

Series 4000 Students

Section 4400 Student Health Services

Policy 4401 School Admissions

4401.1 Certificate of Birth Required for Entry

All children, upon entering the Harrison County school system for the first time, shall present a copy of their official birth records or a parent/guardian's affidavit stating that one cannot be provided to the school principal. Records from the state registrar of vital statistics or foreign birth certificates with an attestation of accuracy will be the birth records accepted for children as valid for entry into the county schools. It is the responsibility of the parent(s)/ guardian(s) to provide proper documentation of birth records. (Forms for applying for issuance of a birth certificate are available at each school and at the Central Office of the Harrison County Schools.)

4401.1.1 Documentation of U.S. citizens born abroad – The official record is in the form of a Consular Report of Birth Abroad as a citizen of the United States of America. This document, referred to as the Consular Report of Birth Abroad or FS--□240, is considered a basic United States citizenship document.

4401.1.2 Persons attempting to enroll students who do not have certified birth certificates will be required to produce a copy within a reasonable period of time, but not to exceed three weeks.

4401.1.3 If the person enrolling the student is unable to furnish a certified copy of the student's birth record, he or she must submit a notarized affidavit that explains the reasons for being unable to furnish a certified birth certificate. The school system will use foreign birth certificates, baptismal record, or alternative document in the same manner that it will use a United States birth certificate, baptismal record, or alternative document: that is, solely to establish the age of the child. Failure to furnish a certified copy of a birth certificate or foreign birth certificate requires the principal to immediately notify the local law enforcement authorities for the sole purpose of locating missing children. The notice to the law enforcement agencies shall include copies of the submitted proof of the pupil's identity and age and the affidavit explaining the inability to produce a certified copy of the birth record.

4401.1.4 When pupils transfer into a public school in West Virginia, the principal from the admitting school must request the birth record from the previous school within fourteen days.

4401.1.5 Students who enroll as foreign exchange students may, in the event a birth certificate is unavailable, substitute their immigration documents, passports or visas to substantiate identity and date of birth.

4401.1.6 In the absence of birth records, students are not to be excluded from attending school. To do so would deprive them of a free, appropriate education.

4401.2 Admitting Foster Children and Youth

4401.2.1 A child's placement in foster care often necessitates a change of schools. In some cases, students' records are delayed or unavailable at the time of admission. In such cases, the following will apply:

4401.2.1.1 Foster care students are not required to present academic records from a former school as a condition for admittance.

4401.2.1.2 Failure of a foster care student to have his/her immunization records in hand at the time of school enrollment does not warrant refusal to provisionally admit the student. School officials may rely, at least temporarily, upon the presumption that West Virginia law had been followed and that the student was immunized upon entering school for the first time or, if doubts exist, rely upon telephone or written confirmations.

4401.2.1.3 Enrollment of a foster care student may not be denied because of proof of custody or guardianship. When a child's custodial situation is in a state of flux or confusion, a school may fulfill its responsibility to a student in a custody dispute as long as it receives acknowledgement from the person in actual charge of the student that such person is assuming responsibility, temporarily or otherwise, for housing, care and supervision of the student. The school should provisionally admit the student until proper proceedings are completed to accomplish a legal change of custody or establish guardianship rights.

4401.1.3 Immunizations

4401.3.1 A child may not be admitted or received in any of the schools of the state or a state-regulated child care center until he or she has been appropriately immunized against chickenpox, hepatitis-b, measles, meningitis, mumps, diphtheria, polio, rubella, tetanus and whooping cough or produces a certificate from the Commissioner granting the child or person, an exemption from the compulsory immunization requirements. W. Va. Code §16-3-4(c). Specific requirements for students can be found on WV Department of Health and Human Resources website under office of epidemiology and prevention services and are also attached.

