

**BOARD OF EDUCATION  
of  
SCHOOL DISTRICT NO. 36 (SURREY)**

**REGULAR BOARD MEETING  
REVISED AGENDA**

**MEETING DATE:** 2012-06-07 **TIME:** 7:30 p.m.

**MEETING PLACE:** School District No. 36 (Surrey)  
District Education Centre  
Main Boardroom - Room #2020

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1. CALL TO ORDER

- (a) "O Canada"
- (b) Approval of Agenda
- (c) Presentation: Cloverdale Learning Centre – Documentary Film Project

2. DELEGATIONS

3. ACTION ITEMS

- (a) Adoption of Minutes of Regular Board Meeting Held 2012-05-17
- (b) Capital Project Bylaw No. 108850 – Clayton East Area Elementary – Site #201 – New School, Including Neighbourhood Learning Centre
- (c) Capital Project Bylaw No. 108852 – South Newton East Area Elementary – Site #211 – New School, Including Neighbourhood Learning Centre
- (d) Capital Project Bylaw No. 115995 – Panorama Ridge Secondary – Site #032 – Addition, Including Neighbourhood Learning Centre
- (e) Capital Project Bylaw No. 109840 – Fraser Heights Secondary – Site #141 – Addition, Including Neighbourhood Learning Centre

**Add (f) Report of the Public Relations Committee, Re: School Naming**

4. INFORMATION & PROPOSALS

- (a) Trustee Reports
- (b) Progress Report – Active Capital Projects
- Revised (c) **Policy Development and Review Project – Completed Segments**
- (d) Incoming Correspondence

*Cont'd...*

REGULAR BOARD MEETING  
**REVISED AGENDA**

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District Education Centre  
Main Boardroom - Room #2020**

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5. FUTURE BUSINESS

- (a) Items for Future Discussion
- (b) Future Meetings

6. QUESTION PERIOD

An informal question period of up to 30 minutes will be provided immediately following the conclusion of the meeting.

7. ADJOURNMENT

***Mission Statement***

***“Through quality teaching and learning, we commit to engaging our students in their growth as individuals and in their development of the knowledge, skills and attributes necessary to contribute to a healthy, democratic and diverse society.”***

Board of Education  
of  
School District No. 36 (Surrey)

**THE PURPOSE OF 'QUESTION PERIOD'**

The Board asks that you respect the intent of Question Period.

Question Period is intended:

- to enable members of the community to obtain information or clarification from the Board that cannot be provided by staff.
- to ask a question of the **Board**, not individual Trustees.
- to be limited to one question per person and must be presented in writing on the form provided.

Question Period is NOT intended:

- to be used as a political forum.
- for making speeches or bringing forward a delegation.
- to deal with matters that should properly be dealt with through other channels, such as liaison committees.

We again, respectfully request that questioners be mindful of the Board's policy.

**BOARD OF EDUCATION  
of  
SCHOOL DISTRICT NO. 36 (SURREY)**

**Schedule 1(b)  
of the**

**ADMINISTRATIVE MEMORANDUM  
(Regular)**

**MEETING DATE: 2012-06-07**

**TOPIC: APPROVAL OF AGENDA OF REGULAR BOARD MEETING**

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**IT IS RECOMMENDED:**

THAT the agenda of the Regular Board meeting be approved as circulated.

Enclosures:



Submitted by:

\_\_\_\_\_  
W.D. Noye, Secretary-Treasurer

Approved by:

\_\_\_\_\_  
M.A. McKay, Superintendent

**BOARD OF EDUCATION  
of  
SCHOOL DISTRICT NO. 36 (SURREY)**

**Schedule 3(a)  
of the**

**ADMINISTRATIVE MEMORANDUM  
(Regular)**

**MEETING DATE: 2012-06-07**

**TOPIC: ADOPTION OF MINUTES OF REGULAR BOARD MEETING  
HELD 2012-05-17**

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**IT IS RECOMMENDED:**

THAT the Minutes of the Regular Board meeting held 2012-05-17 be adopted as circulated.

Enclosures:

**X**

Submitted by:

\_\_\_\_\_  
W.D. Noye, Secretary-Treasurer

Approved by:

\_\_\_\_\_  
M.A. McKay, Superintendent

**MINUTES OF A REGULAR MEETING OF THE BOARD OF EDUCATION OF  
SCHOOL DISTRICT NO. 36 (SURREY) HELD IN ROOM #2020 AT THE DISTRICT  
EDUCATION CENTRE ON THURSDAY, MAY 17th, 2012 AT 7:30 P.M.**

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**IN ATTENDANCE**

**Trustees**

L. McNally, Chairperson  
T. Allen  
C. Dobie  
L. Larsen  
R. Masi

**Staff**

M. McKay, Superintendent  
W. Noye, Secretary-Treasurer  
L. McCuaig, Executive Assistant

**Absent**

S. Wilson, Vice Chairperson  
P. Glass

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[1] **CALL TO ORDER**

Chairperson McNally called the meeting to order at 7:33 p.m.

