

Policy/ Procedure Number	Title	Designee
<b>The Board of Directors - 1000</b>		
1120/P	Annual Organization Meeting (Board Secretary appoints a Recording Secretary)	Superintendent's Executive Assistant
1310	Online Policy Manual and Adoption and Revision of Policies	Regional Superintendent - Region 3
1332/P	Authorization of Signatures	See Procedure 1332P
1805	Open Government Trainings (Maintains records of Board trainings)	Superintendent's Executive Assistant
<b>Instruction - 2000</b>		
2000	Student Learning Goals	Chief Academic Officer
2030/P	Service Animals in Schools	Title IX/Civil Rights Compliance Officer
2090/P	Program Evaluation	Chief Academic Officer
2110/P	Instructional Program Offerings	Chief Academic Officer
2113	Instructional Standards	Chief Academic Officer
2114/P	Online Learning	Chief Academic Officer/Executive Director of College and Career Readiness/Principal Sequoia HS
2121/P	Curriculum Development and Review	Chief Academic Officer
2122/P	Curriculum Guides	Chief Academic Officer
2123/P	Health and Physical Education Program	Chief Academic Officer

Policy/ Procedure Number	Title	Designee
2124	Digital Citizenship and Media Literacy	Chief Information Officer
2125/P	Web-based Resources and Other Online Educational Services	Chief Academic Officer/Chief Information Officer
2145/P	Suicide Prevention	Deputy Superintendent/Executive Director of College and Career Readiness/Director of Student Support Services
2150/P	Co-Curricular Program	Deputy Superintendent/Director of Athletics/Activities
2151/P	Interscholastic Athletics/Activities	Director of Athletics/Activities
2152/P	Nondiscrimination on the Basis of Sex Education Programs and Activities and Title IX	Executive Director of Human Resources
2153/P	Student Group Meetings	Deputy/Regional Superintendents
2210/P	Special Education and Related Services for Eligible Students	Executive Director of Special Services
2211/P	Education of Students with Disabilities Under Section 504 of the Rehabilitation Act of 1973	Executive Director of Special Services/Director of Student Services
2213/P	Transitional Bilingual Instruction Program	Chief Academic Officer/Director of Categorical Programs
2214/P	Alternative Learning Experience	Chief Academic Officer/Executive Director of College and Career Readiness/Principal Sequoia HS
2215/P	Highly Capable Programs	Chief Academics Officer/Director of P-5 Instruction
2223/P	School Closure	See Administrative Organization Procedure 5200P
2310/P	Provision of Instructional Materials	Chief Academic Officer/Executive Director of Finance
2311/P	Selection and Adoption of Instructional Materials	Chief Academic Officer/ Curriculum Directors

Policy/ Procedure Number	Title	Designee
2312/P	Copyright Compliance	Deputy Superintendent/Chief Academic Officer
2320/P	Field Trips	Deputy Superintendent/Regional Superintendents/Principals
2321/P	Guest Speakers	Principals
2340/P	Religious-Related Activities and Practices	Deputy Superintendent/Regional Superintendents/Principals
2409/P	Granting Equivalency Credit	Chief Academic Officer/Executive Director of College and Career Readiness
2410/P	High School Graduation Requirements	Chief Academic Officer/Executive Director of College and Career Readiness
2414/P	Promotion/Retention	Deputy/Regional Superintendents
<b>Students - 3000</b>		
3111/P	Entrance Qualifications	Deputy Superintendent/Chief Academic Officer
3114/P	Part-time, Home-based, or Off-campus Students	Deputy Superintendent/Chief Academic Officer
3115/P	Enrollment Rights and Services for Homeless Students	Director of Categorical Programs
3116/P	Students in Foster Care	Director of Categorical Programs
3131/P	Intradistrict Transfers and School Attendance Area Changes	Regional Superintendents
3140/P	Release of Resident Students	Regional Superintendents
3141/P	Nonresident Students	Regional Superintendents

Policy/ Procedure Number	Title	Designee
3142/P	International Student Exchange	Deputy Superintendent
3204/P	Prohibition of Harassment, Intimidation, or Bullying of Students	Deputy Superintendent/Regional Superintendents/Director of Athletics and Activities/Executive Director of Human Resources
3205/P	Sexual Harassment of Students	Executive Director of Human Resources
3210/P	Nondiscrimination	Executive Director of Human Resources
3224/P	Student Dress	Principals
3230	Student Privacy	Principals
3231/P	Searches of Students and Their Property	Principals
3245/P	Technology	Chief Information Officer
3246/P	Personal Electronic Devices	Principals
3300	Student Discipline	Regional Superintendents
3310/P	Victims of Criminal Offenses	Regional Superintendents

