

Houston County Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: Emergency Contact Information	Descriptor Code: 6.410	Issued Date: 10/28/24
		Rescinds:	Issued: 07/08/13

Parent(s)/guardian(s) of all students shall provide the schools with emergency contact information which shall contain the following information:

1. Location and phone numbers of parent(s)/guardian(s) during the school day; and
2. Information concerning a student's particular physical disability or medical condition.

This information shall be required annually and shall be kept on file in the principal's office.

If a student suffers an injury or becomes ill, the staff member in charge shall have the responsibility to render first-aid or ensure that it is rendered if there is a consent form on file from the parent/guardian. In the event of serious injury or illness to a student, the parent(s)/guardian(s) shall be notified as whether to pick up the student at school or meet the student at the hospital. If the parent(s)/guardian(s) cannot be reached, the student shall be transported to the hospital emergency room. Efforts to notify the parent(s)/guardian(s) shall continue until they are reached.

Principals shall inform the Director of Schools/Designee immediately of any serious injuries suffered by students while under the jurisdiction of the school.

Parent(s)/guardian(s) who object to the guidelines contained in this policy shall submit to the principal a written emergency plan for his/her approval.

The Director of Schools/Designee shall develop procedures to implement this policy, including all local reporting requirements.

Cross References

Student Discrimination, Harassment, Bullying, Cyber-bullying, and Intimidation 6.304