**Presenters & Staff:**

In addition to the Table Officers named above, the following presenters and staff were in attendance at the meeting:

Simon Ayres, Associate Director, Fiscal Management Services; Jack Brown, Lord Tweedsmuir Alumni Association; Alan Clegg, Lord Tweedsmuir Alumni Association; Patti Dundas, Assistant Secretary-Treasurer; Alasdair MacKinnon, Director, Energy Management & Sustainability; Kerry Magnus, Associate Director, Business Management Services; Angie Smith, Administrative Assistant; and Doug Strachan, Manager, Communication Services.

(a) **"O Canada"**

Trustees, Administration and the audience sang "O Canada".

(b) **Approval of Agenda of Regular Board Meeting**

It was requested that the agenda be amended to remove item 4(a) *Trustee Reports* and all items be renumbered accordingly.

*Cont'd...*

It was moved by Trustee Allen, seconded by Trustee Larsen:

THAT the agenda of the Regular Board meeting be approved as amended.

CARRIED

[2] **DELEGATIONS**

- (a) Delegation: Alan Clegg, Lord Tweedsmuir Alumni Association, re: 100 Year Reunion/Celebration – Lord Tweedsmuir Secondary School

Alan Clegg and Jack Brown, Lord Tweedsmuir Alumni Association, provided Trustees with information regarding the 100 year Reunion/Celebration that will take place at the school on Saturday, June 2<sup>nd</sup>. The delegation also provided a short history of the secondary schools in the Surrey and Cloverdale area.

[3] **ACTION ITEMS**

- (a) Adoption of Minutes of Regular Board Meeting Held 2012-04-19

It was moved by Trustee Allen seconded by Trustee Dobie:

THAT the Minutes of the Regular Board meeting held 2012-04-19 be adopted as presented.

CARRIED

- (b) Approval of Sketch Plans: Clayton East Area Elementary – Site #201 – New School, Including Neighbourhood Learning Centre

Ryan Huston, Architect, Craven Huston Powers Architects, provided Trustees with the information on the sketch plans for the proposed new school Clayton East Area Elementary.

It was moved by Trustee Larsen, seconded by Trustee Dobie:

THAT the sketch plans for the construction of the new school Clayton East Area Elementary – Site #201, located at 6887 – 194A Street, be approved as presented and the architect be instructed to proceed with the remaining stages of the project.

CARRIED

- (c) Approval of Sketch Plans: South Newton East Area Elementary – Site #211 – New School, Including Neighbourhood Learning Centre

Ryan Huston, Architect, Craven Huston Powers Architects, provided Trustees with the information on the sketch plans for the proposed new school South Newton East Area Elementary.

It was moved by Trustee Allen, seconded by Trustee Masi:

THAT the sketch plans for the construction of the new school South Newton East Area Elementary – Site #211, located at 6287 – 146 Street, be approved as presented and the architect be instructed to proceed with the remaining stages of the project.

CARRIED

- (d) Approval of Sketch Plans: Panorama Ridge Secondary – Site #032 – Addition, Including Neighbourhood Learning Centre

Paul Grant, Architect, Grant & Sinclair Architects Ltd., provided Trustees with the information on the sketch plans for the proposed addition to Panorama Ridge Secondary.

It was moved by Trustee Allen, seconded by Trustee Dobie:

THAT the sketch plans for the construction of an addition to Panorama Ridge Secondary – Site #032, located at 13220 – 64<sup>th</sup> Avenue, be approved as presented and the architect be instructed to proceed with the remaining stages of the project.

CARRIED

- (e) Approval of Sketch Plans: Fraser Heights Secondary – Site #141 – Addition, Including Neighbourhood Learning Centre

Paul Grant, Architect, Grant & Sinclair Architects Ltd., provided Trustees with the information on the sketch plans for the proposed addition to Fraser Heights Secondary.

It was moved by Trustee Allen, seconded by Trustee Masi:

THAT the sketch plans for the construction of an addition to Fraser Heights Secondary – Site #141, located at 16060 – 108<sup>th</sup> Avenue, be approved as presented and the architect be instructed to proceed with the remaining stages of the project.

CARRIED

(f) Capital Project Funding Agreement – Clayton East Area Elementary – Site #201 – New School, Including Neighbourhood Learning Centre

It was moved by Trustee Allen, seconded by Trustee Larsen:

THAT the Board ratify the Capital Project Funding Agreement in the sum of:

\$ 14,027,699	Capital funding, from the Province
\$ 1,109,809	Reserve Items which can be accessed in the event actual costs of Identified Risks exceed the base funding amounts.
\$ 393,312	to be held as an estimated Economic Adjustment to address increases in capital project construction costs.
<u>\$ 15,530,820</u>	Total

for design and construction of the new school – Clayton East Area Elementary – Site #201.

