

**SCHOOL DISTRICT NO. 36 (SURREY)  
POLICIES & REGULATIONS MANUAL**

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| <b>Policy /<br/>Regulation</b> | <b>Name</b>  | <b>Date of<br/>Adoption/Revision</b> |
|--------------------------------|--|--------------------------------------|
| 1050                           | Mission Statement & Guiding Principles                   | 2010-01-14                           |
| 1055                           | School District Motto & Logo                             | 1999-07-08                           |
| 1100*                          | Corporate Purpose & Responsibilities of the School Board | 1982-11-22                           |

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2000

| Policy /<br>Regulation/<br>A-Memo | Name  | Date of<br>Adoption/Revision |
|-----------------------------------|---|------------------------------|
| 2300                              | School District Signing Authority                                 | 2001-06-28                   |
| 2300.1                            | School District Signing Authority                                 | 2001-06-05                   |
| 2320*                             | Board Committee & Trustee Representation                          | 1987-09-10                   |
| 2400                              | School Board Meetings & Trustee In-Service Sessions               | 2008-05-08                   |
| 2500*                             | Board Policy Development  | 1981-10-19                   |
| 2500.1                            | Board Policy Development: Policies & Regulations                  | 2000-05-23                   |
| 2601*                             | Board-Staff Communications  | 1982-11-22                   |
| 2601.1                            | Communications With Trustees                                      | 2000-03-28                   |
| 2610*                             | Liaison With Employee Groups                                      | 1995-09-28                   |
| 2680                              | Stakeholders & Elected Officials Liaison Meetings                 | 2002-05-30                   |
| 2900*                             | Trustee Professional Development and Attendance at<br>Conferences | 1993-10-07                   |
| 2902*                             | Board Member Conflict of Interest                                 | 1994-03-10                   |
| 2905*                             | New Trustee Orientation   | 1985-12-12                   |
| 2910*                             | Trustee Requests for Time Off From Employment                     | 1982-11-22                   |
| 2915*                             | Trustee Elections – Chairperson & Vice-Chairperson                | 1999-02-11                   |
| 2915.1*                           | Trustee Elections – Chairperson & Vice-Chairperson                | 1999-02-11                   |
| 2917                              | Trustee Election Protocol   | 2000-10-12                   |
| 2917.1                            | Trustee Election Protocol   | 2000-10-12                   |
| 2920*                             | Trustees' Honorarium  | 1999-02-25                   |
| 2920.1                            | Trustees' Honorarium  | 2008-05-08                   |
| 2925                              | Trustees – Provision of Resources                                 | 2008-05-08                   |
| 2940                              | Board Gifts – Dignitaries & Guests                                | 2000-10-12                   |
| 2940.1                            | Board Gifts – Dignitaries & Guests                                | 2000-10-12                   |

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**GENERAL DISTRICT ADMINISTRATION**

**3000**

| <b>Policy / Regulation</b> | <b>Name</b>  | <b>Date of Adoption/Revision</b> |
|----------------------------|--|----------------------------------|
| 3200*                      | Superintendent of Schools Position Description   | 1981-12-07                       |
| 3200.1*                    | Deputy Superintendent of Schools Position Description  |                                  |
| 3200.2*                    | Assistant Superintendent of Schools (Curriculum & Instructional Services) - Position Description | 1988/03                          |
| 3200.3*                    | Assistant Superintendent of Schools (Personnel & Planning) - Position Description                | 1988/03                          |
| 3200.4*                    | Assistant Superintendent of Schools (School Operations) - Position Description                   | 1988/03                          |
| 3200.5*                    | Zone Director of Instruction - Position Description  | 1988/03                          |
| 3201*                      | Secretary-Treasurer Position Description   | 1989-06-08                       |
| 3201.1                     | Secretary-Treasurer Position Description - Code of Ethics & Standards of Conduct                 | 1999-07-08                       |
| 3205*                      | Performance Reviews for Senior Administrators  | 1987-11-26                       |
| 3350                       | Deputy Secretary-Treasurer: Responsibility & Authority in Absence of Secretary-Treasurer         | 1999-07-08                       |
| 3440                       | Internal Communications Procedures   | 2000-10-12                       |
| 3440.1                     | Internal Communications Procedures   | 2000-10-12                       |
| 3525*                      | Political Activities in the Schools  | 1982-12-06                       |
| 3601*                      | Independent Programs Supported by Federal Grants   | 1983-11-07                       |
| 3601.1*                    | Independent Programs Supported by Federal Grants   |                                  |