Policy/ Procedure Number	Title	Designee
3333	Principal Responsibilities and Principal and Assistant Principal Authority and Rights	Deputy/Regional Superintendents
3400/P	Student Welfare	Deputy/Regional Superintendents
3405/P	Student Wellness	Director of Student Support Services/Director of Food and Nutrition Services/Director of Athletics/Activities
3409/P	Students with Diabetes, Life-Threatening Allergies, Asthma, and Seizures	Director of Student Support Services
3411/P	Vision and Hearing Screening	Director of Student Support Services
3413/P	Student Immunization and Life-Threatening Health Conditions	Director of Student Support Services
3414/P	Infectious Diseases	Director of Student Support Services
3416/P	Medication at School	Director of Student Support Services
3420/P	Student Safety	Deputy Superintendent/Director of Maintenance and Operations/Coordinator of Safety & Security
3430/P	Comprehensive Safe School Plans	Deputy Superintendent
3510/P	Associated Student Bodies	Principals/Director of Athletics and Activities

Policy/ Procedure Number	Title	Designee
3520/P	Student Fees, Fines, and Charges	Deputy Superintendent/Executive Director of Finance/Regional Superintendents/Principals
3530/P	Student Fundraising Activities	Principals/Executive Director of Finance
3600/P	Student Records	Deputy Superintendent/School Registrars
<b>Community Relations - 4000</b>		
4130/P	Public Information Program	Director of Communications
4140/P	Distribution of Information	Director of Communications
4207	Regulation of Firearms and Dangerous Weapons on School District Property	Executive Director of Facilities & Operations/Director of Maintenance and Operations/Coordinator of Safety & Security
4215/P	Title I, Parent and Family Engagement	Chief Academic Officer/Director of Categorical Programs
4218	Language Access	Chief Academic Officer/Director of Categorical Programs
4220/P	Advisory Councils, Committees, and Task Forces	Superintendent's Executive and Academic Cabinets
4314/P	Visitors and/or Disruption of School Operations	Principals
4320	Prohibition of Unmanned Aerial Vehicles (Drones)	Executive Director of Facilities & Operations
4333/P	Non School Use of Buildings, Grounds and Equipment	Executive Director of Facilities & Operations/Director of Athletics and Activities
4340/P	Public Access to District Records	Principals/Public Records Officer

Policy/ Procedure Number	Title	Designee
4413/P	Release of Information Concerning Sexual and Kidnapping Offenders	Director of Communications
<b>Human Resources - 5000</b>		
5010/P	Affirmative Action and Nondiscrimination	Executive Director of Human Resources
5150	Drug-Free Workplace	Executive Director of Human Resources
5151	Transportation Department Van Drivers – Drug/Alcohol Testing	Executive Director of Human Resources
5155/P	Infectious Disease Control	Executive Director of Human Resources
5160/P	Sexual Harassment	Executive Director of Human Resources
5210/P	Assignment, Reassignment and Transfer	Executive Director of Human Resources
5211/P	The Superintendent	Deputy Superintendent
5212/P	Appointment, Duties and Responsibilities of Administrative Personnel	Executive Director of Human Resources
5215	Conflicts of Interest	Executive Director of Human Resources
5224/P	Professional Learning	Superintendent's Executive and Academic Cabinets
5225/P	Technology	Chief Information Officer/Executive Director of Finance
5240/P	Grievance Resolution	Executive Director of Human Resources
5250/5250.1P/ 5250.2P	Evaluation of Staff	Executive Director of Human Resources

Policy/ Procedure Number	Title	Designee
5253/P	Maintaining Professional Staff/Student Boundaries	Executive Director of Human Resources
5270	Disciplinary Action and Discharge	Executive Director of Human Resources
5271/P	Reporting Improper Governmental Action	Executive Director of Human Resources
5280/P	Program and Staff Reduction	Executive Director of Human Resources
5320.9/P	Family, Medical, and Maternity Leave	Executive Director of Human Resources
5406/P	Shared Leave Program	Executive Director of Human Resources
5410/P	Substitute Employment	Executive Director of Human Resources
5430/P	School and Program Volunteers	Executive Director of Human Resources
5440/P	Administrative Internships	Executive Director of Human Resources
<b>Management Support - 6000</b>		
6000/P	Program Planning, Budget Preparation, Adoption and Implementation	Executive Director of Finance/Executive Director of Facilities & Operations/Chief Information Officer
6020/P	System of Funds and Accounts	Executive Director of Finance
6025/P	Bond Post-Issuance Compliance	Executive Director of Finance
6102/P	District Fundraising	Executive Director of Finance
6105/P	Federal Cash and Financial Management	Chief Academic Officer/Executive Director of Finance



