

SCHOOL ADMISSIONS

1.0 1. PURPOSE:

Wirt County Schools provides support for students to be admitted to school through registration activities and by the counselors in each school. This policy also provides the required admission documents for students entering Wirt County Schools at any grade level.

2.0 CERTIFICATE OF BIRTH REQUIRED FOR ENTRY:

- 2.1** All children, upon entering the Wirt County School system for the first time, shall present a copy of their official birth records to the school principal. Records from the state registrar of vital statistics will be the birth records accepted for children as valid for entry into the county schools. It is the responsibility of the parent/guardian to provide proper documentation of birth records.
- 2.2** 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 or FS-240, is considered a basic United States citizenship document.
- 2.3** Persons attempting to enroll students who do not have certified birth certificates will be required to produce a copy with a reasonable period of time, but not to exceed three weeks.
- 2.4** If the person enrolling that 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. Failure to furnish a certified copy requires the principal to immediately notify law enforcement authorities. 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.
- 2.5** 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.
- 2.6** 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.
- 2.7** 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.

3.0 ADMITTING FOSTER CHILDREN AND YOUTH:

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

- 3.1** Foster care students are not required to present academic records from a former school as a condition of admittance.
- 3.2** 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

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followed and that the student was immunized upon entering school for the first time or, if doubts exist, rely upon telephone or written communications.

- 3.3** Enrollment in foster care students may not be denied admission 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.

4.0 IMMUNIZATIONS:

All children entering school for the first time in this state have been fully and properly immunized against the following conditions:

- 4.1** DTaP (diphtheria, tetanus, pertussis)
- 4.2** IPV (polio)
- 4.3** MMR (measles, mumps, rubella)
- 4.4** Varicella
- 4.5** Hepatitis B

In addition, Pre-K students are required to have additional immunizations:

- 4.6** Hepatitis A
- 4.7** PCV
- 4.8** HIB

Students entering 7th grade shall show proof of having a DTaP booster (tetanus, diphtheria, pertussis) and one dose of MCV4 vaccine (meningococcal/meningitis). Students entering 12th grade shall show proof of having DTaP booster and proof of 2nd dose of MCV4.

- 4.9** Pupils found to have tuberculosis in a communicable stage will not be allowed to attend school until their disease has been arrested and is no longer communicable.
- 4.10** Any student who has been out of school because of questionable or positive tuberculin skin test or chest x-ray will be required to submit a physician's written approval to return to school. The student's personal physician and local health officer, in consultation with the commissioner, shall indicate that it is safe and appropriate for the student to return.
- 4.11** Immunization requirements are subject to change based on a recommendation from the Center for Disease Control and/or State Public Health Departments.

5.0 EXEMPTIONS:

Exemptions from the required vaccinations are not allowed based on reasons of religion or conscience. Children may be exempted if a specific medical condition precluded the vaccine. Exemptions must be submitted in writing from a licensed physician.

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6.0 REPORTING REQUIREMENTS:

The names of children not properly immunized shall be reported to the school nurse, who upon investigation and follow-up, will report back to the principal and/or superintendent and the county health officer, if necessary. Parent, guardians, or others who fail to comply with the provisions of the immunization law shall be prosecuted as provided in the law.

7.0 SCHOOL HEALTH AND WELLNESS SCREENING:

- 7.1** All Kindergarten students who did not attend a West Virginia State based Pre-K, as well as students entering Pre-K, Second Grade, Seventh Grade and Twelfth Grade, must provide proof of a Health Check (annual well child visit) by a physician or advanced practice medical provider within 45 days of enrollment.
- 7.2** Those same students must also provide proof of a dental examination by a dentist within 45 days of enrollment. Each exam must be dated within a year of enrollment date.
- 7.3** Health exam requirements are subject to change based on recommendations from the State Department.

8.0 ENTRANCE AGE:

Pupils will be admitted to the first grade of the school at the beginning of the school term or session who have reached their sixth (6th) birthday before September 1 of that school year. Pupils entering Kindergarten must be five (5) years of age before September 1 of that school year, Pupils entering pre-Kindergarten programs must be four (4) years of age before September 1 of that school year, or eligible three (3) year olds according to individualized evaluation.

9.0 EARLY ENTRANCE EVALUATION

- 9.1** 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.
- 9.2** In order to receive an early entrance admission, the child must meet the following:
 - 9.2.1** The child must possess an ability level at or above the 9th percentile on a standardized IQ test.
 - 9.2.2** The individual has adequate social and emotional development as determined through parent interview/reports and child observation.
 - 9.2.3** A parent who wishes to request such early entrance for his/her child must contact the principal of the school during the spring pre-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 months of June/July. 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.

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- 9.2.4 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 2419 – Regulations for the Education of Exceptional Students.

10.0 STUDENT ADMISSIONS TO SECONDARY SCHOOLS

- 10.1** The secondary school in Wirt County will accept credits earned from all public schools, all state or county approved non-public high schools, and other fully accredited and recognized secondary schools, such as those operated by the United States government. All credits from other schools will be evaluated on an individual basis.
- 10.2** High school courses taught in “home schools” will be accepted for those courses taught by a fully certified teacher who is licensed to teach the subject(s) for which the credit is requested. The schools reserve the right in these instances to test for subject matter mastery.
- 10.3** Special or unusual circumstances will be considered on an individual basis.

11.0 ADMINISTRATIVE GUIDELINES:

The Board authorizes the Superintendent to establish written administrative guidelines to facilitate enforcement of and compliance with this policy.

12.0 SEVERABILITY:

If any provision of this policy or application thereof to any person or circumstance is held invalid, such invalidity shall not affect other provisions or applications of this policy. Any changes or modifications due to legislative or state policy change may cause a modification to this policy by the superintendent.

13.0 REVIEW SCHEDULE:

This policy shall be reviewed in accordance with the policy review schedule published by the Superintendent.

Authority: School Laws of WV 18-20-1; 18-5-18; 18-2-5; 18-8-1a; 16-3-4; 18-5-17; 16-3-4a; 18-5-15; 18-2-5c; 18-5-15f; WV Safe Schools Act, 1995; Policy 2525, West Virginia’s Universal Access to Early Education System, Section 9.20, Policy 2423, Communicable Disease Control.

Replaces: IA Enrollment into the Kindergarten Program, May 12, 2009
Updates for: J-03 Student Immunization Policy, April 15, 2014