

## Western Reserve Local Schools

Dear Parent/Guardian:

State law requires all Ohio public schools to offer parents or guardians the opportunity to complete an Emergency Medical authorization form on each of their children in the public schools for emergency hospital treatment for illness or injury, in cases where the parent or guardian cannot be contacted for approval of such emergency treatment. Please complete Part I of the Emergency Medical Authorization form for each of your children if you would like this information on file at the schools. Complete Part II if you do not want emergency treatment permission on file. Please return one form for each child to the school to which he/she is assigned by the first day of school.

### ORC Section 3313.712

(A) Annually the board of education of each city, exempted village, local and joint vocational school district shall, before the first day of October, provide to the parent or legal guardian of every pupil enrolled in schools under the board's jurisdiction, an emergency medical authorization form that is an identical copy of the form contained in division (B) of this section. Thereafter, the board shall, within thirty days after the entry of any pupil into a public school in this state for the first time, provide his parent or legal guardian, either as part of any registration form which is in use in the district or as a separate form, an identical copy of the form contained in division (B) of this section.

When the form is returned to the school with Part I or Part II completed, the school shall keep the form on file, and shall the form to any school of a city, exempted village, local or joint vocational school district to which the pupil is transferred. Upon request of his parent or legal guardian, authorities of the school in which the pupil is enrolled may permit the parent or legal guardian to make changes in a previously filed form or to file a new form.

If a parent or legal guardian does not wish to give such written permission, he shall indicate in the proper place on the form the procedure he wishes school authorities to follow in the event of a medical emergency involving his child.

Even if a parent or legal guardian gives written consent for emergency medical treatment, when a pupil becomes ill or is injured and requires emergency medical treatment while under school authority, or while engaged in an extra-curricular activity authorized by the appropriate school authorities, the authorities of his school shall make reasonable attempts to contact the parent or legal guardian before treatment is given. The school shall present the pupil's emergency medical authorization form or copy thereof to the hospital or practitioner rendering treatment.

Nothing in this section shall be construed to impose liability on any school official or school employee who, in good faith, attempts to comply with this section.

(B) The emergency medical authorization form provided for in division (A) of this section is as follows: (See reverse side)

Western Reserve Local Schools has revised the Emergency Medical Authorization and Emergency Closing forms. It is very important that we be able to contact you or a relative in case your child becomes ill or injured.

**\* Only those listed on the EMA can pick up your child or administer medicine.**

**Please fill out both sides completely.**

**Emergency Medical Authorization  
2019-2020**

Student Name \_\_\_\_\_ Grade \_\_\_\_\_ Date of Birth \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_  
Home Phone \_\_\_\_\_ Students Cell Phone (Optional) \_\_\_\_\_

Purpose-To enable parents and guardians to authorize the provision of emergency treatment for children who become ill or injured while under school authority, when parents or guardians cannot be reached.

**Part I – To Grant Consent**

**Emergency Contacts**

**\*\*Please list contacts that can pick up your child when he/she needs to leave school or a school function and to be able to administer medicine.**

Legal Guardian is: Mother \_\_\_ Father \_\_\_ Both \_\_\_ Other (Name) \_\_\_\_\_  
Parents are: Married \_\_\_ Divorced \_\_\_ Widowed \_\_\_ Single \_\_\_

Parent #1 \_\_\_\_\_ Relationship to Student: \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Home # \_\_\_\_\_ Cell # \_\_\_\_\_ Work # \_\_\_\_\_  
Email Address \_\_\_\_\_

Parent #2 \_\_\_\_\_ Relationship to Student: \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Home # \_\_\_\_\_ Cell # \_\_\_\_\_ Work # \_\_\_\_\_  
Email Address \_\_\_\_\_

Emergency Contact _____	Relationship _____	Phone _____
*Emergency Contact _____	Relationship _____	Phone _____
*Emergency Contact _____	Relationship _____	Phone _____
Physician _____	Phone _____	
Dentist _____	Phone _____	
Hospital Preference _____	Phone _____	

In the event reasonable attempts to contact me have been unsuccessful, I hereby give my consent for (1) the administration of any treatment deemed necessary by above-named physician/dentist, or in the event the designated preferred practitioner is not available, by another licensed physician or dentist; and (2) the transfer of the child to any hospital reasonably accessible. This authorization does not cover major surgery unless the medical opinions of two other licensed physicians or dentists, concurring in the necessity for such surgery, are obtained prior to the performance of such surgery.