CARRIED

(g) Capital Project Funding Agreement – South Newton East Area – Site #211 – New School, Including Neighbourhood Learning Centre

It was moved by Trustee Allen, seconded by Trustee Larsen:

THAT the Board ratify the Capital Project Funding Agreement in the sum of:

\$ 14,681,846	Capital funding, from the Province
\$ 1,031,524	Reserve Items which can be accessed in the event actual costs of Identified Risks exceed the base funding amounts.
\$ 414,283	to be held as an estimated Economic Adjustment to address increases in capital project construction costs.
<u>\$ 16,127,653</u>	Total

for design and construction of the new school – South Newton East Area Elementary - Site #211.

CARRIED

(h) Capital Project Funding Agreement – Panorama Ridge Secondary – Site #032 – Addition, Including Neighbourhood Learning Centre

It was moved by Trustee Dobie, seconded by Trustee Allen:

THAT the Board ratify the Capital Project Funding Agreement in the sum of:

\$ 8,372,798	Capital funding, from the Province
\$ 626,847	Reserve Items which can be accessed in the event actual costs of Identified Risks exceed the base funding amounts.
\$ 228,639	to be held as an estimated Economic Adjustment to address increases in capital project construction costs.
<u>\$ 9,228,284</u>	Total

for design and construction of the addition to Panorama Ridge Secondary – Site #032.

CARRIED

(i) Capital Project Funding Agreement – Fraser Heights Secondary – Site #141 – Addition, Including Neighbourhood Learning Centre

It was moved by Trustee Dobie, seconded by Trustee Allen:

THAT the Board ratify the Capital Project Funding Agreement in the sum of:

\$ 7,076,976	Capital funding, from the Province
\$ 915,605	Reserve Items which can be accessed in the event actual costs of Identified Risks exceed the base funding amounts.
\$ 184,482	to be held as an estimated Economic Adjustment to address increases in capital project construction costs.
<u>\$ 8,177,063</u>	Total

for design and construction of the addition to Fraser Heights Secondary – Site #141.

CARRIED

(j) Capital Project Bylaw No. 126389 – Annual Facilities Grant 2012/13

It was moved by Trustee Allen, seconded by Trustee Masi

THAT Capital Project Bylaw No. 126389 be given three (3) readings at this meeting.

CARRIED

It was moved by Trustee Allen, seconded by Trustee Masi:

THAT Capital Project Bylaw No. 126389 be approved as read a first time.

CARRIED

It was moved by Trustee Masi, seconded by Trustee Allen:

THAT Capital Project Bylaw No. 126389 be approved as read a second time.

CARRIED

It was moved by Trustee Allen, seconded by Trustee Dobie:

THAT Capital Project Bylaw No. 126389 be approved as read a third time and finally adopted.

CARRIED

(k) Proposed Local Calendar for 2012/2013 School Year

It was moved by Trustee Allen, seconded by Trustee Dobie:

THAT the Board approve four fewer days of instruction (with an increase of instructional time to make up the four days). The closure dates are to be March 25 – 28, 2013, the week between the standard spring break week and the Easter weekend (Spring break: March 18-22, Easter: March 29- April 1, 2013); and

THAT the Board approve six district-wide non-instructional days (or “Pro-D” days) on common dates throughout the school district, as follows:

September 24, 2012  
October 19, 2012  
November 9, 2012  
February 8, 2013  
May 3, 2013  
May 27, 2013; and

THAT the Board adopt a district-wide local school calendar as noted above, with the instruction to staff that the funds saved from the school closure days (approximately \$100,000/day) will be used to support specific projects or needs that are beyond the district's capacity to support within the regular operating budget level.

CARRIED

(l) Specialty Academy Schedule of Program Fees

Mike McKay, Superintendent, provided Trustees with information regarding the proposed Specialty Academy Program fees for the 2012/2013 school year.

It was moved by Trustee Larsen, seconded by Trustee Allen:

THAT the 2012/13 schedule of fees for specialty academies be approved as follows:

Intensive Fine Arts	
David Brankin Elementary	\$40
White Rock Elementary	\$40
Hockey Academy	
Earl Marriott Secondary	\$600
Elgin Park Secondary	\$675
Semiahmoo Secondary	\$675
Lord Tweedsmuir Secondary	\$700
Advanced Hockey Academy	
Earl Marriott Secondary	\$4500
Softball Academy	
Lord Tweedsmuir Secondary	\$300
International Baccalaureate Program	\$190 Registration
Semiahmoo Secondary	\$130 per Examination.

CARRIED

(m) Statement of Operating Fund Expenditures for the Nine Months Ended 2012-03-31

It was moved by Trustee Allen, seconded by Trustee Masi:

THAT the Board accept the Statement of Operating Fund Expenditures for the nine (9) months ended 2012-03-31, as presented.

CARRIED

- (n) Interim Financial Report – Special Purpose Funds – Nine Months Ended 2012-03-31

It was moved by Trustee Allen, seconded by Trustee Masi:

THAT the Board accept the Special Purpose Fund Schedules for the nine (9) months ended 2012-03-31, as presented.

