

TIEGERMAN

Teaching the Extraordinary

PARENT HANDBOOK

Universal Prekindergarten



Chief Executive Officer: Dr. Ellenmorris Tiegerman

Chief Compliance Officer: Dr. Christine Radziewicz

Chief Operating Officer: Dr. Jeremy Tiegerman

Director: Mrs. Lauren Leonardi

Principal: Mrs. Karen Katzman

***100 Glen Cove Avenue
Glen Cove, NY 11542
www.tiegerman.org***

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Reviewed by Board of Directors, September 2026***

**At TIEGERMAN
Children Learn and Grow**



**In a
Positive and**

**Supportive
Environment**



September, 2026

Dear TIEGERMAN Families,

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

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

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

Sincerely,

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

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

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

***Lauren Leonardi
Director***

TIEGERMAN Universal Prekindergarten



UPK School Hours: 9:00 a.m. – 3:15 p.m.

EDUCATIONAL ADMINISTRATION

To assist you in “making your way” through this educational experience at TIEGERMAN UPK, the following personnel are available to assist you:

Tiegerman Preschool/Elementary School

Main Office: 516-609-2000

Central Administration

Dr. Ellenmorris Tiegerman
Chief Executive Officer

Ms. Cioni – Ext. 154
Ms. Thompson – Ext. 127

Dr. Christine Radziewicz
Chief Compliance Officer

Mrs. Stanco – Ext.164

Dr. Jeremy Tiegerman
Chief Operating Officer

Ms. Thompson – Ext. 127

Mrs. Lauren Leonardi
Director

Ms. Thompson – Ext. 127

Program Administrator

Mrs. Karen Katzman, Principal

Mrs. Giordano – Ext. 283

Program Coordinators

Mrs. Michelle Neitz
Mrs. Erica Citrin

Ms. Thompson – Ext. 283
Ms. Thompson – Ext. 283



TIEGERMAN

TEACHING THE EXTRAORDINARY

EXPERTS IN LANGUAGE AND COMMUNICATION DEVELOPMENT

IMPORTANT CONTACT INFORMATION

School Nurse

Ms. Gloria Oriol - Glen Cove

516-609-2000 Ext. 145

Development Office

Mrs. Irene Scalfani

516-609-2000 Ext. 313

School Closing Information

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



TIEGERMAN

TEACHING THE EXTRAORDINARY

EXPERTS IN LANGUAGE AND COMMUNICATION DEVELOPMENT

Tiegerman Schools 2026-2027

August '26						
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June '27						
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First Day of School: Wednesday, September 2, 2026

School Closed:

September 7 and 21	February 15 -19
October 12	March 25-26
November 11, 26-27	April 22-30
December 24 – January 1	May 31
January 18	June 18

Last Day of School: Friday, June 25, 2027

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 the Start of the School Year
 2 Proposed Staff Development Days in March 2027

About TIEGERMAN

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 40 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.

The Role and Responsibility of the Family at TIEGERMAN

TIEGERMAN is dedicated to a collaborative approach in educational decision-making. Collaboration involves forming partnerships with parents. Shared decision-making with parents is the foundation of TIEGERMAN's collaborative educational experience. We believe that the child's educational journey at TIEGERMAN is greatly enhanced when parents are informed and actively involved in the learning process. Parents are a valuable resource for their child, offering a unique opportunity to reinforce skills at home that are developed during the school day by our faculty.

Parent Education Program

Parents and family members have immense potential to support and extend the language, cognitive, social, and motor skills children develop during their prekindergarten years. Recognizing that parents are vital members of the educational process, TIEGERMAN has created a Parent Education program dedicated to offering families, at no cost, monthly workshops and lectures on children's physical, emotional, cognitive, and communication development. Members of the TIEGERMAN professional staff, and when available, community professionals, lead workshops and instructional sessions to educate families and help them reinforce the developmental progress their children have made. 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 prekindergarten 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 to learn about TIEGERMAN's history, programs, and services. The website also offers information about upcoming events, parent education programs, and the activities of the Parent-Teacher-Friends Association (PTFA).

Class Dojo

TIEGERMAN may use Class Dojo to keep families abreast of classroom activities and school events. Class Dojo serves as a secure communication platform that allows teachers to share real-time updates, photos, reminders, and announcements with families. Families are encouraged to download the app and regularly check for updates to stay connected with their child's daily experiences and school community.

Google Classroom

TIEGERMAN UPK may use Google Classroom to inform families about current instructional content and relevant information related to classroom and school activities. The platform can also be used for remote instruction if the school closes.