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**FINANCE**

**4000**

| <b>Policy /<br/>Regulation/<br/>A-Memo</b> | <b>Name</b>  | <b>Date of<br/>Adoption/Revision</b> |
|--|--|--------------------------------------|
| 4104*                                      | District Generated Revenue   | 1995-05-25                           |
| 4104.1*                                    | Trust Accounts: Applications, Contracts & Budgets                                | 1995-05-25                           |
| 4105*                                      | Investment of Funds  | 1995-02-09                           |
| 4150                                       | Internal Audit   | 1999-07-08                           |
| 4150.1                                     | Internal Audit   | 1999-07-08                           |
| 4202*                                      | Authority for Expenditures   | 1995-02-09                           |
| 4202.1                                     | Authority for Expenditures - Operating Non-Payroll<br>Accounts                   | 2001-05-22                           |
| 4202.2                                     | Authority for Expenditures-Trust Accounts  | 2001-05-22                           |
| 4202.3                                     | Limitations on Authority for Expenditures  | 2006-06-29                           |
| 4202.4                                     | Internal Service Charges   | 2001-05-22                           |
| 4203*                                      | Operating Budget   | 1995-05-25                           |
| 4203.2*                                    | Budget Planning, Approval, Control and Reporting for<br>Staff (Position Control) | 1992-12-15                           |
| 4410                                       | Travel Expense Reimbursement   | 2006-06-29                           |
| 4410.1                                     | Insurance Aspects of Employee Travel   | 2006-06-29                           |
| 4420*                                      | Imprest Funds  | 1995-02-09                           |
| 4420.1                                     | Petty Cash Funds   | 2007-03-27                           |
| 4430.1                                     | Charitable Donations   | 2003-02-18                           |
| A-4490**                                   | PST Refunds on PAC-Funded Purchases for Schools                                  | 2003-04-08                           |
| 4600                                       | Purchasing Goods & Services  | 1999-07-08                           |
| 4600.1                                     | Methods to Obtain Goods & Services   | 2005-04-12                           |
| 4600.2                                     | Vendor Commodity List  | 2005-04-12                           |
| 4600.3                                     | Product Standards  | 2005-04-12                           |
| 4600.4                                     | Obtaining Vendor Pricing   | 2005-04-12                           |
| 4600.5                                     | Competitive Bidding Process  | 2005-04-12                           |
| 4600.6                                     | Selection of Vendor Bids & Proposals   | 2005-04-12                           |
| 4660                                       | Bank Procurement Cards   | 2001-06-28                           |
| 4660.1                                     | Bank Procurement Cards   | 2003-12-02                           |

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## FINANCE

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| <b>Policy /<br/>Regulation/<br/>A-Memo</b> | <b>Name</b>  | <b>Date of<br/>Adoption/Revision</b> |
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| 4900                                       | Management of Site Based Funds   | 2006-06-29                           |
| 4900.1                                     | Banking and Financial Operating Standards for Sites                          | 2003-03-04                           |
| 4900.2*                                    | District Revenues Collected at Sites: Goods<br>& Services Tax Considerations | 1999-04-13                           |
| 4900.3*                                    | Site Local Funds: Goods & Services Tax Considerations                        | 1999-04-13                           |
| 4900.4                                     | Classification of Funds Collected at Sites                                   | 2003-03-04                           |
| 4900.5                                     | Annual Statement of Site Revenue and Expenditures                            | 2001-04-10                           |
| 4910                                       | School/Student Fundraising   | 2001-06-28                           |
| 4910.1*                                    | School/Student Fundraising - Goods & Services Tax<br>Considerations          | 1999-04-13                           |

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\*\* For A-Memos, refer to Surrey School District's A-Memo & B-Memo Manual