Facts concerning the child's medical history including allergies, medications being taken, and any physical impairments to which a physician should be alerted: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date \_\_\_\_\_

**Do not complete Part II, if Part I is completed**  
**Part II-Refusal to Consent**

I do NOT give my consent for emergency medical treatment of my child. In the event of illness or injury requiring emergency treatment, I wish the school authorities to take the following action:  
\_\_\_\_\_  
\_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please Fill Out Info on Reverse Side**



## Permission to go to the Elementary/Middle/High School

During the course of the school year, students may have opportunities to go to the Elementary -Middle/High School or other school grounds. Examples include but are not limited to performing, watching performances and distance learning classes. Students may also use outdoor facilities. Since the Elementary/Middle/High School is part of the Western Reserve campus, a permission slip for travel to the Elementary/Middle/High School will give permission throughout the course of the current school year. Please sign the following permission slip and return to the classroom teacher.

(Print) \_\_\_\_\_ has permission to walk to the Elementary/Middle School/High School or school grounds whenever necessary during the 2019-2020 school year. I understand that my child will be supervised.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Receipt of Student/Parent Handbook

The Student/Parent Handbook contains important information for all students, parents, and guardians. It contains information about guidelines and procedures as well as the dress code and student conduct rules. Please discuss these guidelines with your child. Please return the receipt of the handbook by returning this form to the school on the first day of school or immediately after transfer to Western Reserve.

We confirm that the following Student(s) and Parent(s)/Guardian(s) have received and read the Western Reserve Student/Parent handbook for the 2019-2020 school year. I confirm that I have reviewed the handbook with him/her.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Emergency Closing/Evacuation

Situations may occur during the year that may result in school being closed or evacuated. In the event of such an emergency it is not always possible to contact parents/guardians. Please indicate how your child is to get home in the event of an emergency closing or evacuation. In the event of an emergency closing/evacuation any notes written for bus changes for that day will NOT be honored because adults may not be present.

(Please Print) Student Name: \_\_\_\_\_

Family Members at Western Reserve Elementary/Middle School/High School

Name: \_\_\_\_\_ Grade: \_\_\_\_\_ Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Name: \_\_\_\_\_ Grade: \_\_\_\_\_ Name: \_\_\_\_\_ Grade: \_\_\_\_\_

My child is to:

\_\_\_\_\_ Ride his/her regular bus \_\_\_\_\_ My child is allowed to ride home with an older sibling

\_\_\_\_\_ If an emergency contact listed in Part I can be reached, my child may go home with him/her.

Other (please explain) \_\_\_\_\_


## Permission to Photograph/Videotape Release to Utilize Within Media Presentations

I/We as the Parent(s)/Guardian(s) of: (Print) \_\_\_\_\_ Grade \_\_\_\_\_

DO \_\_\_\_\_ DO NOT \_\_\_\_\_ grant permission for our child and their school work to be photographed and/or videotaped by Western Reserve School District. (I.e. *Western Front, Local Newspapers, School Yearbook, School Website, Class Photograph, Class Group Photograph, etc.*)

I further understand that if I grant permission, release of any such video and/or audio materials for use within media presentations and/or publications of products, printed or electronic, which may be distributed electronically or otherwise, for the purposes of publicizing programs administered by Western Reserve Local Schools. I/We understand that my/our child's name, school and grade placement may be revealed within such presentations and/or products, but no grades or other evaluative measures of the work will be included. The undersigned holds harmless and releases the Western Reserve Board of Education, its Administration and its staff from any liability arising out of the media presentations.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_



# Western Reserve Local School District

3765 US 20 • Collins, Ohio 44826 • Phone: 419-660-8508 • Fax: 419-660-8429

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## Western Reserve Local Schools Google Apps for Education

Dear Parents and Guardians:

Western Reserve Local School District is implementing Google Apps for Education for students and teachers in classrooms at the middle and high schools. Students in these classrooms will have Google accounts to allow email, storage of their documents and presentations online. All stored work will be accessible from home, school, and anywhere there is an Internet connection. Students will have access to Google Mail, Google Calendar, Google Docs, and Google Sites.