Ongoing Communication

As members of the educational team, parents should keep an ongoing dialogue with their child's classroom teacher throughout the school year. Communication methods such as notebooks, telephone, and email can be used by parents/guardians and teachers to stay in touch. Teachers will make every effort to respond in the communication notebooks or return phone calls/emails within 48 hours. When given adequate notice, teachers are generally available to meet or participate in a telephone conference before or after school.

Politeness Counts

We believe in strong moral values and a commitment to social causes. It is important for parents and teachers to set high standards of behavior for children. Consequently, we show a great deal of respect to our parents. We care about their feelings and beliefs. We are always here to listen to their problems. There will be times when we have a difference of opinion, and as a result, we may not be able to fulfill a request due to 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.

Open School Night/Parent-Teacher Conferences

Parents have several ways to take part in their child's education. Open School Night is held each fall, and parent-teacher conferences occur twice a year—once in fall and once in spring. Additionally, parents can set up extra conferences at any time during the school year.

TIEGERMAN e-News

Email is an important means of communication between TIEGERMAN and families. 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 ltompson@tiegerman.org to be included in our email address book, or to alert us of changes to your email address.

Classroom Observation

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

Preschool/UPK: 9:34 – 11:40 a.m.
 1:12 – 2:14 p.m.

Appointments for classroom observations at Tiegerman Preschool/Elementary School can be made by calling ext. 283. An appointment must be made at least 48 hours prior to the desired observation time.

PTFA: Parent-Teacher-Friends Association

The Parent-Teacher-Friends Association (PTFA) provides a way for parents to play an active role in their child's education. Besides discussing issues that matter to parents, the PTFA is an essential part of the school community. It organizes many activities for children and families, such as a Grandparents/Special Friends Celebration, School Picture Day, Gift Wrap Sale, Halloween Pumpkin Patch, Candy Sale, Book Fair, and Faculty-Staff Appreciation Day. The PTFA also plays a vital role in all of TIEGERMAN's fundraising events.

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 to purchase pictures.

Grandparents/Special Friends Celebration

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

Halloween Pumpkin Patch

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

Thanksgiving Celebration

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

The Book Fair

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

Faculty-Staff Appreciation Day

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

TIEGERMAN Development Department

At Tiegerman, every contribution—large or small—helps transform the lives of children and adults with language-based learning and developmental disabilities. Your support provides students with the tools to succeed, empowers families, and strengthens our programs. The Development Department is responsible for creating awareness of the Tiegerman Program and identifying ways in which to raise additional funding to support the many programs and services we offer. Working with parents, friends, corporations, foundations and the Tiegerman Board of Directors, the goal of the Development Department is to look for ways in which we can raise extra funds for such things as a new playground, laptops, a van to transport young adults to a work program, transportation for day trips for our students. These are just examples of what fundraising impacts.

There are many meaningful ways to give. Whether you make a donation, volunteer your time, or spread the word, you are making a difference.

Development & Giving at Tiegerman

There Are Many Meaningful Ways to Make a Difference

At Tiegerman, our families are an important part of our community. You can support our students, adults, schools, and programs in many ways beyond the classroom. Whether you make a gift, volunteer your time, attend an event, introduce us to a business or community partner, or help spread the word about Tiegerman, **you are making a difference.**

Give to the Tiegerman Annual Appeal

Gifts to the **Tiegerman Annual Appeal**, which runs September 1, 2026-August 31, 2027, help provide resources and opportunities that enhance our educational and community programs. Every gift, no matter the size, helps us continue to support children and adults with special needs and their families. Our goal is 100% participation.

To contribute, visit **givebutter.com/SupportTiegerman**.

Donate Online

Make a one-time or recurring gift to support Tiegerman.

Monthly Giving

Become a **Tiegerman Champion** by providing ongoing monthly support.

Mail a Check

Checks may be made payable to Tiegerman Schools or Tiegerman Community Services and mailed to:

100 Glen Cove Avenue
Glen Cove, NY 11542
Attention: Development

Honor or Memorial Gifts

Celebrate a milestone, honor someone special, or remember a loved one with a tribute gift.

Matching Gifts

Your gift may go even further. Many employers match charitable contributions made by their employees or offer payroll giving programs.

Planned Giving

Consider including Tiegerman in your estate plans or supporting our mission through a gift of stock or another planned gift.

Other Ways to Support Tiegerman

Corporate Sponsorships & Business Partnerships

Businesses can support Tiegerman through sponsorships, employee engagement, workplace giving, special promotions, community campaigns, and corporate giving programs.

Did you know that last year's **Star Subaru Share the Love Event partnership was initiated by a Tiegerman family?** A simple introduction can grow into a meaningful partnership that benefits the entire Tiegerman community.

