

# Glens Falls City Schools Annual Parental Notifications, 2024-25

## Emergency Response Plan

The Glens Falls City School District has an Emergency Response Plan (ERP) that is designed to prevent or minimize the effects of serious violent incidents and emergencies, and facilitate the coordination of the district with local and county resources in the event of such incidents or emergencies. The overall strategy of the ERP is to execute effective and timely decisions and actions that prevent harm, protect lives and property, mitigate damages, restore order and aid recovery. The public portion of the ERP is available at <https://www.gfsd.org/departments-services/safety-culture/emergency-response-plan/>, and parents/guardians are encouraged to review it.

In the event of an emergency, the district uses multiple communication media to alert parents and guardians, and provide incident information, including:

- **Automated telephone calls/emails/text messages.** The district uses a call/email/text notification system that is based on emergency contact information provided within our student records system. Parents must update their child(ren)'s Student Demographic Validation Form each year on the first day of school to keep contact information current. **It is especially important to provide current mobile phone numbers and email addresses on this form.**

## Publication of Student Photos and Work

The district currently uses an "Opt-OUT" practice for the publication of student photos and work on school web pages, newsletters, and social media. **If you do NOT want your child in photographs, audio, video, or your child's original work (ie. artwork, essays, etc.) used or published for educational purposes, or to promote school or district activities, please inform your school principal in writing by September 30, 2024.**

## Students Experiencing Homelessness

The McKinney-Vento Act is a federal law that defines "Homelessness." It states that students should be considered homeless when they lack a fixed, adequate, and regular nighttime residence and specifies what school districts' obligations are.

For example, a student would be considered homeless if s/he were living in an emergency or transitional housing shelter, shared housing due to loss of housing or economic hardship ("doubled-up" or "couch surfing"), was living in hotels/ motels/ campgrounds due to lack of alternative adequate housing or living in cars, parks, etc. Contact Homeless Liaison Kristy Moore at 518-792-1451 or visit the district office if this applies to your family.

Homeless students have certain protections:

- They can choose to remain in their current school even if they have moved to a different district.
- They can immediately enroll in school without the paperwork normally required for enrollment.
- They are eligible for transportation to the school they designate.
- They automatically qualify for free breakfast and lunch and do not have to complete the application, but need to see the homeless liaison.

## Student Privacy

Under the Protection of Pupil Rights Amendment (PPRA), parents have the right to inspect and opt their child out of any student survey that reveals information about personal attitudes, behaviors or beliefs. Parents also have the right to receive notice of and opt their child out of any activities that involve the collection, disclosure or use of a student's personal information for marketing purposes and out of any non-emergency, invasive physical exam or screening, except for hearing, vision and scoliosis screenings or as permitted or required by state law.

## Annual Professional Performance Review

Under education law, parents and guardians of students may request the final quality rating and composite effectiveness score for each teacher and the principal of the school to which their child is assigned for the current school year. Read the process to request APPR ratings and scores on the district website at: <https://www.gfsd.org/academics/curriculum-instruction/appr/>

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

The Glens Falls City School District is committed to protecting the privacy and security of student, teacher, and principal data. In accordance with New York Education Law § 2-d, the District wishes to inform the school community of the following:

- 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) State and federal laws protect the confidentiality of personally identifiable information, and safeguards associated with industry standards and best practices, including but not limited to, encryption, firewalls, and password protection, must be in place when data is stored or transferred.
- 4) A complete list of all student data elements collected by the State is available for public review at: <http://www.p12.nysed.gov/irs/sirs/documentation/NYSEDstudentData.xlsx>, or by writing to the Office of Information & Reporting Services, New York State Education Department, Room 863 EBA, 89 Washington Avenue, Albany, New York 12234.
- 5) Parents have the right to have complaints about possible breaches of student data addressed. Complaints should be directed in writing to the Chief Privacy Officer, New York State Education Department, 89 Washington Avenue, Albany, New York 12234. Complaints may also be directed to the Chief Privacy Officer via email at: [CPO@mail.nysed.gov](mailto:CPO@mail.nysed.gov).

## **Child Abuse Hotline**

If you suspect a child is being abused or maltreated (neglected), report it by calling 1-800-342-3720, a toll-free 24-hour hotline operated by the New York State Office of Children and Family Services. If you believe a child is in immediate danger, call 911 or your local police department.

