

Procedure - Student Immunization and Life Threatening Health Conditions

Certificate of Immunization

Immediately upon enrollment in the District, the student's parent/guardian must provide proof of immunization status with a Certificate of Immunization Status (CIS), approved by the Washington Department of Health (DOH). The CIS will be a part of the student's permanent record.

If, by the student's first day of enrollment, a student does not have the required immunization documentation, the student's parent/guardian may submit evidence of having initiated an immunization schedule, which will provide the student "conditional admittance" status. Students may attend under conditional status for a limited time. Within thirty (30) calendar days of the student's first day of attendance, the parent/guardian must provide any missing immunization(s) and/or provide documentation needed to complete the CIS. If a student needs additional doses to complete a vaccine series, he/she will remain in conditional admittance status for a maximum of thirty (30) calendar days after the next dose is due until the series is complete. Failure to submit documentation within these timelines will be sufficient to cause to exclude the student from school.

Exemptions from Immunization

Any and all exemptions will be processed and recorded on a Certificate of Exemption (COE) as provided by the DOH.

The District will grant exemptions from one or more vaccines for medical reason upon certification by a Licensed Healthcare Provider (LHP) that there is a medical reason for not administering the vaccine.

The District will grant exemptions for religious reasons upon the parent/legal guardian's submission of a COE as follows. If a COE states the parent/legal guardian is a member in a religious body or church with beliefs or teachings that preclude a child from receiving medical treatment from a LHP, the LHP's signature on the COE is not required. If the COE claims a religious reason, but does not state that the parent/legal guardian is a member in a religious body or church with beliefs or teachings that preclude a child from receiving medical treatment from a LHP, the LHP signature on the COE is required.

With the exception of the measles, mumps, and rubella vaccine, the District will grant exemptions for philosophical or personal reasons upon the parent/legal guardian's submission of a COE, signed by an LHP, stating that the parent/guardian has a philosophical or personal objection to the immunization of the child and the LHP provided the parent/guardian with information about the benefits and risks of immunization. The District will not grant an exemption for philosophical or personal reasons from the measles, mumps and rubella vaccine. The LHP may sign the form any time prior to the

District's enrollment of the child. The District will accept a photocopy of the signed form or a letter from the LPH in lieu of the original form.

The District will mark the permanent file of students who have exemptions for easy identification should the local department of health order that exempted students be excluded from school temporarily during an outbreak or an epidemic.

Admission on "Conditional Status"

If a student has not received any or all of the required immunizations by his/her first day of attendance or seeks to enroll with an expired temporary medical exemption, he/she must submit evidence of the initiation of and compliance with an immunization schedule consistent with DOH immunization rules no later than the first day of attendance. A student who submits such evidence will be admitted on "conditional" status and must demonstrate "satisfactory progress" toward receiving the required immunizations.

To show satisfactory progress, the student must receive any missing immunizations consistent with the Department's immunization rules and within thirty (30) days after the first day of attendance, unless receiving the immunizations within that timeframe is inconsistent with the DOH's rules. When the immunizations are part of a series with recommended intervals between doses, each additional missing immunization must be received no later than thirty (30) days past the recommended date of administration of the next dose as established by DOH rules.

Failure to submit documentation or to maintain the schedule of immunizations will be sufficient cause to exclude the student from school.

After a child has presented proof of initiation of and compliance with a schedule of immunization, the student's attendance during any subsequent school year will be conditioned upon the presentation of proof of compliance with the schedule on the student's first day of attendance during that school year. Once proof of full immunization or proof of completion of an approved schedule of immunizations has been presented, the District will not require further proof of immunization as a condition of attendance during any subsequent school year.

Exclusion from School

If the District does not receive proof of full immunization, proof of initiation of or satisfactory progress toward a schedule of immunization, or a COE prior to the student's first day of attendance, the principal of the school that the student is registered to attend or his/her designee will provide written notice to the parents/guardians. The notice must be delivered in person or by certified mail. The notice must be provided to the parents/guardians in their native language, if feasible. The notice must contain:

1. Citations to and copies of the applicable laws and regulations;
2. The immunization services available from or through the local health department and other public agencies;

3. An order excluding the student from school, effective immediately upon receipt of the notice, unless and until the parents/guardians provide proof of full immunization, proof of initiation of and satisfactory progress toward a schedule of immunization, or a COE, as required by this procedure; and
4. The procedural due process rights of the parents/guardians and student to a hearing, including a description of the hearing process and an explanation that the exclusion continues until either the necessary proof of immunization or exemption is received or until a hearing officer determines that the student is no longer excluded from school.

Following proper notification, the school will exclude the student for noncompliance with the immunization laws pursuant to the hearing and appeal process in this procedure.

Hearing Procedure

Students or parents/guardians who disagree with the exclusion of a student from school under this procedure may request a hearing to contest the exclusion. The superintendent or designee must receive a written or oral request for a hearing within three (3) school business days from the date the parents/guardians received written notice of the exclusion. If a timely request for a hearing is received, the District will schedule a hearing to commence within three (3) school business days after the date upon which the District received the hearing request, although the hearing may be continued if the parents/guardians request a longer period.

The student will have the right to be represented by legal counsel, to question and confront witnesses, to present an explanation of the circumstances involving the student's immunization or medication or treatment order, and to make such relevant showings by way of witnesses and the introduction of evidence as desired. Both the student and the District representative will have the right to inspect in advance of the hearing any documentary and other physical evidence the other party intends to introduce at the hearing.

The hearing officer assigned by the District to hear the case will not be a witness in the case, and the truth of the allegations will be determined solely on the basis of the evidence presented at the hearing. Either a tape-recorded or verbatim record of the hearing will be made. The hearing officer will make a written decision setting forth findings of fact and conclusions, including indicating whether the exclusion will continue. The decision must be issued within one (1) school business day after the date that the hearing concludes (unless agreed otherwise by the District and the student or parents/guardians), and it must be provided to the student and his/her parents/guardians - and legal counsel, if any - in person, by mail, or by email.

The student will remain excluded until the hearing officer issues his/her decision.

Appeal Procedure

Students or parents/guardians may appeal a hearing officer's decision excluding a student under this procedure to the District's Board of Directors. Notice of the appeal may be written or oral and must be made to the office of the superintendent or the office of the hearing officer within five (5) school business days after the date of receipt of the hearing officer's decision.

If a timely notice of appeal to the Board is received, the Board will consider all documentary and physical evidence related to the violation, any records from the appeal, relevant state law, and District policy. The Board may request to meet with the student or parents, the principal, witnesses, or school personnel to hear further arguments and gather additional information. The decision of the Board will be made only by members who were not involved in either (1) the decision to exclude the student or (2) the hearing officer's decision. The Board will provide a written decision to the student and parents/guardians in person, by mail, or by email within five (5) school business days after receiving the appeal request.

The student will remain excluded until the Board issues its decision on the appeal. Any appeal from a decision of the Board under this procedure will be to the courts.

August 19, 1999

Revised: October, 2019