

Date: October 11, 2018

To: School Board

From: Ellie Wilson-Jones, Director of Policy and Board Relations

**Subject: Superintendent Procedures Created or Revised, September 2017 to August 2018**

Per Board Policy No. 1310, the School Board is provided with an annual report on any changes to Superintendent Procedures from the previous school year.

The following procedures were updated separately from any policy changes:

- [3121SP, Attendance](#): The procedure was revised to align with recent legislation (2SHB 1770) and has new language about the steps that need to be taken to eliminate or reduce unexcused absences. (October)
- [4040SP, Public Access to District Records](#): The procedure was updated to comply with changes to the Public Records Act regarding responding to records requests, the training of Public Records Officers, and new charges associated with public records. (November)
- [3130SP, Student Assignment](#): The procedure was updated to reflect changes made in the 2017-18 Student Assignment Transition Plan, to update reference pages, and to add language around the online registration process, non-resident assignments, the Cascade Parent Program Partnership no longer accepting running start students, continuing assignment rules for preschool, special education students and school choice, and including South Shore as part of the Seattle Preschool Program enrollment. (December)
- NEW [4200SP.D, Public Use of Outside School Grounds](#): The procedure was updated to respond to the increase in questions and conflict regarding public use of outside school grounds which brought the need for defined conditions of use to the attention of the General Counsel's office. (January)
- [5010SP, Employment Discrimination Complaint Process](#): The procedure was updated as a part of the ongoing process to revise policies and procedures regarding discrimination. (January)
- [3246SP, Restraint, Isolation, and Other Uses of Physical Intervention](#): The procedure was updated to reflect that written incident reports should be submitted in the District's Student Information System, not to a staff designee. (February)
- [2110SP, Department of English Language Learners and International Programs](#): The procedure has been updated to be consistent with the Every Student Succeeds Act (ESSA) regarding English Learner (EL) programs and Washington State's English Language Proficiency (ELP) assessment. (February)
- NEW [2185SP, Physical Education](#) – The procedure was updated to reflect recent legislation (SHB 1235), which required an annual review of Physical Education programs. (April)
- [4070SP, Electronic Records Management](#): The procedure was updated to provide direction to the records management office to set the retention of staff deleted email for a period of 2 years, and to ensure that families and students know leaving a voice message will result in a saved email and public record. (May)
- [3231SP, Student Records](#): The procedure was updated to reflect changes to District processes due to the implementation of the WAIIS immunization registry. (May)

- REPEALED [3207SP.B, Prohibition of Harassment, Intimidation & Bullying – Adults](#): This procedure was repealed because it was made redundant by the new procedure 5207SP. (June)
- [4205SP, Accessing Communication](#): The procedure was updated to reflect changes in the information needed to make requests, and identifies the Office of Civil Rights as the appropriate department to address questions and concerns of disability discrimination. (July)
- REPEALED [2420SP, Competency/ Proficiency High School Credit for World Languages](#): This procedure was repealed due to the update to Policy No. 2420, which no longer requires a minimum number of hours of instruction per credit, making the Superintendent Procedure for waiving that requirement unnecessary. (July)

In addition to the procedures detailed above, the following procedures were created or updated alongside corresponding policy changes that came to the Board for approval. These procedures were included for reference in Board Action Report packets:

- NEW [6810SP, Natural Resources Conservation](#) (September)
- NEW [3116SP, Students in Foster Care](#) (September)
- NEW [4218SP, Speakers of Diverse Languages](#) (October)
- [5245SP, Anti-Retaliation](#) (November)
- [5207SP, Prohibition of Harassment, Intimidation & Bullying](#) (November)
- NEW [4280SP, Research Review Process](#) (December)
- NEW [2080SP.B, Third-Party Test Administration](#) (December)
- [3207SP.A, Prohibition of Harassment, Intimidation & Bullying - Students](#) (March)
- [3210SP.B, Discrimination Complaint Process](#) (March)