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# SCHOOL DISTRICT NO. 36 (SURREY)

No. 2500

## POLICY: BOARD POLICY DEVELOPMENT

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The ~~Surrey~~ Board of ~~Education School Trustees of School District No. 36 (Surrey)~~ believes that the establishment and evaluation of school district policy is a major function of the board. The objective of the board is to establish policies which provide direction and guidance in the operation of the school district. Policies will generally be broad enough to allow discretionary action, yet specific enough to provide clear direction to those responsible for implementing policy decisions of the board.

The board, while recognizing its ultimate responsibility and authority to determine district policies, also recognizes the need to provide opportunities for input and influence on the policy development process to those individuals and groups interested in, or affected by, the particular policy area.

Management may develop regulation to be attached to policies which describe the manner in which board policies will be carried out and applied.

~~The policy development process consists of six stages:~~

### ~~1. INITIATION~~

~~— The need for a policy statement in a particular area may be identified as a result of an issue arising from one of many sources, and a decision made by the Board or the Superintendent on the need for a policy statement. In addition, policy revision may be dictated as a result of a regular re-examination of existing policy.~~

### ~~2. DEVELOPMENT~~

~~— It is the Administration's responsibility to consider the issue in question, obtain necessary information, explore policy alternatives and draft proposed policy. Frequently this will involve preliminary Board consideration of policy alternatives and the draft policy statement. At times there may also be a need to explore policy alternatives with constituent groups.~~

### ~~3. REFINEMENT~~

~~— Consultation on the proposed policy is undertaken as appropriate, and the necessary revisions are made.~~

### ~~4. FINALIZATION~~

~~— In this stage, the Board formally adopts the policy as proposed or revised.~~

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**POLICY: BOARD POLICY DEVELOPMENT**

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**5. IMPLEMENTATION**

~~It is the Superintendent's responsibility as Chief Executive Officer of the Board to implement Board policy. To do so, the Superintendent will ensure distribution of the policy and, where necessary, issue administrative regulations and meet with affected groups to ensure understanding of Board intent.~~

**6. EVALUATION**

~~The quality of policy and the extent of its implementation should be systematically evaluated. The Superintendent is responsible for ensuring that policy is evaluated within one year of policy formulation and thereafter on a regular basis as a part of the review and revision process.~~

~~The above stages are illustrated in the attached chart.~~

~~Att.~~

Revised: 2018-  
1981-10-19

Reference: 1980-04-21

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## **POLICY: BOARD POLICY DEVELOPMENT**

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Revised: 2018-  
1981-10-19  
Reference: 1980-04-21

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# SCHOOL DISTRICT NO. 36 (SURREY)

No. 2500.1

## REGULATION: BOARD POLICY DEVELOPMENT: POLICIES & REGULATIONS

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Policies of the Surrey Board of Education and administrative regulations will be incorporated in a Policies & Regulations Manual issued for this purpose. Administration may develop such regulation statements to describe the manner in which board policies will be carried out and applied.

### 1. 1. POLICY DEVELOPMENT

The policy development process consists of seven stages:

#### 1.1. INITIATION

The need for a policy statement in a particular area may be identified as a result of an issue arising from one of many sources, and a decision made by the Board or the Superintendent on the need for a policy statement. In addition, policy revision may be dictated as a result of a regular re-examination of existing policy.

#### 1.2. DEVELOPMENT

It is management's responsibility to consider the issue in question, obtain necessary information, explore policy alternatives and draft proposed policy. Frequently this will involve preliminary Board consideration of policy alternatives and the draft policy statement. At times there may also be a need to explore policy alternatives with constituent groups.

#### 1.3. CONSULTATION

Consultation on the proposed policy is undertaken as appropriate, and the necessary revisions are made.

#### 1.4. COMMITTEE REVIEW AND RECOMMENDATION

The policy committee shall have jurisdiction under Policy 2320, section 1.1 b) to consider and make recommendation to the board on proposed new or revised policies. The committee may also recommend elimination of policies where appropriate.

#### 1.5. APPROVAL

The Board formally adopts policy as proposed or revised at a public meeting.

