

PORT EDWARDS PUBLIC SCHOOLS**Board of Education Policy**

STUDENT IMMUNIZATIONS

The School Board of Port Edwards believes that the best interests of all students can be served when all students have met Wisconsin's immunization requirements.

All students, including transfer students, admitted to the District shall present immunization records as required by law, or provide a waiver based on health, personal or religious reasons. Immunizations shall be required for measles, rubella, diphtheria, pertussis (whooping cough), poliomyelitis, tetanus, mumps or any other diseases specified by Department of Health and Family Services rule.

The school's designee shall be responsible for the notification of parents/legal guardian of the immunization requirements, the right to immunization waiver, maintenance of immunization records, transfer of immunization records, in addition to notification to authorized officials of any non-compliant students, and notification of possible exclusion from school for non-compliance.

Specific responsibilities of parents and the school shall be outlined, in addition to other special considerations.

LEGAL REFERENCES: Sections 118.125 Wisconsin Statutes
120.12
252.04
HFS 144, Wisconsin Administrative Code

CROSS REFERENCES: 453.2 – Rule, Immunization Policy Procedures and Responsibilities

Adopted: 11/08/87
Reviewed: 01/89
Revised: 11/26/90, 02/15/05

IMMUNIZATION POLICY PROCEDURES AND RESPONSIBILITIES

I. Parental Responsibilities

- A. The parent and the student, if an adult, shall secure the immunizations required from available medical sources or shall submit the appropriate request for waiver.
- B. The Wisconsin Immunization Law requires students through grade 12 to be immunized according to their age/grade level by the beginning of the school year. Immunizations are required against measles, rubella, diphtheria, pertussis (whooping cough), poliomyelitis, tetanus, mumps, hepatitis B and chicken pox.
- C. Students must present written evidence of completed basic and booster immunizations, including the day, month and year. If students are not fully immunized upon admittance to school, they must have received at least one dose of each vaccine required for their age/grade within 30 school days of admission. Immunization records must be signed by parent, guardian or adult student.
- D. The second dose of each vaccine required for their age/grade level must be received within 90 school days of admission. Within 30 school days after having been admitted to a school for the following school year, each student who has not filed a waiver form shall submit written evidence of having received the third and, if required, the fourth dose of both DTP/DTaP/DT/Td and polio vaccines and the final dose of Hep B in grades required by law.
- E. Students must meet these immunization deadlines, and notify their school regarding any additional vaccines they receive.
- F. Vaccination dates for measles, mumps and rubella must be after the first birthday. Parents are responsible for having their child/children re-vaccinated if the immunization was prior to the child's first birthday. #2 MMR vaccinations must be received according to grade level.
- G. If a child receives the third dose of DTP/DT/Td or polio after the fourth birthday, further doses of these vaccines are not required, but may be recommended.
- H. Waivers shall be submitted by the parent/legal guardian/adult student for the following reasons:
 1. Health Reasons
Upon certification by a licensed physician that an immunization is or may be harmful to the health of a student, the requirements for immunization(s) shall be waived by the school. Written evidence of any required immunization which the student has previously received shall be submitted to the school with the waiver form.
 2. Personal or Religious Conviction
Immunization requirements shall be waived by the school upon presentation of a signed statement by the parent of a minor student or by the adult student which declares an objection to immunization on religious or personal conviction grounds. Written evidence of any required immunization which the student has previously received shall be submitted to the school with the waiver form.

II. School Responsibilities

- A. The school's registered nurse or school's designee, will inquire for and collect required immunization records.
- B. The school's registered nurse will review records, note any missing and/or incomplete immunizations, unsigned records or needed boosters.
- C. The school's registered nurse will notify parents/ legal guardian or adult student when student immunization records are incomplete of statutory requirements and of deadlines for completion.
- D. The school's registered nurse shall notify in writing the parents/legal guardian or any adult student who has not submitted either written evidence of immunization or a request for waiver by the 15th and 25th school day after being admitted. Notification shall include instruction for complying with immunization requirements, including a list of missing immunizations, the availability of waivers for reasons of health, religion or personal conviction, an explanation of the penalty for non-compliance, an immunization clinic schedule, a timeline of needed immunizations, and a summary of the immunization law.
 1. If the child is a transfer student and the immunization record has not been received, the school's registered nurse will contact the school from which the student transferred to report the missing immunization record and

- request the sending of the record.
2. The parent/legal guardian of the transfer student or the adult student will be requested to fill out a new immunization record with needed dates or waiver and their signature if immunization records are late in being transferred or do not arrive from the transfer school.
- E. If a student is not in compliance with the law within 30 school days of admission, the school may exclude the student from school.
1. If required by the DHFS, the school district shall exclude students who have not complied with the requirements.
 2. No student may be excluded from school for more than 10 consecutive school days unless, prior to the 11th consecutive school day of exclusion, the School Board provides the student and parent(s), guardian or legal custodian with an additional notice, a hearing and the opportunity to appeal the exclusion.
- F. The school is required to notify the district attorney after 60 school days if the student is not compliant.
1. The district attorney will petition the court to direct the student to be immunized according to age/grade requirement, sign a waiver, or submit an immunization record.
 2. The court may require a parent or an adult student to pay a fine of up to \$25 per day for every day the student remains unimmunized or a waiver is not signed.
- G. The school shall be informed by the parent/legal guardian or adult student of subsequent doses of required immunizations received.
1. Failure to comply authorizes the school to notify the district attorney. The district attorney will petition the court for an order directing compliance.
 2. The administration will be informed of these students by the school's registered nurse.
- H. Students who are in the process of immunizations in the previous year and have not completed their required immunizations by the beginning of the present school year are to be classified by the school as "behind schedule" and are to be reported to the district attorney by the school.
- I. The school's registered nurse shall report to the Wood County Health Department by the 40th day of the beginning of the school term and the 100th day optional report, the "School Report to Local Public Health Agency."
- J. The School Board, or its designee, shall develop and implement a plan to encourage compliance with the immunization requirements and submit the plan to the State Department of Health and Family Services annually.

III. Other Considerations

A. Histories and Records

1. The school's registered nurse shall maintain on file the immunization history of each student and any waiver submitted.
2. Immunization histories shall be updated with information from parents/legal guardians, the Public Health Department and physicians by the school's registered nurse.
3. A current roster shall be maintained by the school's registered nurse, including the name and immunization history of any student in need of immunizations required by law and of any needed boosters required for adequate health coverage, although not required by law. This roster will be reported to the school's administration by the school's registered nurse. Parents will be notified of needed immunizations for their child/children. Additionally, an immunization schedule and immunization clinic schedule will be included with the notification(s).
4. The immunization history or record of any student who transfers shall be forwarded to the new school upon request for record transfer.
5. The school's registered nurse will be responsible for obtaining the health and immunization records for forwarding with other records to the new school.
6. Students graduating from high school or leaving high school shall be presented with the histories prior to departure. Original immunization record must remain with the student's cumulative record at the school for a period of five years.

- B. All suspected cases of diseases covered by the immunization law which occur among students and staff shall be reported immediately by telephone to the Public Health Department. Should one of the diseases covered by the immunization law occur, the school's registered nurse shall identify any student(s) not immunized, notify the parent/legal guardian or adult student of the possible exposure and facilitate disease control activities.
- C. Should a substantial outbreak of one of the diseases covered by the immunization law occur in school or in the municipality of the school, the Department of Health and Family Services may direct exclusion of any student not immunized. The exclusion shall last until the student is immunized, or until the State Department of Health and Family Services determines that the outbreak has subsided.