavior is interfering with instruction in the classroom, the behavior management team, after CPSE approval, will conduct a *Functional Behavioral Assessment* (FBA). This team develops and implements in consultation with parents and educational staff, a formal, individualized Behavior Intervention Plan (BIP). The BIP is forwarded to the school district and when approved by the CPSE, it becomes part of the student's IEP. The efficacy of the BIP is evaluated by the team on a regular basis and modifications are made when necessary.

TIEGERMAN believes in achieving positive outcomes for all students with an emphasis on prevention and a continuum of interventions.

### **Classroom Interruptions: (BRT)**

If a student's behavior is such that it threatens the safety of the student or others, a staff member will alert the Behavior Response Team. The Behavior Response Team, led by a social worker and/or behavior specialist, will intervene immediately to manage and diffuse the crisis situation. The BRT will keep an ongoing log of each student's crisis disruptions. All behavioral incidents are documented and become part of the student's educational file.

In order to ensure the safety and well-being of students and faculty, the following procedures will be followed should any student exhibit a significant behavioral and/or emotional episode (i.e., aggressive behaviors towards self or others, threats to hurt self or others):

1. Staff will notify Administration/Behavior Response Team immediately.
2. Faculty will attempt to de-escalate the situation through positive behavioral

supports, redirection, emotional support, and/or use of our Behavior Response Team.

3. Parents/guardians will be notified about the crisis.
4. If TIEGERMAN determines that the student's behavior/emotional state places either the student's safety or the safety of others at risk, parents/guardians/emergency contacts will be required to pick the student up from school. The student will not be placed on the bus when safety is a concern.
5. If the student's behavior/emotional state places either the student's safety or the safety of others at immediate risk and the student cannot be picked up within a reasonable amount of time, TIEGERMAN staff will call 911 and accompany the student to the closest emergency room.
6. Administration/counselors will discuss with the parents the necessary follow-up procedures for the student (i.e., medical examination and medical statement indicating that the student is able to return to school, etc.).

### **Crisis Management**

If a child tantrums or demonstrates oppositional and/or violent behaviors, it can be traumatic for teachers and classmates. Selected staff members are trained to moderate these situations particularly for older students. If a student, with the assistance of the educational team, cannot successfully regulate disruptive outbursts, alternative strategies will be considered such as an FBA/BIP. If psychiatric evaluations are deemed warranted, the parents and CPSE will be contacted.

### **Injury to Students and/or Staff**

TIEGERMAN maintains a zero tolerance policy for aggressive behaviors, which are potentially injurious to others. Children with disabilities often experience social, emotional and behavioral difficulties. TIEGERMAN's Behavior Response Team is called to protect students and teachers from physical harm when necessary. If a teacher or peer is seriously injured by a student, the CPSE will be notified. If the student's behavior cannot be managed by the professional staff, TIEGERMAN may consider a request for a transitional placement and/or a change of placement.

### **Bullying**

Bullying in school can be described simply as when a student is exposed repeatedly to negative actions from other students (Olweus, 2003). 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.

### **Behavior of Students on School Buses**

Good behavior is essential to the safety of all who ride the school bus. Sitting quietly and obeying the rules helps prevent injuries and enables the driver to function effectively without distractions. Behavioral infractions on the school bus will result in behavioral interventions and supports.

Please know that if a child is not met by the parent or otherwise authorized person on the return trip from school, the driver will notify the bus company dispatcher and will take the child to the nearest police station.

### **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. **In addition, all items must be Kosher.**

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/guardian.

### **Video Games and Cell Phones**

Any video games/cell phones brought from home will be placed in a secure place by the teachers at the beginning of the day. Students are prohibited from using cell phones/smartphones during school hours. Games/cell phones will be returned to the student at the end of the day before busing. These games/cell phones can only be used on the bus and not within TIEGERMAN's building. TIEGERMAN is not responsible for your child's lost, stolen or damaged electronic devices. Due to confidentiality, all GPS devices with audio capability need to be turned off from 8:30 am - 2:00 pm.

# Health and Safety

## Tiegerman Health Office

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. 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, TIEGERMAN employs a full-time nurse and a pediatrician who oversees our School Health Program.

### 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 **annually**. It is strongly recommended that children receive a dental exam at least once a year. Therefore, we request a yearly dental certificate. Parental permission for authorization for use or disclosure of protected health information (HIPPA) is also included with the physical form. While not mandatory, we strongly encourage you to complete this form to allow coordinated care and communication between your health care provider and the school nurse. Each child has specific needs and we want to address each of them. Please notify us if your child has allergies, asthma, seizures or other medical problems that we should be aware of. This will enable us to give your child the best possible attention. Also, if your child has had a neurological, psychological, ENT consult or any other evaluations, please have those reports forwarded to the health office. All schools in the state of New York are required to adhere to state laws regarding immunizations. The goal is to have all students adequately immunized unless they have been exempted for medical reasons. Medical exemptions to immunizations must be issued annually. Requirements are based on age and grade. A chart summarizing requirements is available at the NYS Department of Health.