Have an Idea? Let's Talk!

Some of our best partnerships begin with a simple idea or introduction. Does your company have a charitable giving program? Do you know a local business that might want to partner with Tiegerman? Is your employer involved in a community initiative or corporate giving program? Please get in touch with our Development Office. We would love to explore the possibilities with you.

In-Kind Donations

From school supplies and technology to items needed for programs and special events, in-kind donations can make an important impact. Don't hesitate to contact Development before making an in-kind gift so we can identify our current needs.

Commemorative Bricks & Plaques

Leave a lasting mark at Tiegerman by purchasing a commemorative brick or exploring opportunities to dedicate a plaque or classroom in honor or memory of someone special.

Facebook Fundraisers

Celebrate a birthday, milestone, or special occasion by creating a Facebook fundraiser and selecting Tiegerman as your nonprofit.

Host or Sponsor a Fundraiser

Bring your community together to support Tiegerman. Opportunities can include pickleball events, dine-to-donate nights, community fundraisers, school initiatives, and other creative ideas.

Make an Introduction

Sometimes the most valuable contribution is a connection. Introduce us to a business, foundation, community leader, potential sponsor, or someone else who may want to learn more about Tiegerman and our mission.

Mark Your Calendars for Tiegerman Signature Events

Chefs for Children

Thursday, October 22, 2026

The Inn at New Hyde Park

Join us for Tiegerman's **23rd Annual Chefs for Children Food & Wine Tasting**, an evening that brings

our community together while raising critical funds for Tiegerman Schools and Tiegerman Community Services. This year, we will shine a special spotlight on Tiegerman's **work-readiness, transition, and adult programs**, which help individuals develop skills, build independence, prepare for employment, and work toward their personal goals.

We are also proud to recognize three honorees who represent the heart of the Tiegerman community: **Sahida Singh-Rhoden**, Behavior Specialist at Tiegerman Woodside, has dedicated herself to supporting our students and helping them grow, learn, and succeed. This year brought another wonderful milestone for Sahida when she became a new mom in April. We are thrilled to celebrate all that she brings to the Tiegerman family.

The Qiu Family has been part of the Tiegerman community for many years, consistently going above and beyond to support our programs and events. Their son, **Daniel, graduated from Tiegerman this past June**, marking an exciting new chapter for their family. Their gratitude for the support Daniel received throughout his Tiegerman journey has been matched by their extraordinary generosity and commitment to giving back.

Stresa Ristorante in Manhasset has been a longtime participant in Chefs for Children, year after year bringing some of the finest Italian cuisine to our tasting. Their continued generosity and friendship have made them true Friends of the Tiegerman Family, and we are delighted to recognize their longstanding support.

Every dollar raised at Chefs for Children supports programs at **Tiegerman Schools and Tiegerman Community Services**, helping children and adults with autism and developmental disabilities strengthen communication skills, build independence, prepare for employment, and work toward their own personal goals. Whether you have attended Chefs for Children for years or will be joining us for the first time, we would love to share this special evening with you.

Tickets and 50/50 raffle tickets are on sale now at [Tiegerman.org](https://www.tiegerman.org).

Giving Tuesday

Tuesday, December 1, 2026

Giving Tuesday is a worldwide celebration of generosity and an opportunity for the entire Tiegerman community to come together and make an impact.

There are many ways to participate. Make a gift, ask your employer about a matching gift, create a fundraiser, share Tiegerman's story with friends and family, or help introduce someone new to our mission.

However you choose to participate, you are helping Tiegerman continue to create opportunities for children and adults with special needs.

Tiegerman Evening of Honor

April 8, 2027

Westbury Manor

Join us for a special evening celebrating members of the Tiegerman community whose dedication and commitment have made an extraordinary impact. Each year, the Evening of Honor allows us to recognize special members of our community, including staff, families, board members, community partners, and friends of Tiegerman.

Stay tuned for details about the **2027 Tiegerman Evening of Honor**, including our new location and this year's honorees.

Tiegerman Family Fun Day

After the success of this year's event, we are still formulating the details.

Have a Question or an Idea?

Development is about more than fundraising. It is about building relationships, bringing people together, and creating new opportunities to support Tiegerman's mission.

If you have an idea, would like to make an introduction, or want to learn more about getting involved, please reach out.

Irene Scalfani, Director of Development

☎ (516) 609-2000 ext. 313

✉ iscalfani@tiegerman.org

TIEGERMAN's Prekindergarten Curriculum

Our primary goal as a prekindergarten program is to help our students build a strong social-emotional, language, and academic foundation for future school success. TIEGERMAN's UPK program offers an exciting chance for students to connect and interact with new peers and participate in new learning experiences that will prepare them socially and academically for kindergarten.