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5000

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|-----------------------------------|--|------------------------------|
| 5205*                             | School Crosswalk Guards/Patrols  | 1983-11-07                   |
| 5205.1*                           | School Crosswalk Guards/Patrols  | 1993-05-19                   |
| 5206*                             | Occupational Health and Safety   | 1997-08-28                   |
| 5206.1*                           | Occupational Health and Safety   | 1997-08-28                   |
| 5207*                             | Closure of Schools Under Emergent Conditions   | 1991-05-16                   |
| 5207.1                            | Cancellation of Classes Under Emergent Conditions  | 2006-01-31                   |
| 5207.2*                           | Closure of Schools Under Emergent Conditions – Snow<br>Removal Procedures                          | 1997-10-20                   |
| 5208                              | Critical Incident Procedures   | 2002-05-30                   |
| 5208.1                            | Critical Incidents   | 2002-02-19                   |
| 5208.2                            | Emergency Social Services  | 2000-10-12                   |
| 5208.3                            | Critical Incidents – Loss of Life  | 2002-02-19                   |
| 5209*                             | Acquired Immune Deficiency Syndrome (AIDS)   | 1992-12-10                   |
| 5209.1*                           | Acquired Immune Deficiency Syndrome (AIDS)   | 1992-12-10                   |
| 5305                              | Equipment Donations  | 1999-07-08                   |
| 5310                              | Surplus Furniture & Equipment  | 1999-11-04                   |
| A-5320**                          | Personal Use of Board-Owned Equipment/Removal of<br>Equipment from Schools During Vacation Periods | 1986-09-24                   |
| 5360                              | Computers, Furniture, Equipment, Supplies & Vehicles<br>Storage – School & District Sites          | 2002-05-30                   |
| 5360.1                            | Computers, Furniture, Equipment, Supplies & Vehicles<br>Storage – School & District Sites          | 2001-09-11                   |
| 5400*                             | Pupil Transportation   | 1986-07-01                   |
| 5400.1*                           | School Buses and Conveyance of Pupils  | 1987/07                      |
| 5400.2*                           | Bus Driver and Passenger Guidelines  | 1987/08                      |
| 5401*                             | Use of Board-Owned Buses   | 1986-06-12                   |
| 5415                              | District Owned Vehicles – Use & Operation  | 2001-02-22                   |
| 5415.1                            | District Owned Vehicles – Use & Operation  | 2000-11-21                   |
| 5501                              | Food Services Programs   | 2001-06-28                   |
| 5501.1                            | Food Services Programs   | 2001-06-05                   |
| 5601*                             | Provision of School Clerical Services  | 1984-05-07                   |
| A-5601**                          | Provision of School Clerical Services  | 2003-06-03                   |
| 5680                              | Provision of Telecommunication Services  | 2002-05-30                   |
| A-5680**                          | Provision of Telecommunication Services  | 2004-01-20                   |

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| Policy /<br>Regulation/<br>A-Memo | Name  | Date of<br>Adoption/Revision |
|-----------------------------------|---|------------------------------|
| 5700*                             | Freedom of Information and Protection of Privacy                                  | 1995-06-22                   |
| 5700.1*                           | Access to Records   | 1995-06-22                   |
| 5700.2*                           | Collection, Protection, and Access to Personal<br>Information                     | 1995-06-22                   |
| 5701*                             | Records and Information Management  | 1995-06-22                   |
| 5701.1*                           | Records and Information Management  | 1996-03-01                   |
| 5701.2                            | Destruction of District Records   | 2004-11-09                   |
| A-5701**                          | Charges for Student Transcripts   | 2000-06-06                   |
| 5702                              | Recycling & Disposal of Consumable Learning<br>Resources                          | 1992-11-12                   |
| 5702.1                            | Recycling & Disposal of Consumable Learning<br>Resources                          | 1999-06-08                   |
| 5713                              | District Courier Services   | 1999-07-08                   |
| 5713.1                            | District Courier Services   | 1999-07-08                   |
| 5718                              | District Reprographics Services   | 1999-07-08                   |
| 5718.1                            | District Reprographics Services   | 1999-07-08                   |
| 5780                              | Information & Communication Technology (ICT)<br>Access and Use                    | 2004-12-16                   |
| 5780.1                            | Parameters for Information & Communication<br>Technology (ICT) Access and Use     | 2004-10-26                   |
| 5780.2                            | Student Information & Communication Technology<br>(ICT) Access and Use Parameters | 2004-10-26                   |
| 5780.3                            | School, Staff and Student Web Site Parameters                                     | 2008-05-28                   |
| A-5780**                          | District Standards For Computer Hardware and<br>Software                          | 2004-02-03                   |
| A-5780**                          | Criteria and Process For Issuing External Accounts for<br>First Class             | 2004-10-26                   |
| 5809                              | Personal Property – Left on School District Premises                              | 2007-06-28                   |
| 5810                              | Risk Management of Assets & Legal Liabilities                                     | 1999-07-08                   |
| 5815                              | Risk Management – Incident Reports  | 2000-10-12                   |
| 5815.1                            | Risk Management – Incident Reports  | 2007-02-27                   |

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\*\* For A-Memos, refer to Surrey School District's A-Memo & B-Memo Manual