**Please Note: At Tiegerman Preschool at Far Rockaway, due to Department of Health regulations, ALL students are required to receive the flu shot annually and provide documentation to the school by December 31<sup>st</sup>. If appropriate documentation is not received by this deadline, students will not be permitted in the school building (until documentation is received).**

### Medication Policy

Our Medication Policy is based on New York State Law. Only medications that are necessary to maintain the student in school and which must be given during school hours should be administered. Physician and parental authorization is necessary to administer medication at school and orders must be renewed annually or when there is a change in medication or dosage. This refers to all medication including nonprescription *over-the-counter* medication. The parent must assume responsibility to have the medication delivered directly to the health office in a properly labeled original container. *Over-the-counter* medication must be in the original manufacturer's package with the student's name affixed to the package. Medications should not be transported daily to and from school. Medications in the controlled substance category must be dispensed in blister

packaging. If your pharmacy is not able to meet these requests please speak with our school nurse who can suggest a pharmacy that is able to deliver medication right to our school building in blister packaging. **No medication should be brought into school without knowledge of the health office.**

Many of our children are placed on various medications by neurologists and psychiatrists. When your child's medications or medication schedules are changed it may impact his/her behavior that results in classroom disruptions and may also impact his/her emotional well-being, and learning style. TIEGERMAN has established the following policy to benefit all children:

- Psychotropic medications are often used for treatment of neurological and psychiatric illnesses. It is our recommendation that students using psychotropic medications be under the care of a psychiatrist or neurologist.
- Communication between your health care provider and TIEGERMAN's nurse and/or physician is integral to managing the child within the school and, therefore, it is imperative that parents sign appropriate release forms for this communication to take place.
- Parents should notify TIEGERMAN as soon as a psychotropic medication is prescribed and/or a dosage changes.

### **Nut/Peanut Allergy Policy**

Based on the needs of our student population, TIEGERMAN requests that parents not send in any nut/peanut products. However, we will continue to have strict supervision of our nut/peanut allergic population.

- 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. No sharing of food.
- All snacks sent in by parents for classroom celebrations **must be Kosher.**
- 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.

### **Attendance/Illness Policy**

If you know that your child is going to be absent, you must notify the health office, 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**. Children **will not** be readmitted into school unless they are **fever free for 24 hours (without the use of fever reducing medication)**. 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. Be considerate of the other children, as well as the staff. Should your child contract a contagious illness contact the health office immediately. By having this information, we can alert the parents of other



children, as well as the staff, that they have been exposed. 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.

### 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 TIEGERMAN receive updated and accurate contact information.

### 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.

When your child has any of the symptoms outlined below, we ask that you keep your child at home.

- Persistent fever greater than 100.0 degrees, including a fever that requires control with medication (must be fever-free 24 hours without Tylenol/Motrin before returning to school)
- Child is too sleepy or ill from an illness, like vomiting and/or diarrhea, to profit from sitting in class all day
- Significant cough that makes a child feel uncomfortable or disrupts the class
- Sore throat that is severe, accompanied by a fever and/or feeling ill, that persists longer than 48 hours
- Honey crusted sores around the nose or mouth or rash on other body parts that may be impetigo, OR a rash in various stages, OR a significant rash accompanied by other symptoms of illness such as fever
- Red, runny eyes that distract the child from learning
- Large amounts of discolored nasal discharge, especially if accompanied by facial pain or headache

- Severe ear pain or discharge from the ear
- Severe headache, especially if accompanied by fever
- Any condition that you think may be serious or contagious to others

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 the 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. 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 social worker 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 with 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.

5. 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**

Each year, staff and students participate in approximately 14 fire drills scheduled randomly throughout the school year. Each fire drill is monitored by the Building Incident Coordinator 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 the Building Incident Coordinator may decide that it is in the best interest of the 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 participate in at least one bomb drill per year. 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 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, social workers will be available to support students and staff.

## **Lockdown Procedure**

Each year, staff and students participate in four lockdown drills. In the event of an emergency outside or inside the building, Administration or the 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 email and 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 Phone 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. Upon making a decision that early dismissal is necessary, on the day of inclement weather, students will only be released to their respective buses when every parent of a child on that specific bus has given assurance that someone will be home to receive his/her child.

## **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. In the event early release is decided, school bus drivers will be notified regarding the pending dismissal. No bus will leave the school premises early until every parent of each child on the bus has been contacted and has provided assurance that someone will be home to receive their children.
6. TIEGERMAN will contact the news media of early dismissal.

PLEASE NOTE: TIEGERMAN does not control the busing routes or schedules and must rely on the discretion of the bus companies on their ability to accommodate for early dismissal.

## *Transportation*

During warmer months when outside temperatures rise, we believe it is our responsibility to protect your child from situations that might pose a risk to their health and safety on the bus. Please be advised that should your child's bus not have air conditioning and be deemed too hot (above 85 degrees), a replacement bus will be requested. We recognize that this delay in transportation home affects you and your child's schedule; however, the safety/health of our students at TIEGERMAN is our number one priority.