CARRIED

- (o) Partnership with City of Surrey for Creating Centers of Living, Learning and Healthy Community – Letter of Intent

Mike McKay, Superintendent, provided Trustees with information on the status of the work and collaboration with the School District and the City of Surrey staffs which has resulted in this proposed letter of intent for the Board's consideration.

It was moved by Trustee Allen, seconded by Trustee Larsen:

THAT the Board approve the Letter of Intent with the City of Surrey regarding creating centers of living, learning and healthy community; and

THAT Administration be directed to advise the City of Surrey, stakeholders and staff of the Board's approval of the Letter of Intent for the Grandview Heights Project.

CARRIED

- (p) Carbon Neutral Action Report – 2011

Alasdair MacKinnon, Director, Energy Management & Sustainability provided Trustees with highlights of the Carbon Neutral Action Report – 2011.

It was moved by Trustee Allen, seconded by Trustee Dobie:

THAT the Board approve the 2011 Carbon Neutral Action Report and a copy of the report be submitted to the Ministry of Education prior to 2012-05-30.

CARRIED

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[4] **INFORMATION AND PROPOSALS**

- (a) Notice of Motion, Trustee L. Larsen, re: BCTF/BCPSEA Collective Agreement

Trustee Larsen presented a notice of motion regarding BCTF/BCPEA Collective Agreement for information. The motion will be brought back to the next meeting for formal consideration.

It was moved by Trustee Allen, seconded by Trustee Larsen:

THAT the *Notice of Motion, Trustee L. Larsen, re: BCTF/BCPSEA Collective Agreement* be moved to an action item for formal consideration at this meeting.

CARRIED

It was moved by Trustee Larsen, seconded by Trustee Allen:

THAT WHEREAS the Surrey Teachers' Association is in the process of negotiating a new collective agreement; and

WHEREAS the Surrey Board of Education supports free collective bargaining; and

WHEREAS the labour conflict between the provincial government and the BCTF has gone on for this entire school year; and

WHEREAS the ongoing impact on students is increasing; and

WHEREAS the morale, culture and spirit of school communities is being negatively impacted; and

WHEREAS the Board appreciates and supports the efforts teachers bring to their professional duties; and

WHEREAS the efforts to resolve the labour dispute have been unsuccessful and have caused further disruption and ill-feeling throughout education communities in British Columbia.

THEREFORE BE IT RESOLVED THAT the Board Chair contact the Minister of Education on a priority basis to share with the Minister the specific concerns of Surrey Trustees regarding the job action and its impacts on students, staff and community; and

THAT the Board strongly urge that the Minister develop alternative approaches to dispute resolution given that the efforts to date have met with no success; and

*Cont'd...*

THAT the Board impress on the Minister the need for greater flexibility in order to achieve resolution prior to the end of June so that this school year can be completed in a positive and productive manner and the 2012/2013 school year can commence with a renewed commitment to shared support and respect for education.  
CARRIED (Opposed: Trustee Masi)

(b) Report on Changes to Classes Pursuant to Section 76.4 of the *School Act*

It was moved by Trustee Allen, seconded by Trustee Dobie:

That the Board accept the report on changes to classes pursuant to Section 76.4 of the *School Act*.  
CARRIED

(c) Mandatory Physical Education 11 Feasibility Study

Mike McKay, Superintendent provided Trustees with information on Mandatory Physical Education 11 Feasibility Study.

The Board's request for an analysis on making PE 11 mandatory and including a healthy eating component in the program has brought attention to students being more active. PE is mandatory through grade 10; however, it is optional for grades 11 and 12. Requiring mandatory PE at the senior grades would significantly impact available gym space and would also limit students' access to their Graduation Program electives. The analysis indicated that intramural activities and participation in various physical activities is varied at the secondary school level throughout the district. Administration will continue to look at what is working well in successful programs and encourage the less active schools to increase student participation in physical activities.

(d) International Baccalaureate Program Update

Mike McKay, Superintendent provided Trustees with an update on International Baccalaureate Program.

In accordance with the Board's June 2011 direction, Administration has reviewed the International Baccalaureate Program and has determined that the circumstances in schools this year (as a result of teacher job action) has delayed the opportunity to identify a school community that would be the best fit for a second IB program. While it is likely there would be sufficient enrolment to warrant a second location for this program, there are many preparatory steps involved prior to program commencement. Experience in other jurisdictions suggests that a two year timeframe is reasonable. Administration will identify funds for the continuation of work on logistics and planning for a second location for the International

Baccalaureate Program in the north region of Surrey. Unfortunately it is not possible to have the second location for the program in place for September 2012.

(e) Incoming Correspondence

There were no correspondence items requiring Trustees' attention.

[5] **FUTURE BUSINESS**

(a) Items for Future Discussion

Trustees made note of topics requiring discussion by the Board in the future on the agenda administrative memorandum schedule.

(b) Future Meetings

Trustees made note of future meetings outlined on the agenda administrative memorandum schedule.

[6] **QUESTION PERIOD**

An informal question period of up to 30 minutes will be provided immediately following the conclusion of the meeting.