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|-----------------------------------|---|------------------------------|
| 6204                              | Selection of Project Architects And/Or Consultants        | 2008-05-08                   |
| 6204.1                            | Selection of Project Architects And/Or Consultants        | 2008-05-08                   |
| 6425                              | School Size   | 2004-05-13                   |
| 6425.1                            | School Size   | 2004-01-20                   |
| 6450                              | Major Construction – Tenders & Awards                     | 2000-10-12                   |
| 6450.1                            | Major Construction Contracts – Tenders & Awards           | 2000-10-12                   |
| 6501*                             | Janitorial Standards and Supervision                      | 1984-05-07                   |
| 6501.1*                           | Janitorial Standards and Supervision                      | 1984/04                      |
| 6510*                             | Fencing of School Grounds                                 | 1994-12-08                   |
| 6511                              | Site Improvements & Maintenance                           | 1999-10-21                   |
| 6511.1                            | Site Improvements: Development & Maintenance              | 2006-06-29                   |
| 6511.2                            | Site Improvements: Steps to Development                   | 2000-06-06                   |
| 6512*                             | Management of Unused Properties                           | 1986-02-27                   |
| 6512.1                            | Management of Unused Properties                           | 1986/02                      |
| 6513*                             | Long Term Use and Lease of Active School                  |                              |
|                                   | District Buildings and Sites                              | 1987-11-12                   |
| 6515*                             | Application of Pesticides, Herbicides, or Insecticides to |                              |
|                                   | District Buildings or Grounds                             | 2008-05-08                   |
| 6515.1*                           | Application of Pesticides, Herbicides or Insecticides to  |                              |
|                                   | District Buildings or Grounds                             | 2008-05-08                   |
| 6520                              | Trespass, Disruptive Activities, Theft, Damage, Vandalism | 2003-06-26                   |
| 6520.1                            | Trespass, Disruptive Activities, Theft, Damage, Vandalism | 2003-04-08                   |
| 6530                              | Energy Management Conservation                            | 2004-12-16                   |
| 6530.1                            | Energy Management Conservation                            | 2004-10-26                   |
| A-6565**                          | Planned Maintenance Program                               | 1983-05-18                   |
| 6580                              | Security & Safety - Building & Grounds                    | 2003-06-26                   |
| 6580.1                            | Security – Building Key Program                           | 2003-04-08                   |
| 6580.2                            | Security – After Hours Opening & Closing of Buildings     | 2003-04-08                   |
| 6600                              | Naming of School Facilities                               | 2001-06-28                   |
| 6700                              | Management of Portable Classrooms                         | 2004-05-13                   |
| 6700.1                            | Management of Portable Classrooms                         | 2003-12-16                   |
| 6700.2                            | Equipment for Portables                                   | 1999-06-08                   |
| 6701                              | Portable and Modular Classrooms                           | 2004-05-13                   |
| 6701.1                            | Portable and Modular Classrooms                           | 2003-12-16                   |

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**FACILITIES****6000**

| <b>Policy /<br/>Regulation/<br/>A-Memo</b> | <b>Name</b>                                      | <b>Date of<br/>Adoption/Revision</b> |
|--|--|--------------------------------------|
| 6801                                       | Closing Schools                                  | 2004-05-13                           |
| 6801.1                                     | Closing Schools                                  | 2004-01-20                           |
| 6802*                                      | Alternate Use of Surplus School Space            | 1983-08-15                           |
| 6950*                                      | Safety/Security for School After-Hour Activities | 1986-02-27                           |

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### PERSONNEL & EMPLOYEE RELATIONS