A child is considered to be in compliance with the law requiring compulsory immunizations, when the child has a complete certificate of immunization or similar medical record of immunizations, or when immunization is contraindicated or there exists a specific precaution to a particular vaccine. Immunization requirements are subject to change based on recommendations from the Center for Disease Control and/or State Public Health Department. All students must have at least one dose of each vaccine required by law in order to provisionally enter public schools. The provisional enrollment is temporary until the next recommended dose(s) is able to be administered by a medical provider, as indicated by the Center for Disease Control and Prevention (CDC) dosage timeframes. A child who is delinquent for any required vaccination, or who has exceeded the

provisional enrollment period, will be considered not to be in compliance with the law, and will be suspended from attending school until the appropriate vaccine(s) or laboratory evidence is received.

4401.3.2 Compulsory testing for tuberculosis is only required for new enterers from high risk countries. The parents and/or nurse should consult with the local health department to verify if the country of origin requires TB testing. Students enrolling from countries that are high risk shall not start school until TB testing is completed. Pupils found to have positive tuberculosis testing shall be temporarily excluded from school while their case is reviewed and evaluated by their personal physician and the local health officer. Pupils shall return to school when their personal physician and the local health officer, in consultation with the commissioner, indicate that it is safe and appropriate for them to return.

4401.4 Exemptions

4401.4.1 The Immunization Officer must determine that the child, on whose behalf his or her physician has made a request for an exemption, is eligible for and issue an exemption, upon sufficient medical evidence that an immunization is contraindicated or there exists a specific precaution to a particular vaccine. A physician must complete a "Request for Medical Exemption from Compulsory Immunization" form available at the Department of Health and Human Resources Medical Exemption Resource Center website. The physician sends the completed form into the state immunization officer.

The State Immunization Officer will review the evidence and determine as to whether an exemption should be granted. The Immunization Officer may grant a child a preliminary exemption if it appears that there is a substantial likelihood that the child will be eligible for a medical exemption, but that the medical evidence sufficient to support a medical exemption cannot be timely developed through no fault of the physician. If a preliminary exemption is granted by the Immunization Officer, the preliminary exemption will remain in effect until the Immunization Officer makes a determination on the application for an exemption. The Immunization Officer will mail a written notice of the determination to the physician and the child's parent or guardian, at their last known address. The written notice will explain the Immunization Officer's decision and the reasons for and the effect of the determination.

If a child has been granted an exemption from receiving one or more vaccinations, the certificate of immunization must indicate the vaccine(s) for which the child is exempted, the reason for the exemption, and whether or not the reason for the exemption is permanent or temporary. If the exemption is temporary, it must be re-evaluated annually unless a longer period of time is indicated by the child's treating physician. A temporary exemption may not exceed a period of 24 months before re-evaluation.

4401.6 Health Promotion through School Screenings/Examinations

4401.6.1 Our schools support and assist students in being healthy learners through promoting annual well child examinations, biannual dental examinations, up-to-date immunizations, emergency information, and preventive health care.

4401.6.1.1 Health Check. New enterers to schools should have on file within 45 days of enrollment/entry or prior to the first day of school attendance a record of a HealthCheck screening, or other comprehensive health screening comparable to the HealthCheck protocol that was completed within the

last 365 days. If a student does not have proof of a HealthCheck the classroom teacher shall be informed to ensure any potential learning deficits will be referred to the appropriate school personnel for screening as individually indicated. Harrison County schools may conduct follow-up screening as necessary.

4401.6.1.2 Oral Health. New enterers to schools should have on file within 45 days of enrollment/entry or prior to the first day of school attendance a record of an oral health examination that has been completed within the last 365 days.

4401.6.1.3 Inspections/screenings may include vision, hearing, dental, speech and language, and others as indicated. Screenings will be conducted by appropriately trained staff.

4401.6.1.4 Parents or guardians of children who are found to have deficits/impairment shall be notified of the results.

4401.6.1.5 Immunization records may be inspected at the time the child is screened.

4401.6.2 Timetable

4401.6.2.1 All Pre--□schoolers must have a health check form completed and returned to the school within 45 days of school entry. The health check must have been done within one year of date of school entry.