[7] **ADJOURNMENT**

It was moved by Trustee Larsen, seconded by Trustee Allen:

THAT the Regular meeting of the Board be adjourned at 9:14 p.m.  
CARRIED

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L. McNally  
Chairperson

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W. Noye  
Secretary-Treasurer

**BOARD OF EDUCATION  
of  
SCHOOL DISTRICT NO. 36 (SURREY)**

**Schedule 3(b)**

**of the  
ADMINISTRATIVE MEMORANDUM  
(REGULAR)**

MEETING DATE: **2012-06-07**

TOPIC: **CAPITAL PROJECT BYLAW NO. 108850  
CLAYTON EAST AREA ELEMENTARY – SITE #201 – NEW  
SCHOOL, INCLUDING NEIGHBOURHOOD LEARNING CENTRE**

The Ministry of Education has approved an increase in the maximum allocation to the district's Capital Plan in the amount of \$15,530,820 as follows:

<u>Project No.</u>	<u>Project Description</u>	<u>Amount</u>
108850	Capital Project Funding for Clayton East Area Elementary – Site #201 – New School, including Neighbourhood Learning Centre	\$ 15,530,820
		<u>\$ 15,530,820</u>

**IT IS THEREFORE RECOMMENDED:**

THAT Capital Project Bylaw No. 108850 be given three (3) readings at this meeting (vote must be unanimous).

**BYLAW RECOMMENDATION:**

1. THAT Capital Project Bylaw No. 108850 be approved as read a first time.
2. THAT Capital Project Bylaw No. 108850 be approved as read a second time.
3. THAT Capital Project Bylaw No. 108850 be approved as read a third time and finally adopted.

Enclosures:



Submitted by: \_\_\_\_\_  
W.D. Noye, Secretary-Treasurer

Approved by: \_\_\_\_\_  
M. A. McKay, Superintendent

**CAPITAL BYLAW NO. 108850**  
**CLAYTON EAST AREA ELEMENTARY – SITE #201 – NEW SCHOOL,**  
**INCLUDING NEIGHBOURHOOD LEARNING CENTRE**

A BYLAW by the Board of Education of School District No. 36 (Surrey) (hereinafter called the "Board") to adopt a Capital Project of the Board pursuant to Sections 143 (2) and 144 (1) of the *School Act*, R.S.B.C. 1996, c. 412 as amended from time to time (called the "*Act*").

WHEREAS in accordance with provisions of the *School Act* the Minister of Education (hereinafter called the "Minister") has approved Capital Project No. 108850.

NOW THEREFORE the Board agrees to the following:

- (a) upon approval to proceed, commence the Project and proceed diligently and use its best efforts to complete the Project substantially in accordance with the Project Agreement;
- (b) observe and comply with any rule, policy or regulation of the Minister as may be applicable to the Board or the Project; and,
- (c) maintain proper books of account, and other information and documents with respect to the affairs of the Project, as may be prescribed by the Minister.

NOW THEREFORE the Board enacts as follows:

1. The Capital Bylaw of the Board approved by the Minister and specifying a maximum expenditure of \$15,530,820 for Project No. 108850 is hereby adopted.
2. This Bylaw may be cited as School District No. 36 (Surrey) Capital Bylaw No. 108850.

READ A FIRST TIME THE 7<sup>TH</sup> DAY OF JUNE, 2012;

READ A SECOND TIME THE 7<sup>TH</sup> DAY OF JUNE, 2012;

READ A THIRD TIME, PASSED AND ADOPTED THE 7<sup>TH</sup> DAY OF JUNE, 2012.

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Board Chair

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Secretary-Treasurer

I HEREBY CERTIFY this to be a true and original School District No. 36 (Surrey) Capital Bylaw No. 108850 adopted by the Board the 7<sup>th</sup> day of June, 2012.

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Secretary-Treasurer

**BOARD OF EDUCATION**  
**of**  
**SCHOOL DISTRICT NO. 36 (SURREY)**

**Schedule 3(c)**

**of the**  
**ADMINISTRATIVE MEMORANDUM**  
**(REGULAR)**

MEETING DATE: **2012-06-07**

TOPIC: **CAPITAL PROJECT BYLAW NO. 108852**  
**SOUTH NEWTON EAST AREA ELEMENTARY – SITE #211 –**  
**NEW SCHOOL, INCLUDING NEIGHBOURHOOD LEARNING**  
**CENTRE**

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The Ministry of Education has approved an increase in the maximum allocation to the district's Capital Plan in the amount of \$16,127,654 as follows:

<u>Project No.</u>	<u>Project Description</u>	<u>Amount</u>
108852	Capital Project Funding for South Newton East Area Elementary – Site #211 – New School, including Neighbourhood Learning Centre	\$ 16,127,654
		<u>\$ 16,127,654</u>

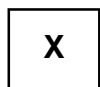
**IT IS THEREFORE RECOMMENDED:**

THAT Capital Project Bylaw No. 108852 be given three (3) readings at this meeting (vote must be unanimous).