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| Policy /<br>Regulation/<br>A-Memo | Name  | Date of<br>Adoption/Revision |
|-----------------------------------|---|------------------------------|
| 7100*                             | Personnel Policies and Practices (General)                        | 1990-06-14                   |
| 7200*                             | Employment Conditions (General)                                   | 1990-06-14                   |
| 7200.1*                           | Employment Conditions   | 1990-06-14                   |
| 7210*                             | Sexual Harassment   | 1996-04-25                   |
| 7210.1*                           | Sexual Harassment   | 1996-04-25                   |
| 7211                              | Employment-Related Injuries (WCB)                                 | 2000-10-12                   |
| 7211.1                            | Employment-Related Injuries (WCB)                                 | 2000-10-12                   |
| 7212*                             | Employee Conduct  | 1986-04-17                   |
| 7213*                             | Conflict of Interest – Employees                                  | 1993-08-26                   |
| 7213.1*                           | Conflict of Interest – Employees                                  | 1997-01-21                   |
| 7214*                             | Smoke Free Environment  | 1997-01-01                   |
| 7245                              | Legal Assistance  | 1999-10-21                   |
| 7245.1                            | Legal Assistant   | 1999-10-21                   |
| 7250                              | Management of Union Grievances                                    | 2001-06-28                   |
| 7250.1                            | Management of Union Grievances                                    | 2001-06-28                   |
| 7260                              | Employees' & Visitors' Identification Badges                      | 2004-12-16                   |
| A-7260**                          | Disposal of ID Badges for Employees/Trustees Who<br>Retire/Resign | 2001-07-06                   |
| 7270                              | Employee Attendance Support Program                               | 2003-06-26                   |
| 7270.1                            | Employee Attendance Support Program                               | 2003-03-25                   |
| 7280*                             | Violence Against Employees in the Workplace                       | 2006-06-29                   |
| 7280.1*                           | Violence Against Employees in the Workplace                       | 2006-06-29                   |
| 7282                              | Surveillance  | 2007-06-28                   |
| 7282.1                            | Surveillance  | 2007-06-28                   |
| A-7350**                          | Named Teacher in Charge   | 1991-02-21                   |
| 7410*                             | Leaves for Non-Teaching Personnel                                 | 1986-04-17                   |
| 7500*                             | Selection and Placement of Principals and<br>Vice-principals      | 1984-11-05                   |
| 7500.1*                           | Selection of Principals and Vice-principals                       | 1988-01-14                   |

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**PERSONNEL & EMPLOYEE RELATIONS**

| <b>Policy /<br/>Regulation/<br/>A-Memo</b> | <b>Name</b>  | <b>Date of<br/>Adoption/Revision</b> |
|--|--|--------------------------------------|
| 7500.2                                     | Placement and Transfer of Principals and<br>Vice-principals            | 2002-02-19                           |
| 7501*                                      | School Administrative Entitlement                                      | 1986-11-13                           |
| 7501.1*                                    | School Administrative Entitlement                                      | 1986-11                              |
| 7502*                                      | Temporary Appointment of School Administrators                         | 1993-05-27                           |
| 7505*                                      | Secondary School Department Heads                                      | 1989-09-21                           |
| 7505.1*                                    | Secondary School Department Heads                                      | 1989-09-21                           |
| 7600*                                      | Recruitment and Selection of School District<br>Administrative Staff   | 1986-12-11                           |
| 7600.1*                                    | Recruitment and Selection of School District<br>Administrative Staff   | 1986-12                              |
| 7610                                       | District Administrative Staff Salaries and Benefits                    | 2006-06-29                           |
| 7620*                                      | Continuing Education Non-Academic Instructors<br>Salaries and Benefits | 1995-05-25                           |
| 7710*                                      | Professional Development   | 1986-04-17                           |
| 7805*                                      | Principals And Vice Principals – Performance Reviews                   | 2008-05-08                           |
| 7805.1*                                    | Principals And Vice Principals – Performance Reviews                   | 2008-05-08                           |

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### CURRICULUM & INSTRUCTION

**8000**

| Policy /<br>Regulation/<br>A-Memo | Name  | Date of<br>Adoption/Revision |
|-----------------------------------|---|------------------------------|
| 8200                              | Local School Calendar   | 2008-05-08                   |
| 8200.1                            | Local School Calendar/Processes   | 2008-05-08                   |
| 8210*                             | Non-Instructional Days  | 1987-05-28                   |
| 8210.1*                           | Non-Instructional Days  | 1987-07                      |
| 8320                              | District and Community-Initiated Programs (Programs of Choice)                                  | 2003-06-26                   |
| 8320.1                            | District and Community-Initiated Programs (Programs of Choice)                                  | 2002-12-03                   |
| 8425*                             | Health And Career Education (K-10)  | 2008-05-08                   |
| 8425.1*                           | Health And Career Education (K-10)  | 2008-05-08                   |
| 8450                              | French Immersion  | 1999-07-08                   |
| 8450.1                            | French Immersion Programming  | 2001-06-19                   |
| 8475*                             | Career Education Programs   | 1996-07-11                   |
| 8475.1*                           | Career Education Programs   | 1996-12-17                   |
| 8601                              | Conduct of Schools  | 2001-02-22                   |
| 8620*                             | Student Creative Works and Performances   | 1997-04-24                   |
| 8620.1                            | Student Creative Works and Performances   | 2000-10-24                   |
| 8700*                             | District Assessment, Evaluation & Reporting   | 1992-07-02                   |
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