## **Asbestos Management Plan**

In accordance with the EPA Asbestos Hazard Emergency Response Act, the Glens Falls City School District has in place an asbestos management plan to identify and manage asbestos building materials. The Asbestos Management Plan (AMP) for the district is kept on file at the district office at 15 Quade Street, Glens Falls. These records are available for review during regular business hours (8 a.m. to 4:30 p.m.) or by making an appointment. For more information, contact the district office at 518-792-1212. Information about required inspections and any scheduled asbestos projects occurring this school year is contained within the AMP.

## **BMI Reporting to New York State**

As part of a required school health examination, a student is weighed and his/her height is measured. These numbers are used to figure out the student's body mass index or 'BMI.' The BMI helps the doctor or nurse know if the student's weight is in a healthy range or is too high or too low. Recent changes to the New York State Education Law require that BMI and weight status groups be included as part of the student's school health examination.

A sample of school districts will be selected to take part in a survey by the New York State Department of Health. If Glens Falls City School District is selected to be part of the survey, we will be reporting to the New York State Department of Health information about our students' weight status groups. Only summary information is sent. No names and no information about individual students are sent. However, you may choose to have your child's information excluded from this survey report.

The information sent to the New York State Department of Health will help health officials develop programs that make it easier for children to be healthier.

If you do not wish to have your child's weight status group information included as part of the Health Department's survey this year, please contact your school nurse.

## **Annual Fire Inspections**

The school district facilitates annual fire inspections that examine buildings, structures, facilities, vehicles and other district property to ensure that code, laws, rules or regulations are being enforced to keep students and employees safe. The fire inspection reports are available for any interested person to read at our facilities office: 31 Glenwood Ave., Queensbury, NY 12804.

## **Integrated Pest Management (IPM) Policy**

New York State Education Law requires the district to provide written notification to all persons in parental relation, faculty and staff regarding the potential use of pesticides periodically throughout the school year. The district is required to maintain a list of persons in parental relation, faculty and staff who wish to receive 48-hour prior written notification of certain pesticide applications. The following pesticide applications are not subject to prior notification requirements:

- A school remains unoccupied for a continuous 72 hours following an application;
- Anti-microbial products;
- Nonvolatile rodenticides or insecticidal baits in tamper resistant bait stations, silica gels and other nonvolatile ready-to-use pastes, foams or gels in areas inaccessible to children;
- Boric acid and disodium octaborate tetrahydrate;
- The application of EPA designated biopesticides or exempt materials under 40CFR152.25;
- The use of aerosol products with a directed spray in containers of 18 fluid ounces or less when used to protect individuals from an imminent threat from stinging and biting insects including venomous spiders, bees, wasps and hornets.

In the event of an emergency application necessary to protect against an imminent threat to human health, a good-faith effort will be made to supply written notification to those on the 48-hour prior notification list. If you would like to receive 48-hour prior notification of pesticide applications that are scheduled to occur in your school, please contact Ken Chester, Director of Facilities & Transportation, at 31 Glenwood Avenue, or by phone at 518-792-2706.

## **Family Educational Rights and Privacy Act (FERPA)**

FERPA provides the following rights to parents of students enrolled in district schools (these rights transfer from the parent to the student once he/she turns 18 or is attending college):

- 1.** You may inspect and review your child's education records, by contacting the school principal, who will arrange for you to inspect them within 45 days. You may obtain a copy of any record by giving the principal a request that specifically identifies the record you want copied. The copies will be made within a reasonable time after your request is received; you may be charged 25 cents per page for the copies.
- 2.** You may seek amendment of your child's records if you believe they are inaccurate or in violation of the student's privacy or other rights, by contacting the district Records Access Officer. You should tell the officer what specific portions of your child's records you believe are inaccurate, misleading or a violation of privacy rights, and how you want them amended. If the officer determines that the record should not be amended, you have the right to a hearing to review that determination; the process for requesting a hearing will be explained to you at the time of the officer's determination.
- 3.** The district cannot generally disclose personally identifiable information contained in your child's records to anyone outside the district without your consent. The district will disclose your child's records to school officials only if they are providing educational services to your child, or otherwise need access to the information in those records in order to perform the work of the district. School officials include: administrators, teachers, and support staff employed by the district; Board of Education members; a parent or student serving on a district body such as the Committee on Special Education or the Student Senate; or any individual or company such as a law firm, medical consultant or specialist which contracts to provide services to the district or its students. The district will forward your child's records to other educational agencies or institutions, including other school districts, in which your child seeks or intends to enroll, or from which your child is receiving services, upon the request of the agency or institution. You may request a copy of any record which has been sent to such an agency or institution, and you may seek amendment of any such record as described in Section 2 of this Notice.
- 4.** If you believe the school district has not complied fully with FERPA or its regulations, you may file a complaint with the Family Policy Compliance Office, U.S. Department of Education, Washington D.C., 20202-4605. Procedures for filing this complaint can be obtained from the Records Access Officer.