Prekindergarten Curriculum

The UPK program focuses on developing language and literacy as essential parts of learning. Instruction aligns with the NYS Prekindergarten Learning Standards and is organized around thematic units designed to teach key language, literacy, cognitive, social-emotional, and motor skills. Learning experiences include a combination of direct and incidental teaching methods, featuring meaningful, developmentally appropriate activities offered in a warm, nurturing environment. These activities are tailored to each child's individual needs and aim to help children achieve expected academic and social skills by the end of their prekindergarten year.

Research-Based Programming

As part of TIEGERMAN UPK'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. TIEGERMAN evaluates the developmental progress of students and measures their individual progress through both standardized and classroom-based assessments.

Certification and Development of Faculty

Individuals responsible for the education and care of typically developing children, English Language Learners, and children with developmental disabilities need to understand and apply appropriate methods when instructing, assessing, and

interacting with these children. Each year, TIEGERMAN offers continuing education opportunities for staff, including two professional development days before the start of the school year and one to two professional development days during the school year, during which experts in the field of education provide instruction and training for our staff. This process ensures that your child is educated by knowledgeable staff at every level of our organization.

We require all UPK teachers to hold NYS certification in Early Childhood Education at the time of hire, and our teaching assistants to hold or obtain NYS Teaching Assistant certification.

Teachers and teaching assistants meet with their supervisors as a group every month and are regularly observed informally. New teachers and teaching assistants also meet individually with their supervisors on a regular basis. Formal evaluations for all teachers and teaching assistants are held twice a year.

Mentor Teachers and Teaching Assistants

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

Lunch and Snacks

TIEGERMAN UPK provides meals and snacks to ensure the nutritional needs of the children are met. Breakfast, a family-style lunch, and an afternoon snack are provided in the classroom with staff members. During these periods, there is a focus on fostering children's self-help skills and opportunities for children to socialize with both their classmates and teachers. Lunch menus are sent home to families each month.

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, snacks or classroom celebrations that contain peanut butter or nuts of any kind.

Student Records

NOTIFICATION OF RIGHTS UNDER THE FAMILY

EDUCATIONAL RIGHTS AND PRIVACY ACT

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)(2))
- 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.

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 § 99.38. (§ 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)(11)). 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)(1)(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)(1)(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

TIEGERMAN 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:
 - o 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;
 - o how the third-party contractor will ensure that its subcontractors, or

- o 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);
- o 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);
- o 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;
- o 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
- o 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 of 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.

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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 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 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>

School-Based Services and Resources

Related Services

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

- Speech-Language Therapy
- Auditory Training
- Occupational Therapy
- Physical Therapy
- Counseling
- Parent Training

Computer Laboratory

In addition to computers and student iPads with internet access in every classroom, the Computer Laboratory contains desktop computers and iPads available for individual student use. Students visit the computer lab weekly. Younger children receive instruction to develop basic mouse and keyboard skills, along with activities tied to their classroom curricula to reinforce literacy, math, and language skills. Additional technology includes Promethean boards in each classroom and 3-D printers in the Computer Laboratory.

Internet Use

TIEGERMAN is committed to enhancing instruction and student learning by giving students access to the internet through Promethean boards and iPads. We believe that with proper supervision, the internet is a valuable resource for both faculty and students. Our goal in providing this service is to encourage 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.

Internet Safety

We encourage parents to closely monitor their child's use of the internet and other electronic devices. Given that many of our students have cell phones and/or other electronic devices capable of accessing the internet, e-mailing, texting, and taking pictures/videotaping, it is important that parents supervise the use of these devices.

Please reinforce with your child the importance of not giving out personal information (i.e., internet/e-mail user names and passwords, cell phone numbers, etc.).

Please monitor the content of any profiles your child may have on social networking websites such as Facebook, Twitter, Snapchat and Instagram. While it is vital that TIEGERMAN and our families work together to promote appropriate and safe use of such technology in order to prevent a breach of someone's privacy and/or cyberbullying, please be advised of the following:

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.

We want to make it very clear to everyone; students may not take photographs of their peers or instructors and post them on social networks.

Photographing of Students

Photograph and Media Release Policy

From time to time, Tiegerman may take photographs or record videos of students and their families participating in Tiegerman programs, using school facilities, or attending special events. Additionally, Tiegerman may allow members of the media ("Media") to take similar photographs or recordings to promote Tiegerman's mission or for other journalistic purposes.