Policy/ Procedure Number	Title	Designee
6112	Rental, Lease, or Use of Surplus District Real Property	Executive Director of Facilities & Operations
6113/P	Disposal of Surplus Equipment and/or Materials	Executive Director of Finance
6114/P	Gifts	\$0 - \$2500 Principal or Program Director \$5,000 Deputy Superintendent/Chief Academic Officer/Regional \$2,500 -
6115/S	Fees, Fines and Charges	Executive Director of Finance
6120	Investment of Funds	Executive Director of Finance
6210/P	Purchasing: Authorization and Control	Executive Director of Finance
6213/P	Reimbursement for Travel Expenses	District Administrators with supervisory responsibility
6220/P	Requirements for Bids and Contracts	Executive Director of Finance/Procurement Supervisor/Executive Director of Facilities & Operations/Director of Facilities and Planning
6250/P	District Owned Cellular Telephones	Executive Director of Finance
6505/P	Video Security on School District Grounds or Property	Chief Information Officer
6530/P	Insurance	Executive Director of Finance/Executive Director of Human Resources
6531	Care of District Property	Deputy/Regional Superintendents
6550/P	Data Security and Privacy	Chief Information Officer
6560/P	Records Management and Retention	Executive Director of Finance/Executive Director of Human Resources/Executive Director of Facilities & Operations/Director of Facilities
6570	Property Records	Executive Director of Finance/Executive Director of Facilities & Operations/Chief Information Officer

Policy/ Procedure Number	Title	Designee
6600/P	Transportation	Deputy Superintendent/Transportation Supervisor
6605/P	Student Safety Riding School Buses	Deputy Superintendent
6630/P	Type II School Activities Driver's Authorization	Deputy Superintendent/Transportation Supervisor
6640/P	District-Owned Vehicles	Executive Director of Facilities & Operations/Executive Director of Finance
6700/P	Food and Nutrition Program	Executive Director of Finance/Director of Food & Nutrition Services
6802	Security	Deputy Superintendent/Executive Director of Facilities & Operations/Director of Maintenance and Operations/Coordinator of Safety & Security
6810/P	Resource Conservation	Executive Director of Facilities & Operations
6890	Environmental Impact Mitigation Policy	Executive Director of Facilities & Operations
6901	Professional Advisors and Consultants	Executive Director of Facilities & Operations
6925/P	Selection of Architects and Engineers	Executive Director of Facilities & Operations
6950/P	Public Works Contractor Assurances and Change Orders	Executive Director of Facilities & Operations
6955	Construction Phase	Executive Director of Facilities & Operations
6970/P	Naming Schools, facilities, and Teams, and Use of School Mascots, Images, or Logos	Executive Director of Facilities & Operations
	Appointing Authority and Position Control	Executive Director of Human Resources/Executive Director of Finance
	Construction Change Orders	Executive Director of Facilities & Operations

## Superintendent's Delegation of Authority Memorandum Exhibit "A"

Policy/ Procedure Number	Title	Designee
	Grant Applications	Deputy superintendent, chief academic officer, and regional superintendents are authorized to administer applications for grants aligned with the district strategic plan, board policies and procedures, and district programs as follows:
		<ul style="list-style-type: none"> <li>• Administrators with program and budget authority are authorized to apply for federal, state and local governmental grants that are commonly administered through the U.S. Department of Education, OSPI, ESD 189, Snohomish County,</li> </ul>
		<ul style="list-style-type: none"> <li>• Principals are authorized to approve grant applications that support school based programs up to \$5,000, subject to deputy or regional superintendent</li> </ul>
		<ul style="list-style-type: none"> <li>• Regional superintendents and executive directors are authorized to approve grant applications for districtwide grants or matching grants that support school</li> </ul>
		<ul style="list-style-type: none"> <li>• The deputy superintendent and chief academic officer are authorized to approve instructional and school based grant applications up to \$300,000.</li> </ul>
		<ul style="list-style-type: none"> <li>• The executive director of facilities &amp; operations is authorized to approve grant applications which support building and site improvements up to \$300,000.</li> </ul>