

C O N T E N T S

Students – Series 3000

1. **Admission and Attendance**

Qualifications of Attendance and Placement3110

 Criteria for Student Placement..... R 3110.1

 Application for Exception to Entrance Age Requirement R 3110.2

 F-1: Application for Exception to Entrance Age Requirement F-1 3110

 F-2: Information from Physician (Optional)..... F-2 3110

 F-3: Information from Preschool Experience (If any) F-3 3110

 F-4: Permission for Testing F-4 3110

Part-Time, Home-Based Students or Off-Campus Students3113

 Home-Based Procedures R 3113.1

 Criteria for Student Placement..... R 3113.2

 F-1: Declaration of Intent to Provide Home-Based Instruction..... F-1 3113

 F-2: Application for Student Reentry F-2 3113

 F-3: Home-Based Instruction Reentry – Elementary Level F-3 3113

Education for Homeless Children and Youth3115

 Procedure R 3115

Early Withdrawal3119

Enrollment and Attendance Records3121

 Procedure R 3121

Excused and Unexcused Absences3122

 Procedure R 3122

Release of Resident Students3130

 F-1: Transfer Request to Another District F-1 3130

Out-of-District (Nonresident or Choice) Student Transfers3131

 Procedure R 3131

In-District Transfers – Attendance Boundaries (Resident Students).....3132

 Procedure R 3132

 F-1: Transfer Request F-1 3132

 F-2: Daycare Provider Verification F-2 3132

Transfer of Resident Students.....3133

Foreign Exchange Program.....3136

 Guidelines for Acceptance of J-1 Visa Students..... R 3136

 F-1: Guidelines & Requirements F-1 3136

Notification & Dissemination of Information about Student Offenses and

 Notification of Threats of Violence or Harm.....3143

 Procedure R 3143

2. **Student Rights and Responsibilities**3200

 Rights, Responsibilities and Authority of Certificated Staff R 3200

 High School Photographs/Senior Yearbook Portraits.....3205

 Procedure: Senior Yearbook Portraits R 3205

 Sexual Harassment Prohibited - Students3206

CONTENTS

Students – Series 3000 continued

Procedure	R 3206
Prohibition of Harassment, Intimidation, Bullying, and Cyber Bullying	3207
Procedure	R 3207
F-1: Complaint Form	F-1 3207
Nondiscrimination.....	3210
Procedure	R 3210
Gender-Inclusive Schools	3211
Procedure	R 3211
Attendance/Non-Single Students	3212
Married Students.....	3213
Freedom of Expression	3220
Procedure	R 3220
Student Publications.....	3221
Procedure	R 3221
Freedom of Assembly	3223
Student Dress	3224
Procedure	R 3224
School-Based Threat Assessment	3225
Student Privacy	3230
Parent/Student Rights in Administration of Surveys, Analysis or Evaluations.....	3232
Student Responsibilities & Limitations	3240
Procedure	R 3240
F-1: Disruptive Behavior Contract.....	F-1 3240
F-2: Remedial Discipline Plan	F-2 3240
Student Driving.....	3241
Closed Campus	3242
Social Events.....	3243
Release of Student Directory Information	3250
F-1: Release of Student Directory Information	F-1 3250
Social-Emotional Climate.....	3290
Procedure	R 3290
3. Corrective Actions or Punishment	3300
Student Discipline.....	R 3300.1
District Continuum of Discipline Responses	R 3300.2
Kennewick School District Discipline Matrix.....	R 3300.3
F-1: Student Discipline Appeal.....	F-1 3300
Students and Personal Electronic Devices	3308
Corporal Punishment	3311
Student Exceptional Misconduct	3314
Student Weapons Violations.....	R 3314.1
Guidelines	R 3314.2
F-1: Student Weapons Violation Appeal	F-1 3314
4. Student Welfare	3400

CONTENTS

Students – Series 3000 continued

Health.....3411
 Procedure R 3411

Student Immunization and Life-Threatening Health Conditions.....3413
 Procedure: Student Immunizations and Life-Threatening Health
 Condition..... R 3413.1
 Procedure: Life-Threatening Conditions R 3413.2
 F-1: Notice of Child’s Conditional Immunization Status F-1 3413
 F-2: Notice of Exclusion Due to Incomplete Immunization..... F-2 3413