The district's Records Access Officer is Amy Towers, Glens Falls City School District, 15 Quade Street, Glens Falls, NY 12801. Her phone number is 518-792-1212.

## **Release of Student Information to Military Recruiters**

Pursuant to the federal No Child Left Behind Act, the school district must disclose to military recruiters and institutions of higher learning, upon request, the names, addresses and telephone numbers of our high school junior and senior students.

This information is routinely used by members of the Armed Services (Army, Navy, Air Force, Marine Corps) as well as colleges and vocational schools.

However, parents or students may request, in writing, that the district not release such information. Parents, or students who are at least 18 years old, wishing to exercise their option to withhold their consent to the release of this information must contact the high school main office by September 30 of the current school year. After this date, the school will be expected to release the information when requested.

Should you have any questions regarding this request, or if you are in need of further information, please feel free to contact the high school.

## **Section 504 Grievance Procedure**

The Glens Falls City School District does not discriminate in admission, access to services, treatment or employment in its programs and activities. Discrimination will not be tolerated based on actual or perceived race, color, weight, national origin, creed, ethnic group, religion, religious practice, marital status, age, disability, predisposing genetic characteristic, sex, sexual orientation, gender (including gender identity and expression), or any other basis prohibited by state or federal non-discrimination laws.

Any complaints of discrimination in violation of federal law should be addressed through the following grievance procedure:

### **STEP 1: Informal Discussion with Coordinator**

Complainants are encouraged to try to resolve problems promptly through informal dispute resolution. The complainant should meet with the building Principal to discuss his/her complaint. The Principal will investigate, documenting all steps (including dates and nature of meetings, disposition and dates of disposition), and will reply in writing to the complainant within five working days of the initial meeting.

### **STEP 2: Written Complaint**

If the complaint is not satisfactorily resolved through Step 1, the complainant may file a written grievance with Section 504 coordinator within 10 working days of disposition at Step 1.

The written complaint must include: a clear statement of the alleged violation; the remedy sought by the complainant; and the complainant's signature and the date.

The district's Section 504 coordinator will conduct a full investigation of the grievance and will prepare a written report of the investigation that will include:

- A clear statement of allegations of the grievant and remedy sought.
- A statement of the facts as contended by each party.
- A statement of the facts as found by the coordinator and evidence to support each fact.
- A narrative describing attempts to resolve the grievance.
- The coordinator's conclusions on whether the grievance is valid.

If the coordinator believes the grievance is valid, the coordinator will recommend appropriate action to the Superintendent of schools.

The report will be filed with the Superintendent within 15 days of receipt of the written grievance. A copy of the report will be provided to the complainant.

If the Superintendent agrees with the recommendations of the coordinator, the recommendations will be implemented.

### **STEP 3: Appeal to School Board**

If the complaint is not satisfactorily resolved through Step 2, the complainant may file a written appeal to the Board of Education. The appeal, which must be filed within 10 days of the Superintendent's decision, must include copies of the disposition at Step 1, if applicable, the written complaint, the coordinator's report and the Superintendent's decision at Step 2. The appeal will be considered at the next regularly scheduled meeting as long as the appeal is filed at least five working days before the meeting. Within 10 working days of considering the appeal, the board will issue a written decision through the Superintendent's Office.

### **OCR Complaint**

At any stage of this grievance procedure, the complainant has the right to file formal complaints with the District Section 504 coordinator: Dr. Krislynn Dengler, Superintendent, Glens Falls City Schools, 15 Quade Street, Glens Falls, NY 12801.