



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

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 2
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	Philosophy and 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 Programs	Deputy Superintendent/Regional Superintendent of Extended Learning
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
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/Regional Superintendent of Extended Learning

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Policy/ Procedure Number	Title	Designee
2150/P	Co-Curricular Program	Chief Academic Officer/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/Director of Human Resources for Region 1
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/Regional Superintendent of Extended Learning
2215/P	Highly Capable Programs	Director of Student Support 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 Superintendent/Regional Superintendents/Principals
2321/P	Guest Speakers	Principals

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Policy/ Procedure Number	Title	Designee
2340/P	Religious-Related Activities and Practices	Deputy Superintendent/Regional Superintendents/Principals
2409/P	Granting Equivalency Credit	Chief Academic Officer/Director of College & Career Readiness/OTG
2410/P	High School Graduation Requirements	Deputy Superintendent/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	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	Regional Superintendents
3140/P	Release of Resident Students	Regional Superintendents
3141/P	Nonresident Students	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 Superintendent/Regional Superintendents/Director of Athletics/Activities/Director of Human Resources

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Policy/ Procedure Number	Title	Designee
3205/P	Harassment	Executive Director of Human Resources/Director of Human Resources
3210/P	Nondiscrimination	Executive Director of Human Resources/Director of Human Resources
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	Regional Superintendents
3309	Definitions	Regional Superintendents
3310/P	Victims of Criminal Offenses	Regional Superintendents
3313	Discipline Grievance Procedure - Informal Conference	Regional Superintendents
3314/P	In-School Suspension	Regional Superintendents
3321/P	Short-Term Suspension	Regional Superintendents

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Policy/ Procedure Number	Title	Designee
3322	Appeal Process for Short-Term Suspension	Regional Superintendents
3323/P	Long-Term Suspension and Expulsion	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	Director of Student Support Services/Director of Food and Nutrition Services
3409/P	Students with Diabetes and Life-Threatening Allergies	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, Safety & Security
3430/P	Comprehensive Safe School Plans	Deputy Superintendent
3510/P	Associated Student Bodies	Principals/Director of Athletics/Activities
3520/P	Student Fees, Fines, Charges	Deputy Superintendent/Chief Financial Officer/Regional Superintendents/Principals
3530/P	Student Fund-Raising Activities	Principals/Chief Financial Officer

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Policy/ Procedure Number	Title	Designee
3600/P	Student Records	Deputy Superintendent/General Counsel/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	Chief Strategist/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 Executive and Academic
4314/P	Visitors and/or Disruption of School Operations	Principals
4316/P	Notification of Threats of Violence or Harm	Principals/Deputy Superintendent/Regional
4320	Prohibition of Unmanned Aerial Vehicles (Drones)	Chief Strategist
4333/P	Non School Use of Buildings, Grounds and Equipment	Chief Strategist/Director of Athletics/Activities
4340/P	Public Access to District Records	Principals/General Counsel
4413/P	Release of Information Concerning Sexual and Kidnapping Offenders	Director of Communications

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Policy/ Procedure Number	Title	Designee
<b>Human Resources - 5000</b>		
5010/P	Affirmative Action and Nondiscrimination	Executive Director of Human Resources/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/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
5225/P	Technology	Chief Information Officer/Chief Financial Officer

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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 Human Resources for Regions 1 and 2
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 Human Resources
5440/P	Administrative Internships	Executive Director of Human Resources
<div> Revised 3/18/2022 Management Support - 6000 </div>		

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Policy/ Procedure Number	Title	Designee
6000/P	Program Planning, Budget Preparation, Adoption and Implementation	Chief Financial Officer/Chief Strategist/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	Chief Strategist
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 Management
6115/S	Publication of Fees, Fines and Charges	Chief Financial Officer
6120	Investment of Funds	Chief Financial Officer
6210/P	Purchasing: Authorization and Control	Chief Financial Officer
6213/P	Reimbursement for Travel Expenses	District Administrators with supervisory responsibility

Revised 3/18/2022

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Policy/ Procedure Number	Title	Designee
6220/P	Requirements for Bids and Contracts	Chief Financial Officer/Procurement Supervisor/Chief Strategist/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	Chief Financial Officer/General Counsel
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/Chief Strategist/Director of Facilities and Planning
6570	Property Records	Chief Financial Officer/Chief Strategist/Chief Information Officer
6600/P	Transportation	Chief Financial Officer/Transportation Supervisor
6605/P	Bus Safety	Chief Financial Officer

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

Policy/ Procedure Number	Title	Designee
6630/P	Type II School Activities Driver's Authorization	Chief Financial Officer/Transportation Supervisor
6640/P	District-Owned Vehicles	Chief Strategist/Chief Financial Officer
6700/P	Food and Nutrition Program	Chief Financial Officer/Director of Food & Nutrition Services
6802	Security	Deputy Superintendent/Chief Strategist/Director of Maintenance, Safety & Security
6810/P	Resource Conservation	Chief Strategist
6890	Environmental Impact Mitigation Policy	Chief Strategist
6901	Professional Advisors and Consultants	Chief Strategist
6925/P	Selection of the Architect	Chief Strategist
6950/P	Public Works Contractor Assurances and Change Orders	Chief Strategist
6955	Construction Phase	Chief Strategist
6970/P	Naming Schools and Facilities	Chief Strategist
	Appointing Authority and Position Control	Executive Director of Human Resources/Chief Financial Officer
	Construction Change Orders	Chief Strategist

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	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"> <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, or similar agencies.</li> <li>• Principals are authorized to approve grant applications that support school based programs up to \$5,000, subject to deputy or regional superintendent approval.</li> </ul>
	Grant Applications cont'd	<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 based programs up to \$10,000.</li> <li>• The deputy superintendent and chief academic officer are authorized to approve instructional and school based grant applications up to \$300,000.</li> </ul>

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		<ul style="list-style-type: none"><li>• The chief strategist is authorized to approve grant applications which support building and site improvements up to \$300,000.</li></ul>