Parents and guardians are asked to sign a release form granting permission for Tiegerman and the Media to use these photographs, video recordings, and/or sound recordings (collectively, "Recordings") for purposes aligned with Tiegerman's mission. This may include, but is not limited to, publication in newspapers, on websites, social media platforms, in print or electronic publications, on television, or on the radio.

If parents or guardians do not wish for their child to be photographed or have their image or likeness released to the Media, they have the right to withhold permission by not signing the release form.

Policies and Procedures

Non-Discrimination Policy

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

Building Security

Part of TIEGERMAN's building security involves photo identification for staff. All staff have been instructed to stop anyone in the building who does not have a visitor's pass. Visitors can only enter through the main entrance, located at 100 Glen Cove Avenue. Anyone trying to enter through a side door will be denied entry and directed to the main entrance.

TIEGERMAN's Board of Directors authorizes the use of electronic surveillance equipment to enhance the safety and security of students and staff, protect program-owned or contracted property, deter and prevent criminal activities, and

enforce program-wide policies and school rules. Our facilities are equipped with internal and external security cameras recording activities at entrances 24 hours a day.

Tiegerman Video Policy

Use of Video Monitoring Policy

TIEGERMAN recognizes that a secure video monitoring system is the best solution for maintaining the health, safety, welfare, and security of students, staff, and school property. 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. Video surveillance equipment may be in operation 24 hours per day, year-round, at any time, whether or not the school is in session and whether or not the facilities or buildings are in use. Video monitoring in public areas is live footage, which can be archived for up to 48 hours. After that time, video footage is taped over with new footage.
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 live parent viewing appointments and occasional virtual classroom viewing by building administration to ensure health and safety within the classrooms. **Video monitoring is live footage only. There is no taping or recording at any time.**
3. Tiegerman shall notify students, staff, and the public that Video surveillance systems are present. Such information will be included in staff and parent handbooks.

Attendance

Regular attendance by students is essential to learning and the development of academic, language, and social skills. Consistent attendance improves the quality of a child's educational experience and prepares children for their early elementary school years.

Excused Absences

Excused absences include absences, tardiness, and early departures from class or school due to personal illness, illness or death in the family, impassable roads or weather, religious observance, quarantine, court appearances, medical or dental appointments, approved college visits, military obligations, or other reasons approved by the principal. All other absences are considered unexcused.

Lateness

Students are expected to arrive at school on time. Students who arrive late will not be admitted to class until they have reported to the Main Office. Entering class late disrupts the learning process for everyone. Parents must make every effort to ensure their children arrive on time. If a student consistently arrives late or leaves early from scheduled instruction, a meeting with Administration will be scheduled to address the issue.

Absences

Please call the school nurse at ext. 145 by 8:00 a.m. to inform the school if your child is going to be absent. Please provide the school with a note explaining the reason for your child's absence when he/she returns to school.

If your child has been absent due to a contagious illness (such as **strep throat, conjunctivitis, or ringworm**), a note from your child's physician is required stating that the child is under treatment and no longer contagious. Please contact the school nurse immediately if your child has been diagnosed with a contagious illness so that staff and students' families can be notified.

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

Arrival and Dismissal

Arrival Procedure

TIEGERMAN is a supportive environment focused on the well-being of students and staff. Like any educational facility, established rules and procedures must be followed to ensure everyone's safety.

UPK parents are asked to bring their child to the main entrance at the front of the building **by 8:45 a.m.** A UPK staff member will greet the child and have you sign them in for the day. Your child will then be escorted into the building and will line up with their class in the main hallway. UPK classes will start heading to their classrooms by 8:55 a.m.

Parents/guardians who **arrive after 9:00 a.m.** must go to the main entrance in the front entrance of the building and ring the bell for the main office informing them that you have arrived. The receptionist will alert a classroom staff member who will receive and sign the child in for the day, and escort the child to his/her classroom.

We ask that all parents make every effort to arrive at school on time each day. It is important that our UPK children are in their classrooms by 9:00 so we can start our morning routine together as a class. Please understand that it is very difficult for staff members to leave the classroom once the day has started, as the teacher and teacher assistants are working with the children at all times.

Please note: Some of our elementary students might still be arriving when you arrive at 8:45. This is common during the first few weeks of school as new students, bus drivers, and families adjust to the arrival procedures. If there are buses and/or cars still on school grounds, please line up behind them and follow along the curb in front of the school building.

