

BOARD PROCEDURE

Descriptive Code: JGCB

INOCULATIONS

Date: May 2, 2008

Immunization Audit and Compliance Procedure

It is the responsibility of the Columbia County School System to verify that each student has a valid Certificate of Immunization on file. Georgia Law requires that all children entering school show proof of immunization. Any school/facility official who does not enforce the requirement and any parent/guardian who intentionally does not comply with the requirements shall be guilty of a misdemeanor (*Official Code of Georgia Annotated, 20-2-771*).

Auditing and Compliance Procedure for Elementary Schools:

The permanent record of each preK, kindergarten, and fifth grade student will be audited annually. In an effort to insure compliance, a notification letter will be sent home to each parent/guardian of those students with invalid certificates. A follow-up letter will be sent home with the progress report if the valid certificate is not received in a timely manner. (Copy of letter attached)

Students found to have an invalid certificate will not be allowed to participate in any extracurricular activities. If a valid certificate is not received within thirty calendar days of the first day of school, or the school is not notified of the attempt to obtain a valid certificate, the superintendent or designee will set a date to begin the withdrawal of the student from school.

Parents/guardians of fifth graders with invalid certificates will be notified after the second semester audit, of immunization requirements for students entering sixth grade. If the proper immunization certificate is not received by the last day of school, another notification letter will be delivered in lieu of the student's report card.

Auditing and Compliance Procedures for Middle and High School:

The permanent record of each sixth grader and new transfer student will be audited at the beginning of the school year or upon registration. In an effort to insure compliance, a notification letter will be sent to the parent/guardian of those students with invalid certificates. A follow-up letter may be sent in the progress report if a valid certificate is not received in a timely manner. (Copy of the letter attached)

Students found to have an invalid certificate will not be allowed to attend or participate in any extracurricular activities (i.e. sporting events, dances, club activities). If a valid certificate is not received within 30 calendar days of the first day of school, and following written notification by the school principal to the student's parent or guardian, the superintendent or designee will set a date to begin the withdrawal of the student from school.

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Exceptions

All students entering the Columbia County School System from out of state will have their immunization certificates reviewed upon registration. For students unable to provide a completed 3231 Certificate, a waiver of 90 calendar days will be allowed if a 3231 Certificate is presented within 30 days of school enrollment. The certificate must reflect an expiration date, along with minimal intervals verifying that vaccines have been started and can be completed in minimal time to obtain a valid Georgia immunization certificate.

Students with medical exemptions must provide the school with updated documentation annually. Religious exemptions must have a State of Georgia notarization.

At the direction of Public Health, during an epidemic or a threatened epidemic of any disease preventable by an immunization required by the Department of Human Resources, children who have not been immunized may be excluded from school until (1) they are immunized against the disease, unless they present valid evidence of prior disease, or (2) the epidemic or threat no longer constitutes a significant public health danger.

Authority O.C.G.A. 20-2-771

ADOPTED: 11/9/87

REVISED: 8/7/00 Deleted, 6/30/03 (New), 10/4/05, 5/22/06

Columbia County Board of Education

Attachment A—Procedure JGCB—Inoculations

Date: _____

RE: _____ (Student’s Name)

Dear Parent/Guardian:

According Georgia Law, students attending Columbia County Schools must be immunized from contagious diseases. The law states all students, kindergarten through the twelfth grade, must have on file at school an adequate Certificate of Immunization by the Georgia Department of Human Resources (form #3231 or form #3032) issued by their private physician or local health department.

Also required for students entering kindergarten, first grade, or a Georgia public school for the first time is a Vision, Hearing and Dental Certificate (Georgia Department of Human Resources – form #3300).

A review of your child’s records indicates that one or more of the following items are needed on file at the school:

_____ A copy of a Georgia Certificate of Immunization (Form #3231). Date due: _____

_____ A copy of a Vision, Hearing and Dental Certificate (Form #3300). Date due: _____

_____ A copy of a certificate showing the second dose of the Measles, Mumps and Rubella Vaccine or date of virus (Form #3189). Date due: _____

_____ A copy of a certificate showing the Varicella Vaccine (chicken pox) or date of virus (Form #3189). Date Due: _____

Please be aware that it is your responsibility to obtain and bring to the school these records from your private physician or local health department. If a valid certificate is not received within 30 calendar days of the first day of school, and following written notification by the principal, he or she will set a date to begin the withdrawal of your child from school. Additionally, students found to have an invalid certificate will not be allowed to attend or participate in any extracurricular activities, including sporting events, dances, and club activities.

If you have any questions or concerns, please contact the School Nurse at _____.

Sincerely,

Lisa Whitlock, RN
Head School Nurse

Attachment B—Procedure JGCB—Inoculations

Student:

Homeroom: _____

Date: _____

RE: _____ (Student’s Name)

Dear Fifth Grade Parent/Guardian of _____:

We are pleased that your child will soon enter middle school. We have many opportunities available to our students and would like for your child to be able to fully participate in all aspects of middle school life.

The state of Georgia requires students to be properly immunized. A review of your child’s record indicates that one or more of the following items are needed on file at the school:

_____ A copy of a Georgia Certificate showing the second dose of Measles, Mumps and Rubella Vaccine or date of virus (Form #3189).

_____ A copy of a Georgia Certificate showing the Varicella Vaccine (chicken pox) or date of virus (Form #3189).

_____ A copy of a Georgia Certificate of Immunization (Form #3231).

To obtain these forms you must visit your local health department or your physician who will then verify proof of immunity to Varicella (chicken pox), Measles, Mumps, and Rubella (MMR) with Georgian Form #3189 or complete a new Form #3231 with a new date of expiration or mark complete for school attendance.

Please be aware that if the proper immunization certificate is not received by the last day of school, another notification letter will be delivered in lieu of the child’s report card. Georgia law states that your child will not be permitted to attend any Georgia public school after 30 days of enrollment if proof of immunity requirements is not met. This means on or after the first 30 calendar days of the school year, you will be contacted, and your child may not be permitted to attend school until you provide proper proof of immunization. Therefore, we recommend that you provide the school with the updated certificate by the end of fifth grade.

When the elementary school nurse has the completed forms, we will be able to update your child’s records before attendance in middle school, therefore causing no delays. If assistance is needed, please contact your child’s school nurse at _____ or contact me at 706-541-0650, ext. 5224.

Sincerely,

Lisa Whitlock, RN
Head School Nurse

Please sign and return tomorrow: _____ Student’s Name _____

I have received the above information and plan to update my child’s immunizations as soon as possible so that my child can attend 6th grade as scheduled.

Signature, 5th grade Parent/Legal Guardian