

Date: September 27, 2019
To: School Board
From: Ellie Wilson-Jones, Director of Policy and Board Relations
Subject: **Annual Report—Superintendent Procedures Created or Revised, September 2018 to August 2019**

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:

- [2200SP Equitable Access to Program and Services](#): This procedure was updated to remove Language Immersion from the list of examples in the definition of Curricular Focus. (September 2019)
- [3121SP Attendance](#): The procedure was updated to align with recent changes in state law (WAC Chapter 392-401). Other minor changes help to ensure compliance with the McKinney-Vento Act and state reporting requirements, reflect community and OSPI feedback, or clean up grammar. (September 2018)
- [2162SP Education of Students with Disabilities](#): The procedure was updated to clarify the process for identifying, assessing, and providing a free appropriate public education to students who are eligible under Section 504 of the Rehabilitation Act. (October 2018)
- [3231SP Student Records](#): The procedure was updated to indicate that student immunization records should be transmitted as part of a student file when the student leaves the district to attend another school if the immunization records are maintained in the student's file. The update also includes revised language regarding the transmittal of records of disciplinary actions. (October 2018)
- [6700SP Distribution and Sale of Competitive Foods](#): The procedure was updated to reflect updates in the USDA's Competitive Foods Guidelines, including revisions to the location of permitted sales and allowable sodium content. (December 2018)
- [6640SP District-Owned Vehicles](#): The procedure was updated to clarify required approvals for the transfer or remarketing of vehicles, approvals for vehicle use, and language related to district-provided fuel cards, (January 2019)
- [4129SP Family Engagement](#): The procedure was revised following extensive community engagement through the Family Engagement Task Force. (May 2019)
- [4110SP Family and Community Advisory and Oversight Committees](#): The procedure was updated to clarify that it does not apply to groups formed under other board policies. Additionally, language related to working groups was updated. (June 2019)
- [6501SP Data Privacy](#): The procedure was updated to include credit card handling language since credit card readers have been introduced at schools along with information pertaining to sensitive data handling protocols. (June 2019)
- [3413SP Student Immunization & Life Threatening Health Conditions](#): The procedure was updated to state that personal exemptions are no longer accepted for the Measles-Mumps-Rubella (MMR) vaccine, as required by state law. (June 2019)

- [5650SP Superintendent Delegation of Authority and Line of Succession](#): The procedure was updated to include a revised list of individuals to whom the powers and duties of Superintendent are delegated under certain circumstances. (July 2019)
- [4310SP Relations with Law Enforcement, Child Protective Agencies, and the County Health Department](#): The procedure was updated to provide assurance to staff, families and students regarding student protections with respect to immigration enforcement (August 2019)

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 5222 Job Sharing Procedure](#): This procedure replaces former Board Procedure F12.01 and was created in conjunction with the adoption of new Board Policy No. 5222 and repeal of the former Board Policy No. F12.00 and Board Procedure F12.01BP. (October 2018)
- [2090SP District Educational Research and Program Evaluation](#): This procedure was updated in conjunction with edits to Board Policy No. 2090 to reflect the District's approach to program review and evaluation and to remove assessment language from both the Policy and Procedure as assessment is covered by Board Policy No. 2080, Assessment. (December 2018)
- [2024SP Out-of-District Credits and Credit Recovery](#): This procedure was updated in conjunction with edits to Board Policy No. 2024 and the repeal of Board Policy No. C16.00. The changes reflected recommendations from the High School Policy Work Group and Seattle Public Schools' Internal Auditors. (June 2019)
- [NEW 3224SP Student Dress](#): This procedure was created in conjunction with the Board's adoption of the new Board Policy No. 3224, Student Dress, establishing a universal student dress policy for all students in the district. (July 2019)
- [REPEALED 4130SP Title I Family Involvement](#): This procedure and the former Board Policy No. 4130, Title I Family Involvement, were replaced by the revised [Board Policy No. 4130, Title I Parent and Family Engagement](#). The consolidation of this former procedure and the prior policy into a revised Board Policy No. 4130 meets new requirements in federal law and follows recommendations from the Washington State School Directors Association (WSSDA). (July 2019)