

Age

Persons who reach their fifth birthday on or before September 30 of each school year and who have not reached their twentieth birthday on or before August first of the school year may be admitted to school. A certified copy of the birth certificate shall be required for each person seeking enrollment in the schools for the first time.

ResidentsGenerally

Persons of school age must satisfy residency requirements as set out in Virginia Code § 22.1-3 and School Board Policy 7-2.2.

Documentation**Residency**

Upon request, it shall be the responsibility of the parent or guardian to furnish satisfactory proof of actual and bona fide residency in the City of Poquoson to the Poquoson City School Board or its designee. Proof of residency shall be considered on a case-by-case basis, including but not limited to, the utilization of two or more of the following documents:

1. a U.S. or Virginia income tax return from the previous year;
2. a U.S. Internal Revenue Service tax reporting W-2 form from the current year;
3. a deed or lease agreement to a residence;
4. a voter registration card;
5. a receipt for personal property taxes paid within the last year;
6. a payroll stub issued by an employer within the last three months; or
7. a telephone bill issued within the last three months.

Immunization RequirementsGenerally

No student shall be admitted to any Poquoson City Public School unless at the time of admission the student or his/her parent or guardian submits documentary proof of immunization or that the student has begun receiving the first series of such vaccinations to the admitting official of the school, or unless the student is exempted from immunization according to applicable law. If a student does not have documentary proof of immunization, the school shall notify the student or his/her parent or guardian:

1. that it has no documentary proof of immunization for the student;
2. that it may not admit the student without proof unless the student is exempted according to applicable law; that the student may be immunized and receive certification by a licensed physician, registered nurse or an employee of a local health department; and
3. how to contact the local health department to learn where and when it performs these services.

Conditional Admission

Any student whose immunizations are incomplete may be admitted conditionally if that student provides documentary proof at the time of enrollment of having received at least one dose of the required immunizations accompanied by a schedule for completion of the required doses within 180 days.

The immunization record of each person admitted conditionally shall be reviewed periodically until required immunizations have been received.

Any person admitted conditionally and who fails to comply with his/her schedule for completion of the required immunizations shall be excluded from school until his/her immunizations are resumed.

Exemptions

No certificate of immunization shall be required for the admission to school of any student if:

1. the student or his/her parent or guardian submits an affidavit to the admitting official stating that the administration of immunization agents conflicts with the student's religious tenets or practices; or
2. the school has written certification from a licensed physician or a local health department that one or more of the required immunizations may be detrimental to the student's health, indicating the specific nature and probable duration of the medical condition or circumstance that contraindicates immunization.

Exclusions

The admitting official of a school shall exclude from the school any student for whom he/she does not have documentary proof of immunization or notice of exemption as provided above.

Immunization Record

Every school shall record each student's immunizations on the school immunization record. The school immunization record shall be the standardized form provided by the State Department of Health, which shall be a part of the mandatory permanent student record. Such record shall be available for inspection by officials of the State Department of Health and the local health departments. The school immunization record shall be transferred by the school whenever the school transfers any student's permanent academic or scholastic records.

State Reports

Within thirty calendar days after the beginning of each school year or entrance of a student, each admitting official shall file a report with the local health department. The report shall be filed on forms prepared by the State Department of Health and shall state the number of students admitted to school with documentary proof of immunization, the number of students admitted with a medical or religious exemption and the number of students who have been conditionally admitted.

Physical Examinations of Students

Before any pupil is admitted for the first time to any Poquoson City Public Schools preschool, kindergarten, or elementary school (grades K-6), such pupil must furnish:

1. a report from a qualified licensed physician, or a licensed nurse practitioner or licensed physician assistant acting under the supervision of a licensed physician, of a comprehensive physical examination of a scope prescribed by the Virginia Health Commissioner, performed within the twelve (12) months prior to the date such pupil first enters kindergarten or elementary school, or
2. records establishing that such pupil furnished such report upon prior admission to another school or school division and providing the information contained in such report.

If the pupil has no fixed, regular, and adequate nighttime residence, and has a primary residence as described in Virginia Code Section 22.1-3(6), and for that reason cannot furnish the report or records required by this regulation and applicable law, and the person seeking to enroll the pupil furnishes to the school division an affidavit so stating, the school division shall refer the student for physical examination by the health department and admit the pupil to school pending receipt of the report from such physical examination.

At the end of the report required, the physician or licensed nurse practitioner or licensed physician assistant shall summarize abnormal physical findings, if any, and shall specifically state what, if any, conditions are found that would identify the child as disabled.

The physical examination report shall be placed in the child's health record at the school and shall be made available for review by an employee or official of the State Department of Health or any local health department at the request of such employee or official.

Exemption

The physical examination described in this regulation shall not be required of any child whose parent or guardian shall object on religious grounds and who shows no visual evidence of sickness, provided that such parent or guardian shall state in writing that, to the best of his knowledge, such child is in good health and free from any communicable or contagious disease.

Health Information Form

Parents or guardians of entering students shall complete a health information form, prepared by the Department of Education and the Department of Health, which shall be distributed by the school division. The parents or guardians shall return the completed form within fifteen (15) days of receipt unless reasonable extensions have been granted by the division superintendent or his/her designee. Upon failure of the parent or guardian to complete the form within the extended time, the division superintendent may send to the parent or guardian written notice of the date he intends to exclude the child from school.

Transfer Students

Transfer students entering a Poquoson City elementary school must provide one of the following:

1. records establishing that a physical examination was completed prior to enrolling in another school (evidence of such an examination may be:
 - a. a copy of the report of the medical examination; or
 - b. transcript notation or phone verification from the other school with records to follow);OR
2. a report of a physical examination dated within the last 12 months.

Indigent Students

The school division shall coordinate with the local health department to conduct physical examinations for medically indigent children, upon request, before their admission to any kindergarten or elementary school, without charge to the children or their parents or guardians.