4401.6.2.2 Entering kindergarten students who did not attend a county approved pre--□school program will be screened prior to beginning kindergarten. New kindergarten students entering after the academic year has started should be screened within 60 days of starting school.

Grades K-12 Students entering from out of state should be screened within 60 days of starting school.

4401.7 Early Entrance Evaluation

4401.7.1 In order to be eligible for an early entrance evaluation, a child must be five years of age prior to November 1 of the school year. This evaluation will assess whether the child has sufficient mental, physical, social and emotional competence along with school readiness to indicate a strong probability of success in the kindergarten program.

4401.7.2 In order to receive an early entrance admission the child must meet all of the following:

4401.7.2.1 The child must possess school--□readiness skills equal to or better than 5 years 0 months at the time of testing on the Bracken Basic Concept Scale, School Readiness Composite.

4401.7.2.2 The child must demonstrate early academic and expressive language skills at the 5-year 0-month level at the time of testing on the most updated version of the Woodcock Johnson IV Tests of Early Cognitive and Academic Development.

4401.7.2.3 The individual has adequate social and emotional development as determined through child observation at the time of the early entrance evaluation.

4401.7.3 A parent who wishes to request such early entrance for his/her child must contact the Principal of the school during the spring Kindergarten enrollment period. Names of candidates will be forwarded from the school to the central office by June 1st. Early entrance evaluations will be conducted during the summer with evaluation results available on or before August 1st in order to determine grade placement decisions prior to the school year beginning. No evaluations shall be conducted after the opening day of school. Due to the possibility of a practice effect, no child will be permitted to retake this evaluation.

4401.7.4 The early entrance provisions of this policy apply to all students with the exception of those who have been properly identified as exceptional students. Placement of such students will be determined by the Individualized Education Program (IEP) Committee as specified in Policy File: IDDF, Regulations for the Education of Exceptional Students.

4401.8 Requirements for Entry into First Grade

4401.8.1 Children desiring to enter the first grade in any Harrison County public school, are required to successfully have completed a public or privately--□ supported state approved kindergarten or Montessori kindergarten program or to have successfully completed an entrance exam of basic readiness skills, approved by the Harrison County Board of Education. Such entrance examination may be administered in lieu of kindergarten attendance only under extraordinary circumstances as determined by the county board.

4401.8.2 Extraordinary circumstances are defined as:

- a. physical or mental incapacity
- b. hazardous conditions (18--□8--□1)
- c. destitution in the home
- d. church ordinances
- e. instruction in private, parochial, or other school
- f. instruction in the home or other approved place
- g. Transferring from another county or state without an approved kindergarten program
- h. residence more than two miles from school or school bus route

4401.8.3 The test shall measure both mental and physical competencies. A student scoring at or above the 45 percentiles on the current state--□ adopted test for kindergarten and who successfully scores 17 on the Gross Motor and Fine Motor sections of the DIAL Screening Test shall be permitted to enter first grade. The test must be administered and scored prior to the student's first day of school in his/her required attendance area.

Approved by Harrison County Board of Education

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Guidelines for Assuring Minimum Immunization Requirements for Pre-Kindergarten Program Enterers

All children entering Pre-Kindergarten programs should be age appropriately immunized.¹ The following guidelines for parents and school personnel indicate the **minimum** number of doses for each vaccine needed for Pre-Kindergarten entry.^{2,3}