**BYLAW RECOMMENDATION:**

1. THAT Capital Project Bylaw No. 108852 be approved as read a first time.
2. THAT Capital Project Bylaw No. 108852 be approved as read a second time.
3. THAT Capital Project Bylaw No. 108852 be approved as read a third time and finally adopted.

Enclosures:



Submitted by: \_\_\_\_\_  
W.D. Noye, Secretary-Treasurer

Approved by: \_\_\_\_\_  
M. A. McKay, Superintendent

**CAPITAL BYLAW NO. 108852**  
**SOUTH NEWTON EAST AREA ELEMENTARY – SITE #211 – NEW SCHOOL,**  
**INCLUDING NEIGHBOURHOOD LEARNING CENTRE**

A BYLAW by the Board of Education of School District No. 36 (Surrey) (hereinafter called the "Board") to adopt a Capital Project of the Board pursuant to Sections 143 (2) and 144 (1) of the *School Act*, R.S.B.C. 1996, c. 412 as amended from time to time (called the "*Act*").

WHEREAS in accordance with provisions of the *School Act* the Minister of Education (hereinafter called the "Minister") has approved Capital Project No. 108852.

NOW THEREFORE the Board agrees to the following:

- (a) upon approval to proceed, commence the Project and proceed diligently and use its best efforts to complete the Project substantially in accordance with the Project Agreement;
- (b) observe and comply with any rule, policy or regulation of the Minister as may be applicable to the Board or the Project; and,
- (c) maintain proper books of account, and other information and documents with respect to the affairs of the Project, as may be prescribed by the Minister.

NOW THEREFORE the Board enacts as follows:

- 1. The Capital Bylaw of the Board approved by the Minister and specifying a maximum expenditure of \$16,127,654 for Project No. 108852 is hereby adopted.
- 2. This Bylaw may be cited as School District No. 36 (Surrey) Capital Bylaw No. 108852.

READ A FIRST TIME THE 7<sup>TH</sup> DAY OF JUNE, 2012;

READ A SECOND TIME THE 7<sup>TH</sup> DAY OF JUNE, 2012;

READ A THIRD TIME, PASSED AND ADOPTED THE 7<sup>TH</sup> DAY OF JUNE, 2012.

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Board Chair

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Secretary-Treasurer

I HEREBY CERTIFY this to be a true and original School District No. 36 (Surrey) Capital Bylaw No. 108852 adopted by the Board the 7<sup>th</sup> day of June, 2012.

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Secretary-Treasurer

**BOARD OF EDUCATION  
of  
SCHOOL DISTRICT NO. 36 (SURREY)**

**Schedule 3(d)**

**of the  
ADMINISTRATIVE MEMORANDUM  
(REGULAR)**

MEETING DATE: **2012-06-07**

TOPIC: **CAPITAL PROJECT BYLAW NO. 115995  
PANORAMA RIDGE SECONDARY – SITE #032 – ADDITION,  
INCLUDING NEIGHBOURHOOD LEARNING CENTRE**

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The Ministry of Education has approved an increase in the maximum allocation to the district's Capital Plan in the amount of \$9,228,284 as follows:

<u>Project No.</u>	<u>Project Description</u>	<u>Amount</u>
115995	Capital Project Funding for Panorama Ridge Secondary – Site #032 – Addition, including Neighbourhood Learning Centre	\$ 9,228,284
		<u>\$ 9,228,284</u>

**IT IS THEREFORE RECOMMENDED:**

THAT Capital Project Bylaw No. 115995 be given three (3) readings at this meeting (vote must be unanimous).

**BYLAW RECOMMENDATION:**

1. THAT Capital Project Bylaw No. 115995 be approved as read a first time.
2. THAT Capital Project Bylaw No. 115995 be approved as read a second time.
3. THAT Capital Project Bylaw No. 115995 be approved as read a third time and finally adopted.

Enclosures:



Submitted by: \_\_\_\_\_  
W.D. Noye, Secretary-Treasurer

Approved by: \_\_\_\_\_  
M. A. McKay, Superintendent

**CAPITAL BYLAW NO. 115995**  
**PANORAMA RIDGE SECONDARY – SITE #032 – ADDITION,**  
**INCLUDING NEIGHBOURHOOD LEARNING CENTRE**

A BYLAW by the Board of Education of School District No. 36 (Surrey) (hereinafter called the "Board") to adopt a Capital Project of the Board pursuant to Sections 143 (2) and 144 (1) of the *School Act*, R.S.B.C. 1996, c. 412 as amended from time to time (called the "Act").

WHEREAS in accordance with provisions of the *School Act* the Minister of Education (hereinafter called the "Minister") has approved Capital Project No. 115995.

NOW THEREFORE the Board agrees to the following:

- (a) upon approval to proceed, commence the Project and proceed diligently and use its best efforts to complete the Project substantially in accordance with the Project Agreement;
- (b) observe and comply with any rule, policy or regulation of the Minister as may be applicable to the Board or the Project; and,
- (c) maintain proper books of account, and other information and documents with respect to the affairs of the Project, as may be prescribed by the Minister.