****We ask that UPK families do not arrive at the school earlier than the designated time or double-park their cars, as this will cause traffic congestion and pose a safety risk to students, families and staff.***

Dismissal Procedure

Dismissal for students will be at **3:15 p.m.** Parents are asked to **arrive by 3:10 p.m.** Children will dismiss through the main entrance at the front of the school building. Anyone picking up a child must present photo identification at the time of pick-up, and once identified, the classroom teacher will release the child. Parents will not enter the school building at dismissal.

If anyone other than a parent is picking up the child, he/she will not be released unless prior written notice has been provided to the school indicating the person who will pick up the child. Your child will only be released to a person listed on your Pick-Up List and when identification has been confirmed through picture ID. It is imperative that you keep your Pick-Up List current throughout the year.

Please note: Some of our elementary students may still be dismissing when you arrive at 3:10. This is most likely during the first few weeks of school as new students, bus drivers, and families get used to the dismissal procedures. If there are buses and/or cars still on school grounds, please get in line with them and follow along the curb in front of the school building.

****We ask that UPK families do not arrive at the school earlier than the designated time or double-park their cars, as this will cause traffic congestion and pose a safety risk to students, families and staff.***

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 your child. A student must be symptom-free for 24 hours before returning to school. Photo identification is required at the time of pick up.

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 learn in a safe and supportive learning environment, free from discrimination, harassment, bullying, and bigotry;
- c) 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;
- d) 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 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

- i) another school to which their child has transferred;
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, 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) due process as set forth in TIEGERMAN's Code of Conduct when their child is subject to discipline;
- g) have school staff make every reasonable attempt to ensure that parents receive important notices from the school, including notices about parent-teacher conferences, Parent Education meetings, school events, etc.;
- h) 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

TIEGERMAN's Preschool/UPK Code of Conduct

Preschool Code of Conduct

We understand that all behaviors, positive and negative, have a function. Students exhibiting inappropriate behaviors are usually trying to escape something (i.e., an activity such as circle time) or to obtain something (i.e., a toy or attention from a classmate or teacher). As well, some of our students cannot express themselves and exhibit frustration. It is important to our teaching staff that we determine the reason for a child's behavior so that we can teach an appropriate replacement skill to help the child get his/her desired result.

Our preschool staff will take the time to speak with students about their feelings that led to the inappropriate behavior. Preschoolers will be encouraged to express their feelings. Staff will help students verbalize their feelings, support their needs, and facilitate conflict resolution and problem-solving when necessary.

Preschool staff uses a variety of strategies including:

- Maintaining realistic expectations of children
- Providing clear and simple limits
- Preventive practices
- Modeling appropriate behaviors
- Positive redirection
- Teaching of replacement skills
- Conflict resolution/Problem-solving techniques
- Providing logical and natural consequences for children's actions

Preschool staff strive to maintain consistent and open communication with families regarding the progress of their students. You may be notified of minor behavioral incidents in the following ways: telephone, written communication, or in person. A disciplinary report will be required for more serious incidents. In this case, you may be asked to come in and discuss the incident with your child's teacher and/or psychologist. The connection between home and school is very important, and children must understand that we are all communicating and working together.

Should a child's behavior become a consistent problem, the parents/guardians will be contacted to schedule a conference. The principal and relevant preschool staff working with the students will convene to discuss further intervention strategies if necessary.

Yours truly,

Mrs. Karen Katzman

Principal, Tiegerman Preschool

Mrs. Nina DeVita

Principal, Tiegerman Preschool at Woodside

Mrs. Michelle Costantino

Principal, Tiegerman Preschool at Far Rockaway

Mrs. Christine Austin

Principal, Tiegerman Preschool at St. Catherine's

Behavior Management Strategies

TIEGERMAN emphasizes a student's right to a safe and secure environment for learning. Students are expected to respect school procedures, rules, property, and safety. Classroom teachers are responsible for creating and implementing a system to teach expectations, acknowledge positive behavior, and address inappropriate behaviors to foster optimal learning. If student behaviors disrupt their learning or that of others, intervention may be necessary to adjust the learning environment. When appropriate, parents will be notified if the School recommends pursuing an evaluation through their CPSE or school district.

Injury to Students and/or Staff

TIEGERMAN maintains a zero-tolerance policy for aggressive behaviors that could harm others. If a student's behavior cannot be managed by the classroom staff, dismissal from the program may be required.

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.

Policy for the Recognition of Holidays in School

Religious, national, and international holidays are recognized throughout the school year as outlined by the curriculum. Through studying holidays, students learn about history, culture, events, and traditions. This educational content is included in activities such as classroom lessons, assemblies, and holiday programs, serving an academic purpose. It is presented in an objective and respectful way that neither promotes nor discourages religious beliefs. Although discussions and activities related to various holidays are, academic in nature, requests from families to be excused on the basis of religious or cultural beliefs may be granted.

