



Administrative Regulation 5205 STUDENT IMMUNIZATION

Responsible Office: Office of Strategies, Department of Student Health Services

PURPOSE

This Administrative Regulation describes the process by which compliance with student immunization requirements is ensured in the Washoe County School District (District).

REGULATION

1. General
 - a. The Office of Strategies, Department of Student Health Services is charged with ensuring that students are immunized properly prior to entering the District. All immunization information is logged into the District's electronic student information system (IC or Infinite Campus).
 - b. A hard copy printout of the student's Washoe County Health District's Web IZ record may serve as an official immunization record.
 - i. Web IZ or Web Immunization Database is the Nevada State Health Division's on-line immunization registry that provides users with immediate access to a student's immunization history and current immunization status.
2. Immunization Requirements for Enrollment in School
 - a. All students entering the District must be immunized and receive proper boosters for diphtheria, tetanus, pertussis, polio, rubeola (measles), mumps, rubella, hepatitis B, varicella, and hepatitis A in compliance with Nevada State Law.
 - b. Students who are new to the District, including those entering preschool, kindergarten, or transferring from a State-sponsored charter school, must be immunized and receive proper boosters as listed above (2.a.)
 - i. If the student has had chickenpox, he/she will be exempt from the requirement for varicella immunizations.
 - ii. A written statement from a licensed health care provider stating that the student has had chickenpox or has laboratory evidence of immunity/confirmation of disease will exempt the student from the requirement to be immunized against varicella.

- c. Students enrolling in 7th grade must be immunized against pertussis.
 - d. Students enrolling in 7th grade must be immunized against *Neisseria meningitidis* (meningitis).
 - e. Students who are new to the District and enrolling in 8th grade and above must be immunized against meningococcal.
 - f. As proof of compliance with the above immunization requirements, the parent/guardian or student must present an immunization record stamped or signed by a physician, health officer, or qualified licensed health care provider.
 - i. Copies of immunization records are acceptable.
 - ii. Dates of student immunizations and next immunization due date will be entered for each student in Infinite Campus.
3. Exclusion
- a. In accordance with state law, a student who is a Child in Transition (CIT) will not be excluded for lack of immunization(s) but will be assisted by school personnel to obtain the required immunizations.
 - b. All students enrolling in the District for the first time and all returning District students enrolling for a new school year must present proof that they are in compliance with all immunization requirements at the time of enrollment. Students who are not in compliance may not enroll or attend classes until proof of compliance is received. **There is no grace period.**
 - c. If upon review of the student's immunization record by the school nurse or clinical aide, a determination is made that the student is not up to date on required immunizations, the student will be excluded immediately.
 - d. Students currently enrolled and attending a District school, who require immunizations during the school year, i.e., a three-year-old turning four-years- old, will receive notification of immunizations due and be given a grace period of 10 school days to provide proof of compliance with immunizations.
 - i. An Immunization Exclusion Notice and a copy of the student's immunization record, noting the immunization(s) needed and the date the student is to be excluded, will be mailed to the parent/guardian, no more than two days prior to the immunization due date. The parent/guardian will have a maximum of 10 school days to submit proof of immunization(s) before the student is excluded from school.

- ii. A Summer Immunization Exclusion Notice, noting the immunization(s) needed and the date the immunization is due, will be mailed to the parent/guardian of students whose immunization(s) is due after the close of the current school year and before school opening the following school year.
 - iii. The parent/guardian must submit proof of immunization(s) before the student is enrolled or attends classes the following year. **There is no grace period.**
 - iv. An Immunization Exclusion Notice or Summer Immunization Exclusion Notice, if stamped by the Washoe District Health Department or health care provider, will be accepted as proof of immunization.
4. Religious Exemption. A parent/guardian may, upon enrollment of his/her child, request an exemption from immunization(s) because of religious beliefs.
 - a. Religious exemptions must be renewed each year. The Religious Exemption request must be made using The State of Nevada's Preschool-12th Grade – Religious Immunization Exemption Certificate.
 - i. Religious exemptions approved by other school districts will not be accepted.
 - b. Parent/Guardian Responsibilities
 - i. At the time of enrollment, the parent/guardian shall provide a written request for religious exemption to the school nurse or clinical aide.
 - c. School Site Responsibilities
 - i. The school secretary, clerk, or registrar shall "conditionally enroll" the student upon such submission of the request to the school nurse or clinical aide and until the certificate of religious exemption is received from the Department of Student Health Services.
 - ii. The school nurse or clinical aide will record in the District's electronic student records database (IC or Infinite Campus) a temporary religious exemption in the student's IZ panel.
 - iii. The expiration date of the temporary religious exemption will be 10 days from the date of enrollment.
 - iv. The school nurse or clinical aide will forward the request to the District's Department of Student Health Services for processing.

d. Department of Student Health Services Responsibilities

- i. The parent/guardian request shall be forwarded by the school nurse/clinical aide to the Department of Student Health Services for review.
- ii. Student Health Services shall ensure that the request includes the required information as noted above.
- iii. If any of the required information is not included, Student Health Services shall inform the clinical aide/school nurse at the student's school that the religious exemption cannot be approved. The school nurse/clinical aide shall notify the student's parent/guardian that the request for religious exemption has not been approved.
- iv. If the necessary information has been provided, the request shall be reviewed by the Director of Student Health Services.
- v. The Director of Student Health Services will consider the parent/guardian's request for religious exemption and notify the school nurse of the decision.
- vi. If the religious exemption is approved by the Director of Student Health Services:
 - 1) The Director of Student Health Services or designee signs the certificate.

e. Student Health Services will change the temporary religious exemption to a religious exemption that remains in effect until the end of the school year at which time a new religious exemption must be renewed.