NOW THEREFORE the Board enacts as follows:

- 1. The Capital Bylaw of the Board approved by the Minister and specifying a maximum expenditure of \$9,228,284 for Project No. 115995 is hereby adopted.
- 2. This Bylaw may be cited as School District No. 36 (Surrey) Capital Bylaw No. 115995.

READ A FIRST TIME THE 7<sup>TH</sup> DAY OF JUNE, 2012;

READ A SECOND TIME THE 7<sup>TH</sup> DAY OF JUNE, 2012;

READ A THIRD TIME, PASSED AND ADOPTED THE 7<sup>TH</sup> DAY OF JUNE, 2012.

\_\_\_\_\_  
Board Chair

\_\_\_\_\_  
Secretary-Treasurer

I HEREBY CERTIFY this to be a true and original School District No. 36 (Surrey) Capital Bylaw No. 115995 adopted by the Board the 7<sup>th</sup> day of June, 2012.

\_\_\_\_\_  
Secretary-Treasurer

**BOARD OF EDUCATION  
of  
SCHOOL DISTRICT NO. 36 (SURREY)**

**Schedule 3(e)**

**of the  
ADMINISTRATIVE MEMORANDUM  
(REGULAR)**

MEETING DATE: **2012-06-07**

TOPIC: **CAPITAL PROJECT BYLAW NO. 109840  
FRASER HEIGHTS SECONDARY – SITE #141 – ADDITION,  
INCLUDING NEIGHBOURHOOD LEARNING CENTRE**

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The Ministry of Education has approved an increase in the maximum allocation to the district's Capital Plan in the amount of \$8,177,063 as follows:

<u>Project No.</u>	<u>Project Description</u>	<u>Amount</u>
109840	Capital Project Funding for Fraser Heights Secondary – Site #141 – Addition, including Neighbourhood Learning Centre	\$ 8,177,063
		<u>\$ 8,177,063</u>

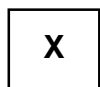
**IT IS THEREFORE RECOMMENDED:**

THAT Capital Project Bylaw No. 109840 be given three (3) readings at this meeting (vote must be unanimous).

**BYLAW RECOMMENDATION:**

1. THAT Capital Project Bylaw No. 109840 be approved as read a first time.
2. THAT Capital Project Bylaw No. 109840 be approved as read a second time.
3. THAT Capital Project Bylaw No. 109840 be approved as read a third time and finally adopted.

Enclosures:



Submitted by: \_\_\_\_\_  
W.D. Noye, Secretary-Treasurer

Approved by: \_\_\_\_\_  
M. A. McKay, Superintendent

**CAPITAL BYLAW NO. 109840  
FRASER HEIGHTS SECONDARY – SITE #141 – ADDITION,  
INCLUDING NEIGHBOURHOOD LEARNING CENTRE**

A BYLAW by the Board of Education of School District No. 36 (Surrey) (hereinafter called the "Board") to adopt a Capital Project of the Board pursuant to Sections 143 (2) and 144 (1) of the *School Act*, R.S.B.C. 1996, c. 412 as amended from time to time (called the "*Act*").

WHEREAS in accordance with provisions of the *School Act* the Minister of Education (hereinafter called the "Minister") has approved Capital Project No. 109840.

NOW THEREFORE the Board agrees to the following:

- (a) upon approval to proceed, commence the Project and proceed diligently and use its best efforts to complete the Project substantially in accordance with the Project Agreement;
- (b) observe and comply with any rule, policy or regulation of the Minister as may be applicable to the Board or the Project; and,
- (c) maintain proper books of account, and other information and documents with respect to the affairs of the Project, as may be prescribed by the Minister.

NOW THEREFORE the Board enacts as follows:

- 1. The Capital Bylaw of the Board approved by the Minister and specifying a maximum expenditure of \$8,177,063 for Project No. 109840 is hereby adopted.
- 2. This Bylaw may be cited as School District No. 36 (Surrey) Capital Bylaw No. 109840.

READ A FIRST TIME THE 7<sup>TH</sup> DAY OF JUNE, 2012;

READ A SECOND TIME THE 7<sup>TH</sup> DAY OF JUNE, 2012;

READ A THIRD TIME, PASSED AND ADOPTED THE 7<sup>TH</sup> DAY OF JUNE, 2012.

\_\_\_\_\_  
Board Chair

\_\_\_\_\_  
Secretary-Treasurer

I HEREBY CERTIFY this to be a true and original School District No. 36 (Surrey) Capital Bylaw No. 109840 adopted by the Board the 7<sup>th</sup> day of June, 2012.

\_\_\_\_\_  
Secretary-Treasurer

**BOARD OF EDUCATION  
of  
SCHOOL DISTRICT NO. 36 (SURREY)**

**Schedule 3(f)  
of the**

**ADMINISTRATIVE MEMORANDUM  
(REGULAR)**

MEETING DATE: 2012-06-07

TOPIC: **REPORT OF THE PUBLIC RELATIONS COMMITTEE,  
RE: SCHOOL NAMING**

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A name is required for each of three new elementary schools expected to open in the next two years. Also, the Newton Learning Centre is moving out of the Newton neighbourhood to a vacant school site near Surrey Centre and the school will require a new name.