Policy for Birthday Celebrations and Other Classroom Parties

Class parties can provide valuable learning and social experiences for students. These activities are scheduled at the teacher's discretion for 30-45 minutes to limit disruption to other learning periods. All food and food-related activities must strictly follow the school's "nut-free" policy, as well as accommodate the allergy and dietary restrictions of all students in the classroom. For students with dietary restrictions, parents are required to send alternative food items. Students with food allergies will only be served food items brought from home. Requests from families to be excused from class parties due to 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.

Video Games and Cell Phones

Any video games/cell phones brought from home will remain in the child's backpack for the duration of the school day. Students are prohibited from using cell phones/smartphones during school hours. 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 9:00-3:15.

Health and Safety

TIEGERMAN Health Office Policy and Procedure

All the strategies, activities, and services provided by the school that aim to support students' physical, emotional, and social growth comprise the school's health program. TIEGERMAN recognizes its responsibility to offer and sustain a continuous and effective School Health Program. Our objective is to promote, preserve, and enhance the overall health of our students. To achieve this, TIEGERMAN employs a full-time nurse and a pediatrician who supervises our School Health Program.

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**.

If your child contracts a contagious illness, contact the health office immediately. Having this information allows us to notify the parents of other children and the staff about potential exposure. Additionally, please note that all children who have had a contagious illness will not be readmitted to school without a doctor's note confirming they are under treatment and no longer contagious. Please consider the health of other children and staff.

If your child has sustained an injury, visited the emergency room, undergone in-hospital testing, or is scheduled for surgery, we must be informed. A doctor's note confirming medical clearance to return to full school activities—including gym, recess, OT, and PT—is required upon your child's return. If your child has any physical condition that limits their ability to participate fully in all activities, please notify us.

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.

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.

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.

Medication Policy

Our Medication Policy follows New York State Law. Only medications necessary to keep the student in school and that must be given during school hours should be administered. Physician and parent authorization are required to give medication at school, and orders must be renewed annually or when there is a change in medication or dosage. This applies to all medications, including over-the-counter drugs. The parent must be responsible for delivering the medication directly to the health office in a properly labeled original container. Over-the-counter medication must be in the original manufacturer's packaging with the student's name attached. 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 cannot fulfill these requirements, please consult our school nurse, who can recommend a pharmacy capable of delivering medication directly to our school in blister packaging. **No medication should be brought into school without prior notification to the health office.**

Many of our children are prescribed various medications by neurologists and psychiatrists. When your child's medications or schedules change, it may affect his or her behavior, leading to classroom disruptions, and may also influence his or her emotional well-being and learning. TIEGERMAN has established the following policy to support 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 strict supervision of our nut/peanut allergic population.

- Staff are advised of which children have allergies and their specific symptoms, if known.
- Children with allergies can only eat what is sent in from home. No sharing of food is permitted.
- We are requesting that parents of the students with a nut/peanut allergy please send in their own food/snacks for meals, snacks, class-wide and school-wide celebrations. You will be notified by your child's teacher when such parties/celebrations will take place.

****Under special circumstances, and only with written parental permission, will we deviate from this policy.***

Lice Policy

If a student is identified with head lice, parents will be notified, given instructions on how to treat 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 during re-examination will be sent home again until they are lice/nit-free. No school-wide screening will be conducted for nits.

Guidelines for Keeping Your Child Home from School

Whether or not the symptoms indicate a common cold or a contagious illness (many contagious illnesses start with a cold), the child is better off at home, not just for the sake of other children, but for the child's own well-being. Your child will recover more quickly if he or she is at rest and kept away from temperature changes. Children cannot perform their best when they are sick.

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

- Persistent fever greater than 100.4 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
- 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 shows these symptoms while at school, we will call and ask you to pick them up. Therefore, it is crucial that you update the school immediately if there are any changes to your emergency contact or pick-up information.

Emergency Procedures

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 New York State schools, the following school policies are to be followed.

1. TIEGERMAN Schools should ensure a safe and secure environment for students, staff, and parents. Maintaining order and safety in and around TIEGERMAN Schools is crucial for creating learning spaces where students can achieve high academic standards, teachers can teach effectively, and parents can trust that their children have a right to learn.
2. Ensuring safety and order is the shared responsibility of all school staff, local authorities, parents, and students.

3. The Principals shall regularly consult with local authorities and cooperate with each other on matters related to school security. To that end, they shall promptly notify one another of incidents that occur on school property.

4. 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.

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.