- i. The Certificate of Religious Exemption will be filed in the District's electronic student records database (OnBase).
- ii. If the Director of Student Health Services determines that the criteria for religious exemption from immunization(s) has not been met:
- iii. He/she will notify the parent/guardian and the school nurse.
- iv. The parent/guardian will have 10 school days to submit proof of immunization(s) before the student will be excluded from school.
- v. The school nurse will ensure that the parent/guardian receives an Immunization Exclusion Notice identifying the immunizations the

child requires and the date that immunizations are to be completed.

- vi. A student or parent/guardian aggrieved by the decision may file a public complaint.
 - f. A list of all students who are exempt from immunization for religious reasons shall be maintained by the school health clinic.
5. Medical Exemption. A parent/guardian may, upon enrollment of his/her child, request an exemption from immunization(s) for medical reasons.
- a. Parent/Guardian Responsibilities
 - i. At the time of enrollment, the parent/guardian shall provide The State of Nevada's Preschool – 12 Grade – Medical Immunization Exemption Certificate.
 - ii. Only a Nevada Licensed DO, MD, or APRN may sign the medical exemption form.
 - b. School Site Responsibilities
 - i. The school secretary, clerk, or registrar shall "conditionally enroll" the student upon such submission of the request to the school nurse or clinical aide and until the certificate of medical exemption is received from the Department of Student Health Services.
 - ii. The student will be marked in IC by the school nurse or clinical aide as a temporary medical exemption in the IZ panel.
 - iii. The expiration date of the temporary medical exemption will be 10 days from the date of enrollment.
 - iv. The school nurse or clinical aide will forward the request to the District's Department of Student Health Services for processing.
 - c. Department of Student Health Services Responsibilities
 - i. The Department of Student Health Services shall ensure that the exemption request includes the required information, to include the date of the directive, the student's name and date of birth, the parent/guardian signature, specific immunizations to be exempted and the physician or licensed provider signature. The directive must be on a *State of Nevada Preschool-12 Grade – Medical Immunization Exemption Certificate* form, which includes the

- license number and signature for the physician or licensed health care provider.
- ii. If any of the required information has not been included, Student Health Services staff shall inform the school nurse and/or clinical aide at the student's school that the medical exemption cannot be approved.
 - iii. The school nurse or clinical aide shall notify the student's parent/guardian that the request for medical exemption has not been approved.
 - iv. The school nurse and the Student Health Services Department's nursing administrator(s) are the only District personnel legally authorized to obtain a phone or verbal directive or prescription from the physician or licensed health care provider in order to clarify or amend information regarding student medical exemptions.
 - v. The Director of Student Health Services will consider the parent/guardian's request for medical exemption and notify the school nurse of the decision.
 - vi. If the medical exemption is approved by the Director of Student Health Services, a Medical Exemption Certificate will be filed in the District's electronic student records database (OnBase). The Certificate must note the specific immunizations that are exempted.
 - vii. If the Director of Student Health Services determines that the criteria for medical exemption from immunization(s) has not been met:
 - 1) He/she will notify the parent/guardian and the school nurse.
 - 2) The parent/guardian will have 10 school days to submit proof of immunization(s) before the student will be excluded from school.
 - 3) The school nurse will ensure that the parent/guardian receives an Immunization Exclusion Notice identifying the immunizations the child requires and the date that immunizations are to be completed.
 - viii. A student or parent/guardian aggrieved by the decision may file a public complaint.

- d. A list of all students who are exempt from immunization for medical reasons shall be maintained by the school health clinic.
6. Immunization Information
- a. MCV4 – Meningococcal:
 - i. One dose of MCV4 is required for 7th grade enrollment and all new students to Nevada 7th grade and above.
 - ii. The immunization is required for students that are new to the District and enrolling in 8th grade and above.
 - iii. As of July 1, 2022 – A second dose of MCV4 is required for all enrolling 12 graders.
 - b. COVID 19:
 - i. Parent will be encouraged to provide Washoe County School District with proof of COVID 19 vaccination.
 - ii. If proof of vaccination is not provided to Washoe County School District, school nurse or clinical aide will look at WebIZ for proof of COVID 19 vaccination before a student is excluded due to an exposure to a positive case.
 - iii. If WebIZ does not show student has been vaccinated student will be excluded for exposure per Washoe County Health Department Guidelines.

LEGAL REQUIREMENTS AND ASSOCIATED DOCUMENTS

1. This Administrative Regulation reflects the goals of the District’s Strategic Plan and aligns/complies with the governing documents of the District, to include:
 - a. Board Policy 5625, Student Health and Welfare.
2. This Administrative Regulation aligns with Nevada Revised Statutes (NRS) and Nevada Administrative Code (NAC), to include:
 - a. Chapter 392, Pupils, and specifically:
 - i. NRS 392.435 through NRS 392.448, inclusive, Health and Safety; and
 - ii. NAC 392.105, Immunization Against Disease

REVISION HISTORY

Date	Revision	Modification
09/30/2021	1.0	Adopted