

Superintendent's Delegation of Authority Memorandum Exhibit "A"

Policy/ Procedure Number	Title	Designee
The Board of Directors - 1000		
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 - South
1332/P	Authorization of Signatures	See Procedure 1332P
1805	Open Government Trainings (Maintains records of Board trainings)	Superintendent's Executive Assistant
Instruction - 2000		
2000	Philosophy and Goals	Chief Academic Officer
2030/P	Service Animals in Schools	Regional Superintendent - South
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 Programs	Deputy Superintendent/Principal Sequoia HS
2121/P	Curriculum Development and Review	Chief Academic Officer
2122/P	Curriculum Guides	Chief Academic Officer
2123/P	Health and Fitness Curriculum	Chief Academic Officer/Director of Athletics
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	Chief Academic Officer

Superintendent's Delegation of Authority Memorandum Exhibit "A"

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2150/P	Co-Curricular Program	Chief Academic Officer/Director of Athletics
2151/P	Interscholastic Athletics/Activities	Director of Athletics
2152/P	Nondiscrimination on the Basis of Sex Education Programs and Activities and Title IX	Executive Director of Human Resources/Director of Certificated Staffing
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	Director of Categorical Programs
2214/P	Alternative Learning Experience	Deputy Superintendent/Principal of Sequoia HS
2215/P	Highly Capable Programs	Chief Academic Officer/Director of Student Services
2223/P	School Closure	See Administrative Organization Procedure 5200P
2310/P	Provision of Instructional Materials	Chief Academic Officer/ Chief Financial Officer
2311/P	Selection and Adoption of Instructional Materials	Chief Academic Officer/ Curriculum Directors
2312/P	Copyright Compliance	General Counsel
2320/P	Field Trips	Deputy/Regional Superintendents/Principals
2321/P	Guest Speakers	Principals

Superintendent's Delegation of Authority Memorandum Exhibit "A"

Policy/ Procedure Number	Title	Designee
2340/P	Religious-Related Activities and Practices	Deputy/Regional Superintendents/Principals
2409/P	Granting Equivalency Credit	Chief Academic Officer/Director of College & Career Readiness/OTG
2410/P	High School Graduation Requirements	Deputy/Associate/Regional Superintendents
2414/P	Promotion/Retention	Deputy/Associate/Regional Superintendents
Students - 3000		
3111/P	Entrance Qualifications	Deputy/Chief Academic Officer
3114/P	Part-time, Home-based or Off-campus Students	Deputy/Chief Academic Officer
3115/P	Education for Homeless Students	Director of Categorical Programs
3116/P	Students in Out-of-Home (Foster) Care	Director of Categorical Programs
3131/P	School Attendance Area Changes and Transfers	Deputy/Regional Superintendents
3140/P	Release of Resident Students	Deputy/Regional Superintendents
3141/P	Nonresident Students	Deputy/Regional Superintendents
3142/P	International Student Exchange	Deputy Superintendent
3144/P	Release of Information Concerning Student Sexual and Kidnapping Offenders	Director of Communications
3204/P	Prohibition of Harassment, Intimidation and Bullying	Deputy/Regional Superintendents/Director of Athletics/Director of Certificated Staffing

Superintendent's Delegation of Authority Memorandum Exhibit "A"

Policy/ Procedure Number	Title	Designee
3205/P	Harassment	Executive Director of Human Resources/Director of Certificated Staffing
3210/P	Nondiscrimination	Executive Director of Human Resources/Director of Certificated Staffing
3224/P	Student Dress	Principals
3230	Searches of Students and Personal Property	Principals
3231/P	Searches of Students and Their Property	Principals
3232/P	Searches of Lockers, Desks, and Storage Areas	Principals
3245/P	Technology	Chief Information Officer
3246/P	Use of Personal Electronic Devices	Principals
3300	Corrective Actions	Deputy/Regional Superintendents
3309	Definitions	Deputy/Regional Superintendents
3310/P	Victims of Criminal Offenses	Deputy/Regional Superintendents
3313	Discipline Grievance Procedure - Informal Conference	Deputy/Regional Superintendents
3314/P	In-School Suspension	Deputy/Regional Superintendents
3321/P	Short-Term Suspension	Deputy/Regional Superintendents

Superintendent's Delegation of Authority Memorandum Exhibit "A"

Policy/ Procedure Number	Title	Designee
3322	Appeal Process for Short-Term Suspension	Deputy/Regional Superintendents
3323/P	Long-Term Suspension and Expulsion	Deputy/Regional Superintendents
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	Chief Academic Officer/Director of Athletics
3409/P	Students with Diabetes and Life-Threatening Allergies	Chief Academic Officer
3411/P	Vision and Hearing Screening	Chief Academic Officer
3413/P	Student Immunization and Life Threatening Health Conditions	Chief Academic Officer
3414/P	Infectious Diseases	Chief Academic Officer
3416/P	Medication at School	Chief Academic Officer
3420/P	Student Safety	Deputy Superintendent/ Director of Maintenance, Safety & Security
3430/P	Comprehensive Safe School Plans	Deputy Superintendent
3510/P	Associated Student Bodies	Principals/Director of Athletics
3520/P	Student Fees, Fines, Charges	Deputy Superintendent/Chief Financial Officer
3530/P	Student Fund-Raising Activities	Principals/Chief Financial Officer

Superintendent's Delegation of Authority Memorandum Exhibit "A"

