



Greenup County Schools

The best choice for your education, the best choice for our future.

45 Musketeer Drive
Greenup, KY 41144
606.473.9819
Fax: 606.473.5710
Sherry Horsley, Superintendent

EMERGENCY GUIDELINES FOR PARENTS/GUARDIANS

The Greenup County School District utilizes an Emergency Management Response Plan for each school. This plan is designed to minimize danger to anyone occupying a school or school vehicle should an emergency occur. Our main objective is attending to the health and welfare of your children in the event of a crisis and to see that they get home safely.

Although it is impossible to foresee all potential emergencies, we have researched the most effective way to use our resources to respond immediately to those emergencies that cannot be avoided.

IN MOST EMERGENCY SITUATIONS, YOUR CHILDREN WILL REMAIN AND BE CARED FOR AT THE SCHOOL THEY ATTEND. IN THE RARE EVENT OF AN EMERGENCY AFFECTING THE SCHOOL YOUR CHILD ATTENDS THAT PROHIBITS RE-ENTRY TO THE BUILDING (SUCH AS A BROKEN GAS MAIN OR FIRE), STUDENTS AND STAFF WILL BE MOVED TO THAT SCHOOL'S ALTERNATE SITE IMMEDIATELY.

In most cases, you will be notified of an emergency via the SchoolMessenger emergency notification system. Please make sure that your contact information is up-to-date at your child's school to ensure that you receive these messages.

If you should hear of a school emergency while at home or at work, please do the following:

1. **TURN ON YOUR TELEVISION, RADIO OR CHECK GCSD SOCIAL MEDIA.** The news media will be informed of any school emergencies that may be taking place. Turn to the following:
WLGC - 105.7 FM, WSAZ/TV or check GCSD Facebook/Twitter accounts
2. **PLEASE DO NOT CALL THE SCHOOL.** Due to a limited amount of phone lines, they must be kept clear in order to properly respond to an emergency.
3. **If there is an emergency at your child's school, emergency response workers and vehicles must be able to get to the building. Do not attempt to come to the school to pick up children as you may interfere with emergency response/rescue.** If the emergency necessitates relocation of staff and students, follow these instructions:
 - a) If the school must be evacuated during the school hours, your children will be taken to and cared for at an alternate site.
 - b) Stay tuned to social media, television, radio and SchoolMessenger for updated reports and information provided by district administration about when and where to pick up your children.

The district also employs a set of standard universal emergency procedures that may be implemented across a variety of emergency situations. There are six basic procedures we utilize when responding to emergencies: a) evacuation; b) reverse evacuation; c) severe weather safe area; d) shelter in place; e) lockdown/lockout; f) drop, cover and hold.

If you have questions or comments about district safety procedures, please contact your child's school or the Board of Education.

Notification of FERPA Rights

The Family Educational Rights and Privacy Act (FERPA) affords parents and “eligible students”(students over 18 years of age or students who are attending a postsecondary institution) certain rights with respect to the student’s education records. They are:

1) ***The right to inspect and review the student’s education records within forty-five (45) days of the day the District receives a request for access.***

Parents or eligible students should submit to the school Principal/designee a written request that identifies the record(s) they wish to inspect. The Principal will make arrangements for access and notify the parent or eligible student of the time and place where the record(s) may be inspected.

2) ***The right to inspect and review logs documenting disclosures of the student’s education records.***

Except for disclosure to school officials, disclosures related to some judicial orders or lawfully issue subpoenas, disclosures of directory information, and disclosure to the parent or eligible student, FERPA regulations require the District to record the disclosure.

3) ***The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate, misleading, or in violation of the student’s privacy or other rights.***

Parents or eligible students may ask the District to amend a record that they believe is inaccurate, misleading, or in violation of privacy or other rights. They should write the school Principal, clearly identify the part of the record they want changed, and specify why it is inaccurate, misleading, or in violation of their privacy or other rights.

If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise him/her of the 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.

4) ***The right to provide written consent prior to disclosure of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.***

Exceptions that permit disclosure without consent include:

a. Disclosure to school officials with legitimate educational interests. A “school official” is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school Board; a volunteer or an outside person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his/her professional responsibility to the District.

b. Upon request, disclosure of education records without parent/eligible student notice or consent to officials of another school district or post-secondary institution in which a student seeks or intends to enroll or is already enrolled or to other entities authorized by law so long as the disclosure is for purposes related to the student’s enrollment or transfer.

c. Disclosure of information to those whose knowledge of such information is necessary to respond to an actual, impending, or imminent articulable and significant health/safety threat.

d. Disclosure to state and local educational authorities and accrediting organizations, subject to requirements of FERPA regulations.

5) ***The right to notify the District in writing to withhold information the Board has designated as directory information as listed in the annual directory information notice the District provides to parents/eligible students.****

To exercise this right, parents/eligible students shall notify the District by the deadline designated by the District.

6) ***The right to prohibit the disclosure of personally identifiable information concerning the student to recruiting representatives of the U. S. Armed Forces and its service academies, the Kentucky Air National Guard, the Kentucky Army National Guard and institutions of higher education.***

Unless the parent or secondary school student requests in writing that the District not release information, the student’s name, address, and telephone number (if listed) shall be released to Armed Forces recruiters and institutions of higher education upon their request.

7) ***The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.*** The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-8520

**Consistent with FERPA, parents (or students 18 or older) may direct the District not to disclose certain directory information. Please visit the district website at www.greenup.kyschools.us or the school office to access form 9.14 AP.12 – Student Directory Information Notification. This form can be used to opt-out of student directory information listings. Form 9.14 AP.12 must be returned to the district within 30 days of receipt of this notification or all student directory information will be subject to release without your consent.*