Hepatitis A	2 doses (1 st dose after 1 st birthday) (2 nd dose at least 6 months after 1 st dose)	Hepatitis B	3 doses (Final dose at age 24 weeks or older)
DTaP	4 doses (Booster dose should not be given prior to 4 th birthday)	Varicella	1 dose (After 1 st birthday)
IPV	3 doses	MMR	1 dose (After 1 st birthday)
Hib	<p>Generally, 4 doses (3 doses if Pedvax[®] is used) comprise a full series</p> <p>Children starting the series at greater than 6 months of age generally need: 3 doses if the first dose was given between 7-11 months of age 2 doses if the first dose was given between 12-14 months of age 1 dose if that dose was given between 15 and 59 months of age</p> <p>Note: Children ages 12-14 months who received 1st dose before 7 months of age, only 3 doses are need, the last 2 separated by 8 weeks.</p>		
PCV	<p>Generally, 4 doses comprise a full series</p> <p>Children starting the series at greater than 6 months of age generally need: 3 doses if the first was given between 7-11 months of age 2 doses if the first was given at 12-23 months of age 1 dose if that dose was given between 24-59 months of age</p> <p>RULE: any one dose of PCV given between 24-59 months of age is the final dose needed for Pre-K (Some at-risk children are recommended for an additional dose at age 5-18 years)</p>		

Students may be provisionally enrolled in Pre-Kindergarten with at least one dose of each required vaccine and allowed up to eight months, if necessary for minimum intervals, to obtain up-to-date status.

For questions about the Pre-Kindergarten Entry Immunization Guidelines above contact the Division of Immunization Services at 1-800-642-3634.

¹ Applicable immunization schedules can be found at <http://www.cdc.gov> by searching under "Immunization Schedules".

² The term "Pre-Kindergarten" or "Pre-K" applies to designated programs for children ages 3 and 4 years old. The above vaccines are requirements for all WV public Pre-K programs in accordance with WVDE Policy 2525 (126CSR28), Universal Access to a Quality Early Education System. This includes any "WV Collaborative" Pre-K program supported through local education agencies (LEAs). Medical exemptions to the above should be granted in accordance with current standards of immunization practice endorsed by the AAP, AAFP, and ACIP.

³ These guidelines are also applicable to children age 18 months and older entering most childcare or preschool settings.

The West Virginia Bureau for Public Health recommends that vaccine doses administered 4 days or fewer before the minimum interval or age should be considered valid.

West Virginia Immunization Requirements for 7th & 12th Graders

State law and rules¹ require that all children entering school in West Virginia in grades 7 and 12 must show proof of immunization against diphtheria, pertussis, tetanus, and meningococcal disease unless properly medically exempted². The table below outlines immunization requirements as most commonly met.³ The West Virginia Bureau for Public Health recommends that vaccine doses administered 4 days or fewer before the minimum interval or age should be considered valid.

7th Grade School Entry Requirement

Vaccine	Requirement	Provisional Enrollment
Tdap (tetanus, diphtheria, acellular pertussis)	Proof of booster dose of Tdap vaccine	No provisional enrollment permitted
MCV4 (meningococcal / meningitis)	Proof of 1 st dose of MCV4 vaccine	No provisional enrollment permitted

12th Grade School Entry Requirement

Vaccine	Requirement	Provisional Enrollment
Tdap (tetanus, diphtheria, acellular pertussis)	Proof of booster dose of Tdap vaccine	No provisional enrollment permitted
MCV4 (meningococcal /meningitis)	One or two doses required. One dose of MCV4 is required if received <u>after</u> the 16 th birthday. Second dose is required if first dose was before 16 th birthday.	No provisional enrollment permitted

Frequently Asked Questions / Answers regarding these requirements may be found online at
[http://www.dhhr.wv.gov/oeps/immunization/Documents/Immunization%20Articles/
 School_Entry_Immunization_Requirements_for_7th_12th_Grades_2014.pdf](http://www.dhhr.wv.gov/oeps/immunization/Documents/Immunization%20Articles/School_Entry_Immunization_Requirements_for_7th_12th_Grades_2014.pdf)

¹ See WV Code §16-3-4 and 64CSR95 for further information.

