

5125.1

Students

Emergency Contact Information

The Manchester Board of Education requires a record of emergency contact information parents/guardians or other persons designated by parent or in the event of an emergency involving their child. The Board requires parents and guardians to annually provide accurate and timely information about those designated to be contacted in the event of such emergency.

Emergency contact information can be updated electronically through the district website or in person in any school in the district. The emergency contact information will automatically be updated in all school records for any child of the parent attending the Manchester Public Schools.

When parents do not provide accurate and timely information, a letter will be sent to them from the building administrator indicating to them that such information constitutes a condition for attending the Manchester Public Schools. The letter should indicate that failure to update this information may jeopardize the safety of their children. Should the information not be provided within a period of two weeks of the initial notification, a second letter shall be sent by the building administrator indicating that the administration no longer takes responsibility for inaccurate emergency contact information.

Legal Reference: CT General Statute 10-186

Adopted: April 10, 1989

Revised: May 12, 2003

Revised: March, 2014

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