Policy/ Procedure Number	Title	Designee
3600/P	Student Records	Deputy/Chief Academic Officer/General Counsel
Community Relations - 4000		
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, Safety & Security
4215/P	Title I, Part A: Parental Involvement	Chief Academic Officer/Director of Categorical Programs
4218	Language Access Plan	Chief Academic Officer/Director of Categorical Programs
4220/P	Citizens' Advisory Councils, Committees, and Task Forces	Superintendent's Cabinet
4314/P	Visitors and/or Disruption of School Operations	Principals
4316/P	Notification of Threats of Violence or Harm	Principals/Deputy/Regional Superintendents
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
4340/P	Public Access to District Records	Principals/General Counsel
4413/P	Release of Information Concerning Sexual and Kidnapping Offenders	Director of Communications

Superintendent's Delegation of Authority Memorandum

Exhibit "A"

Policy/ Procedure Number	Title	Designee
Human Resources - 5000		
5010/P	Affirmative Action and Nondiscrimination	Executive Director of Human Resources/Director of Classified Staffing
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/Director of Certificated Staffing
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 Cabinet
5225/P	Technology	Chief Information Officer/Chief Financial Officer

Superintendent's Delegation of Authority Memorandum Exhibit "A"

Policy/ Procedure Number	Title	Designee
5240/P	Grievance Resolution	Executive Director of Human Resources
5250/5250.1P/ 5250.2P	Evaluation of Staff	Executive Director of Human Resources
5253/P	Maintaining Professional Boundaries between Employees and Students	Executive Director of Human Resources/Director of Certificated Staffing
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 and Medical 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 STEM, Strategic Partnerships & Legislation
5440/P	Administrative Internships	Executive Director of Human Resources

Superintendent's Delegation of Authority Memorandum Exhibit "A"

Policy/ Procedure Number	Title	Designee
Management Support - 6000		
6000/P	Program Planning, Budget Preparation, Adoption and Implementation	Chief Financial Officer/Executive Director of Facilities & Operations/Chief Information Officer
6020/P	System of Funds and Accounts	Chief Financial Officer
6025/P	Bond Post-Issuance Compliance	Chief Financial Officer
6102/P	District Fundraising	Chief Financial Officer
6105/P	Federal Cash and Financial Management	Chief Academic Officer/Chief Financial Officer
6112	Rental, Lease, or Use of Surplus District Real Property	Executive Director of Facilities & Operations
6113/P	Disposal of Surplus Equipment and/or Materials	Chief Financial Officer
6114/P	Gifts	\$0 - \$2500 Principal or Program Director \$2,500 - \$5,000 Deputy Superintendent/Chief Academic Officer/ Regional Superintendents Technology equipment: Chief Information Officer Playground equipment: Director of Facilities & Operations
6115/S	Publication of Fees, Fines and Charges	Chief Financial Officer
6120	Investment of Funds	Chief Financial Officer

Superintendent's Delegation of Authority Memorandum Exhibit "A"

Policy/ Procedure Number	Title	Designee
6210/P	Purchasing: Authorization and Control	Chief Financial Officer
6213/P	Reimbursement for Travel Expenses	District Administrators with supervisory responsibility
6220/P	Requirements for Bids and Contracts	Chief Financial Officer/Procurement Supervisor/Executive Director of Facilities & Operations/Director of Facilities and Planning
6250/P	District Owned Cellular Telephones	Chief Financial Officer
6505/P	Video Security on School District Grounds or Property	Chief Information Officer
6530/P	Insurance	Executive Director of Human Resources/Chief Financial Officer
6531	Care of District Property	Deputy/Regional Superintendents
6550/P	Data Security and Privacy	Chief Information Officer
6560/P	Records Management and Retention	Chief Financial Officer/General Counsel/Executive Director of Facilities & Operations/Director of Facilities and Planning
6570	Property Records	Chief Financial Officer/Executive Director of Facilities & Operations/Chief Information Officer

Superintendent's Delegation of Authority Memorandum Exhibit "A"

Policy/ Procedure Number	Title	Designee
6600/P	Transportation	Chief Financial Officer/Transportation Supervisor
6605/P	Bus Safety	Chief Financial Officer
6630/P	Type II School Activities Driver's Authorization	Chief Financial Officer/Transportation Supervisor
6640/P	District-Owned Vehicles	Executive Director of Facilities & Operations/Chief Financial Officer
6700/P	Food and Nutrition Program	Chief Financial Officer/Director of Food & Nutrition Services
6802	Security	Deputy Superintendent/Executive Director of Facilities & Operations/Director of Maintenance, 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 the Architect	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

Superintendent's Delegation of Authority Memorandum Exhibit "A"

Policy/ Procedure Number	Title	Designee
6970/P	Naming Schools and Facilities	Executive Director of Facilities & Operations
	Appointing Authority and Position Control	Executive Director of Human Resources/Chief Financial Officer
	Construction Change Orders	Executive Director of Facilities & Operations
	Grant Applications	<p>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:</p> <ul style="list-style-type: none"> • 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, or similar agencies. • Principals are authorized to approve grant applications that support school based programs up to \$5,000, subject to deputy or assistant superintendent approval.

Superintendent's Delegation of Authority Memorandum

Exhibit "A"

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	Grant Applications cont'd	<ul style="list-style-type: none">• Regional superintendents and executive directors are authorized to approve grant applications for districtwide grants or matching grants that support school based programs up to \$10,000.• The deputy superintendent and chief academic officer are authorized to approve instructional and school based grant applications up to \$300,000.• The executive director of facilities and operations is authorized to approve grant applications which support building and site improvements up to \$300,000.