² Medical exemptions must be requested by a physician who has treated or examined the child and be reviewed and submitted to the Immunization Officer of the Bureau for Public Health. Requests for exemptions must be based on current standards of immunization practice and include the following information: the vaccine(s) being exempted, the specific medical reason for the exemption, whether the exemption is temporary or permanent, and, if temporary, when the exemption should be reevaluated. West Virginia State Law does not allow for non-medical exemptions to immunization requirements.

³ Occasionally, based on product used or the age at which a child is being immunized, deviations from these requirements may be acceptable. Any deviation must be consistent with applicable, age appropriate immunization schedules found at <http://www.cdc.gov> and searching under "Immunization Schedules".

West Virginia Immunization Requirements for New School Enterers

State law and rules¹ require that all children entering school in West Virginia for the first time in grades K-12 must show proof of immunization against diphtheria, pertussis, tetanus, polio, measles, mumps, rubella, varicella and hepatitis B unless properly medically exempted². The table below outlines immunization requirements as most commonly met.³ The West Virginia Bureau for Public Health recommends that vaccine doses administered 4 days or fewer before the minimum interval or age should be considered valid.

Vaccine	Requirements	Provisional Enrollment	Additional Information
DTaP/DTP Td/Tdap	Before admission, four doses required. One dose must be after the 4 th birthday.	After one dose, student may be allowed up 8 months to complete the series if necessitated by the minimum intervals of the vaccine schedule.	<ul style="list-style-type: none"> Three doses only for children completing primary series at age 7 years and older. Children exempted from the pertussis component of DTaP vaccine should receive DT vaccine instead, or if past 7th birthday, Td / Tdap vaccine, as applicable.
Polio (IPV)	Before admission, three doses required. One dose must be after the 4 th birthday.	After one dose, student may be allowed up 7 months to complete the series if necessitated by the minimum intervals of the vaccine schedule.	<ul style="list-style-type: none"> If polio immunization series included both OPV and IPV, then a total 3 of 4 doses are required depending upon the age of the child.
Measles, Mumps & Rubella (MMR)	Before admission, two doses required. First dose must be after the 1 st birthday.	After one dose, student may be allowed up to 30 days to complete the series.	<ul style="list-style-type: none"> Doses should be a minimum of 28 days apart.
Varicella	Before admission, two doses required. First dose must be after the 1 st birthday.	After one dose, children less than 13 years of age may be allowed up to 90 days to obtain 2 nd dose; children aged 13 years and older may be allowed up to 30 days to obtain the 2 nd dose.	<ul style="list-style-type: none"> Children less than 13 years of age must have a minimum interval of 12 weeks between the 1st and 2nd doses. Children aged 13 years and older may receive the 2nd dose 28 days after the first dose. Immunity may also be demonstrated through the legal guardian's written or verbal attestation of varicella (chickenpox) disease.
Hepatitis B	Before admission, three doses required. Last dose must be after the age of 6 months.	After one dose, student may be allowed up to 4 months to complete the series if necessitated by the minimum intervals of the vaccine schedule.	<ul style="list-style-type: none"> Final dose is not valid if administered before 24 weeks / 6 months of age.

¹ See WV Code §16-3-4 and 64CSR95 for further information.

² Medical exemptions must be requested by a physician who has treated or examined the child and be reviewed and submitted to the Immunization Officer of the Bureau for Public Health. Requests for exemptions must be based on current standards of immunization practice and include the following information: the vaccine(s) being exempted, the specific medical reason for the exemption, whether the exemption is temporary or permanent, and, if temporary, when the exemption should be reevaluated. West Virginia State Law does not allow for non-medical exemptions to immunization requirements.

³ Occasionally, based on product used or the age at which a child is being immunized, deviations from these requirements may be acceptable. Any deviation must be consistent with applicable, age appropriate immunization schedules found at <http://www.cdc.gov> and searching under "Immunization Schedules".