Western Reserve has created email accounts for these students to allow for collaborative sharing using Google Apps for Education. These accounts will be used at school for school related projects. Google Apps is a place for students to safely keep online communication and collaboration documents as they relate to school – school websites, school documents, school videos, school calendars, school email. It is not to be used it for personal use.

The email naming convention is: [username@western-reserve.org](mailto:username@western-reserve.org).




### Responsible Use Guidelines :

Teachers will make every reasonable effort to monitor student conduct related to class content in order to maintain a positive learning environment. All participants will respect the teacher's time and professionalism by supporting the same positive approach. Students will adhere to the Western Reserve School District's Acceptable Use Policy. All participants will be respectful in their postings and comments. No cyber bullying, inappropriate language, personal insults, profanity, spam, racist, sexist or discriminatory remarks, or threatening comments will be tolerated.

All participants must protect their login and password information. If participants suspect that a password has been compromised, they must notify the teacher immediately. No participant may share his/her login information or information about the site with anyone who is not a participant. This includes adding monitoring software or other means by which outsiders can access the site without permission. Any participant who is aware of violations of this agreement by others must report these violations to the teacher immediately, either verbally or in writing. Copyrighted material that is not cited in any student work will be deemed as plagiarism and disciplined accordingly. Student users are strictly prohibited from accessing documents other than their own unless documents have been shared with them. Western Reserve Local School District Administration reserves the right to access the Google system of user accounts when there is suspicion that unacceptable use has occurred. Access to and use of the student's Google account is considered a privilege. Western Reserve maintains the right to terminate the access and use of their Google account when there is reason to believe that

*"Home of the Roughriders"*

[www.western-reserve.org](http://www.western-reserve.org)



violations of law or district policies have occurred. The alleged violation will be directed to the building principal and addressed according to the procedures outlined in the student handbook. Western Reserve cannot and does not guarantee the security of electronic files used in Google Apps for Education. The District does have a content filter; however, the district cannot ensure that users will not be exposed to unsolicited information.

If you have any questions or concerns, please feel free to reach out to the building Administrators or Director of Information Technology.

Michael McGill - Director of IT

[mmcgill@western-reserve.org](mailto:mmcgill@western-reserve.org)

(419)-660-8508 Extension 2063

### Signatures

I agree to the terms and conditions in this document, and permit my child to use Google Apps for Education.

Parent/Guardian Name: \_\_\_\_\_  
(please print)

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian e-mail: \_\_\_\_\_  
(please print)

Student name: \_\_\_\_\_ Student Graduation year: 20\_\_\_\_\_  
(please print)

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Lisa Border  
Principal  
Sheldon  
Assistant Principal

## Western Reserve Middle - High School

3841 U.S. Route 20 East  
Collins, OH 44826

Phone: (419) 668-8470 Fax: (419) 663-5916

Ryan Falknor  
Athletic Director

Libby French  
School Counselor

### Communication from School to Parents in the event of a School Crisis

#### Before an incident occurs, Western Reserve Local Schools will prepare:

- Our Schools practice minimally 3 different drills (active shooter, lockdown, etc.) with our students throughout the year to prepare our students for emergency response situations.
- We feel it is extremely important to be pro-active and give our students as much preparation as possible so we can react appropriately in the event of a school crisis.

#### In the event of an incident, Western Reserve Local Schools will:

- Disseminate information. You will receive updates and specific instructions (as needed) from the school via our One Call System & Facebook
- Parents should NOT come to the school during a crisis; you will receive specific instructions as to When and Where you will be reunited with your child via a telephone call
- Attempting to text or call your child's cell phone can happen but due to the expected high volume of communication in the event of a crisis; there may be a delay or complete interference

After an incident, Western Reserve Local Schools administrators will schedule and attend an open question-and-answer meeting for parents as soon as possible

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Please fill out this slip and return to the schools MAIN OFFICE:

Child Name (Print) \_\_\_\_\_

Parent Name (Print) \_\_\_\_\_

Parent Signature \_\_\_\_\_

Date \_\_\_\_\_