Communicable Diseases3414
 Procedure R 3414.1
 Procedure: Infectious Disease Control Guide for School Staff R 3414.2
 Procedure: Exposure to Blood, Body Fluids, Viral R 3414.3
 F-1: Consent for Disclosure of HIV/AIDS Status F-1 3414

Accommodating Students with Diabetes3415
 Procedure: R 3415

Medication at School3416
 Procedure R 3416
 F-1: Parental Request Form F-1 3416

Catheterization3417

Alcohol and other Drug Use/Abuse (AODA) Policy3418
 Procedure R 3418
 F-1: Student Activity Contract..... F-1 3418
 F-2: Training Rules for Interscholastic Activity Participation F-2 3418
 F-3: Training Rules for Summer Interscholastic Activity
 Participation F-3 3418

Self-Administration of Asthma and Anaphylaxis Medications3419
 Procedure R 3419

Student Safety3420
 Procedures: Student Safety Rules R 3420.1
 Procedures: Bus Transportation Rules..... R 3420.2
 Procedures: Protocol for Missing Children..... R 3420.3

Child Abuse and Neglect3421
 Procedure R 3421
 F-1: Reporting Child Abuse..... F-1 3421

Emergency Treatment.....3422
 Procedure R 3422

Suicide Awareness & Prevention.....3423
 Procedure R 3423

Opioid Related Overdose Reversal3424

Building Emergencies/School Closure3430
 Procedures: Safety Related Drills R 3430.1
 Procedures: Emergency School Closures R 3430.2

Earthquakes.....3433
 Procedure R 3433

Bomb Threats.....3434

CONTENTS

Students – Series 3000 continued

Procedure R 3434
Removal/Release of Student During School.....3440
Procedure R 3440

5. **Student Activities**

Associated Student Bodies.....3510
Student Fees, Fines, Charges3520
 Procedure: Student Music Maintenance Fee..... R 3520
 F-1: Maintenance Fee for Music Instruments F-1 3520
Student Fund Raising Activities3530
 Procedure R 3530
Student Fund Raising for Charitable Purposes3531
 Procedure R 3531
Co-Curricular Program3540
 Procedure: Guidelines for Co-curricular Program R 3540.1
 Procedure: Survey of Student Interests R 3540.2
 F-1: Training Rules for Interscholastic Activity Participation F-1 3540
 F-2: Student Survey Interscholastic Athletic Programs..... F-2 3540
Co-Curricular Activities Enrollment/Academic Eligibility3545
 Procedure R 3545
Extra-Curricular Travel.....3546
 Procedure R 3546
Interscholastic Athletics.....3550
 Athletic Code R 3550.1
 Survey of Student Interests R 3550.2
 Provision of Equipment and Supplies..... R 3550.3
 Scheduling of Games and Practice Times R 3550.4
 Transportation and Per Diem Allowances R 3550.5
 Opportunity to Receive Coaching..... R 3550.6
 Assignment and Compensation of Coaches..... R 3550.7
 Provision of Medical Assistance, Training and Insurance..... R 3550.8
 F-1: Student Activity Contract..... F-1 3550
 F-2: Training Rules for Interscholastic Activity Participation F-2 3550
 F-3: Training Rules for Summer Interscholastic Activity
 Participation F-3 3550
 F-4: Student Survey Interscholastic Athletic Programs..... F-4 3550
Sports-Concussions and Head Injuries3551
 Procedure R 3551
 F-1: Concussion Information Sheet F-1 3551
 F-2: A Fact Sheet for Coaches F-2 3551
 F-3: Compliance Statement for HB 1824 F-3 3551
High School Activity Uniforms/Equipment3557
 Procedure R 3557
Student Clubs3560
 F-1: Non-curriculum Related Student Groups..... F-1 3560

CONTENTS

Students – Series 3000 continued

F-2: ASB Academic Competition Curricular Clubs F-2 3560

6. **Student Records**3600

 Disposition of Records..... R 3600.1

 Student Records R 3600.2

 Receiving and Transferring of Student Records..... R 3600.3

 Child Custody3610

- Revised: August 2015
- Revised: August 15, 2018
- Revised: September 4, 2019
- Revised: November 22, 2019
- Revised: January 31, 2020
- Revised: October 13, 2021
- Revised: November 2023
- Revised: February 2024