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

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 believe it is appropriate to proceed).
3. The Principal/designee must make every attempt to notify the parents of the students involved by the end of the school day.
4. Where the police or other investigatory agencies wish to question a student about a child abuse allegation against a parent, guardian, or custodian, the Principal/designee must permit the questioning to take

place and must not contact the parent, guardian, or custodian. Where the police or other investigatory agencies wish to question a student about a child abuse allegation against a person continually or regularly found in the same household, the Principal, in consultation with the police or agency, shall determine whether the questioning should take place without contacting the parent. In either case, the Principal or an individual with whom the child indicates that he/she is comfortable must be present during the interview. In this situation, the child's records may be released to the police or investigatory agencies without obtaining parental consent.

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.

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 the 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.

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.

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

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 per 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 if the child is not immediately found. 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 teacher or administration to determine if further measures are necessary to ensure his/her safety in the school building.

Building Safety Procedures

The safety of students and staff is a top priority. Doors stay locked at all times. School personnel gain entry using a picture ID. Visitors must identify themselves at the main entrance, which is monitored by a camera and an intercom, to access the building. All visitors are required to use TIEGERMAN's main entrance. They must show a photo ID, and a visitor's pass will be issued. Visitors should go to the main office to sign out when leaving the building. Anyone who unlawfully enters will be asked to leave, and the police may be called if necessary. In case of an emergency, staff will follow instructions from Administration or the assigned Building Incident Coordinator. All staff members have been trained on Building Safety and Emergency Procedures. As a result, teachers and staff are authorized to assess situations quickly and take appropriate actions to ensure the safety of everyone.

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

Every year, staff and students take part in about 14 fire drills scheduled randomly

throughout the school year. Each fire drill is supervised by the Building Incident Coordinator to ensure that students and staff are evacuated efficiently from the school. Fire Captains and Alternates have been designated and trained on fire drills and building evacuation procedures. Teachers will take attendance at the evacuation area to confirm that all students are accounted for. No one re-enters the building until an “all clear” signal is given. The building will be evacuated in response to any of the following incidents: fire drill, fire, explosion threat, bomb threat, hazardous material spill, flood, utility failure, gas leak, or building structure failure.

In-School Sheltering/Relocation in the Building

In an emergency, the Administration or the Building Incident Coordinator may decide that it is best to move students and staff to a designated windowless area in the building. In such cases, an in-school sheltering announcement will be made, and staff and students will go to their assigned shelter areas. Teachers will take attendance when they arrive at the shelter area. Emergency Captains will walk through their assigned building sections to ensure no one remains, lights are turned off, and classroom and hallway doors are closed.

Bomb Threat

In the unlikely event of a bomb threat, staff will supervise the evacuation of the building. Staff and students participate in at least one bomb drill per year. All students, staff, and visitors will proceed to the Glen Cove baseball fields behind the rear parking lot fence or on Glen Cove Avenue. Teachers take attendance once relocated and fire captains perform their duties as they would for a fire drill. A decision to reoccupy the building will be made by Administration in consultation with the police. When it is safe to return to the building, an “all clear” signal will be given. If necessary, counselors will be available to support students and staff.

If students and staff are not able to return to our building, we will relocate to the Boys and Girls Club, 113 Glen Cove Avenue, Glen Cove, NY 11542.

Lockdown Procedure

Each year, staff and students participate in four lockdown drills. In the event of an emergency outside or inside the building, Administration or the Building Incident Coordinator may decide it is in the best interest of the students to lock down the building. The police will be notified and 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 an 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/Pick-Up List. Parents can consult TIEGERMAN's website 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 an individual on their Emergency Phone List/Pick-Up List, or when prior written notice has been provided to the school by the parent/guardian indicating the person who will pick up the student. Photo identification is required for any individual picking up the student in order for the student to be released from school.

Early Dismissal Procedures

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

Programs Serving the Community

A.L.L. For Kids Extended Day Enrichment Program at Glen Cove

TIEGERMAN's *A.L.L. For Kids Extended Day Enrichment Program* is a unique educational experience that combines a sound developmental approach with evidence-based learning strategies. The program provides children between the ages of 3 and 5 years with a secure environment in which to explore and investigate the world around them. Our classrooms are set up to provide children with a diverse set of learning materials, activities, and multi-sensory experiences designed to promote language, cognitive, and social development.

Our approach to education is guided by the understanding that children learn and develop at different rates. We identify and foster the individual and unique abilities of each child.

The *A.L.L. For Kids Extended Day Enrichment Program* is available from 7:10 am until 5:15 pm.

For further information about *A.L.L. For Kids Extended Day Enrichment Program*, please call 516-609-2000 ext. 284.