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**REGULATION: BOARD POLICY DEVELOPMENT:  
POLICIES & REGULATIONS**

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**1.6. IMPLEMENTATION**

It is the superintendent's responsibility as Chief Executive Officer of the Surrey Board of Education to implement board policy. To do so, the superintendent will ensure distribution of the policy and, where necessary, issue administrative regulations and meet with affected groups to ensure understanding of board intent.

**1.7. EVALUATION**

The quality of a policy and the extent of its implementation should be systematically evaluated. The superintendent is responsible for ensuring that policy is evaluated on a regular basis as a part of the review and revision process.

**2. DISTRIBUTION OF POLICIES & REGULATIONS MANUAL**

All approved policies and regulations are available in searchable format on the School District No. 36 (Surrey) public website [www.surreyschools.ca](http://www.surreyschools.ca).

**3. UPDATES TO POLICIES & REGULATIONS MANUAL**

Staff will be notified via B-Memo of additions and/or amendments to or deletions of any of the policies and regulations.

Revised: 2018-  
2015-06-05  
2011-02-10  
2000-05-23  
1993-01-04  
1982-06-14

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No. 2500.1

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1982-06-14

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# SCHOOL DISTRICT NO. 36 (SURREY)

No. 4204

## POLICY: FISCAL RESPONSIBILITY: OPERATING FUND BALANCE

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### Purpose

The Surrey Board of Education is responsible for ensuring the district manages, to the extent practical, financial forecasting risks and unforeseen circumstances that could negatively affect resources available for the education of students. This policy outlines the Board of Education's objective of maintaining a reasonable Operating Fund Balance in accordance with the Ministry of Education's financial health best practices model for school districts.

The Surrey School District's accumulated operating fund balance will serve as a contingency reserve for the risks associated with unexpected increases in expenses and/or decreases in revenues. The accumulated operating fund balance may also be allocated to balance short-term budget deficits or to fund one-time expenditures, targeted projects or other initiatives.

*Adopted: 2018-##-##*



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# **SCHOOL DISTRICT NO. 36 (SURREY)**

**No. 4204.1**

## **REGULATION: FISCAL RESPONSIBILITY: OPERATING FUND BALANCE**

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The Surrey Board of Education will annually target to maintain an appropriate accumulated operating fund balance. Allocation of funds from the accumulated operating fund balance will be considered and approved by the Board through the district's budget process.

When the accumulated operating fund balance is below what is determined to be sufficient, the Board will adopt strategies for replenishing the fund balance within an appropriate time period; generally within three years.

Accumulated operating fund balances may be internally restricted. Amounts that are internally restricted are to be planned for expenditure within a maximum period of 3 years. The Board will provide information in the notes to the audited financial statements identifying internally restricted fund balances as well as details of the restrictions placed on these funds.

The projected accumulated operating fund balance will be reported to the Board when presenting the annual Preliminary and Amended Budgets as well as the year end Audited Financial Statements.

A portion of the projected accumulated operating fund balance may be transferred to Local Capital however, supporting detail must be provided on all projects these Local Capital funds will be allocated to. Allocations to Local Capital will normally occur during the budget process.

*Adopted: 2018-##-##*

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# SCHOOL DISTRICT NO. 36 (SURREY)

No. 9610

## POLICY: TREATMENT OF STUDENTS WITH MEDICAL PROBLEMS CONDITIONS

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The ~~Board of School Trustees~~Surrey Board of Education seeks to provide a level of supervision and care that will secure the safety and well-being of students with medical problemsconditions. Parents/guardians are encouraged to administer medication at home, but if that is not possible district and school administrators are expected to ensure that procedures are in place to accommodate the needs and care of students who require or might require treatment of medical problemsconditions.

~~If a student having a medical problem that requires, or might require emergency treatment is to be enrolled in school, a signed statement by the student's parent/guardian stating any recommendations, is to be made available. If necessary, the level of supervision and possible treatment is to be determined at a meeting attended by the parent or guardian, the principal of the school, the Medical Health Officer (or nominee) and (if applicable) any other member of the school staff who would be actively involved with the student.~~

~~Where required, staff will be offered training to ensure adequate supervision and treatment.~~

Revised: 2018-  
1997-08-28  
1987-05-28  
1980-11-03  
1979-01-22  
Adopted: 1978-05-01

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**No. 9610**

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Revised: 2018-  
1997-08-28  
1987-05-28  
1980-11-03  
1979-01-22  
Adopted: 1978-05-01