The practice of naming schools in the Surrey School District is covered by Board Policy #6600 - *Naming of School Facilities*, and states that:

“Except where otherwise determined by the Board, new schools will be named in reference to historical or geographical characteristics. Special consideration will be given to names that will have significant meaning to students and members of the community.”

Public input was sought through advertisements placed in all local newspapers and through the District website. The Public Relations Committee reviewed the submitted names and:

**IT IS THEREFORE RECOMMENDED:**

THAT the Clayton East Area school (Site #201) located at 6887 – 194A St., scheduled to be open in 2014 be named “**Katzie Elementary**” and;

THAT the Grandview Heights NW Area school (Site #202) located at 2828 – 159 St., scheduled to open in 2014 be named “**Sunnyside Elementary**” and;

THAT the South Newton Area school (Site #211) 6287 – 146 St., scheduled to open in 2014 be named “**Goldstone Park Elementary**” and;

THAT the former Discovery School (Site #074) 13104 – 109 Ave., be renamed “**City Central Learning Centre**”.

Respectfully submitted by:

Shawn Wilson  
Trustee  
Chairperson, Public Relations Committee

# **BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 36 (SURREY)**

## **PROGRESS REPORT - ACTIVE CAPITAL PROJECTS**

***As of June 7, 2012***

Please note that the completion/occupancy dates showing are target dates, based on known circumstances. These dates may well change if they prove to be unrealistic.

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### **Site #001 – Hjorth Road Elementary** *(Seismic Upgrade)*

- Planning Funds were approved by the Ministry of Education in 2005/2006 to determine viability of a structural seismic upgrade;
- 2007-01-09 Bush, Bohlman & Partners appointed Prime Consultant;
- 2007-09-18 Covered Play Area – Completed.

### **Site #032 – Panorama Ridge Secondary** *(Sixteen Classroom Addition)*

- 2011-10-31 BC Government announced funding;
- 2011-11-10 Board appointed Grant & Sinclair Architects Ltd. to prepare a Project Definition Report (PDR);
- 2012-03-29 Board appointed Grant & Sinclair Architects Ltd. as Project Architect;
- 2012-05-17 Board approved sketch plans and Capital Project Funding Agreement.

### **Site #038 – Sunnyside Elementary / #202 – Grandview Heights NW Area Elementary** *(Replacement)*

- Planning Funds were approved in the 2006/2007 Capital Plan to determine viability of a renovation/upgrade;
- 2007-10-25 Board appointed Grant & Sinclair Architects Ltd. as Project Architect.
- Phase 1 of a two phase Ministry mandated Feasibility Study completed;
- Phase 2 of a two phase Ministry mandated Feasibility Study completed;
- 2009-02-12 Board Motion regarding possible school closure;
- 2009-04-16 Board approved Bylaw #186 Re: Sunnyside Elementary School – Site #038 – School Closure – effective 2011-09-01. It is proposed that the Sunnyside School program be relocated upon the completion of a new school Grandview Heights NW Area Elementary – Site #202 located at 2828 – 159<sup>th</sup> Street;
- 2010-02-11 Board approved sketch plans, Site #202;
- 2010-10-27 Ministry of Education staff approved adding Neighbourhood Learning Centre to Site #202;
- 2011-02-10 Board approved sketch plans, Site #202 Neighbourhood Learning Centre;
- 2011-12-15 Board approved Capital Project Funding Agreement (CPFA);
- 2012-01-18 Ministry of Education approved CPFA
- 2012-02-08 Issued bid documents;
- 2012-03-08 Bid closing date;
- 2012-05-17 Board approved contract award to Bouygues Building Canada Inc.

*Cont'd...*

**Site #053 – T. E. Scott Elementary** (Eight Classroom Addition and Building Upgrade )

- 2010-06-14 Ministry of Education announced funding;
- 2010-06-24 Board appointed Craven Huston Powers Architects as Project Architect;
- 2010-09-23 Board approved sketch plans;
- 2011-02-10 Board approved Capital Project Funding Agreement;
- 2011-03-25 Ministry approved Capital Project Funding Agreement;
- 2011-05-31 Tender closing date;
- 2011-06-09 Board approved contract award to Titan Construction Company Limited;
- 2013-03 Anticipated Completion.

**Site #059 – Riverdale Elementary** (Seismic Upgrade)

- Planning Funds were approved by the Ministry of Education in 2005/2006 to determine viability of a structural seismic upgrade;
- 2007-01-09 Bush, Bohlman & Partners appointed Prime Consultant;
- 2007-09-18 Covered Play Area – Completed;
- Ministry mandated Feasibility Study completed.

**Site #140 – Martha Jane Norris Elementary** (Addition)

- Planning Funds were approved in the 2006/2007 Capital Plan for an addition to increase capacity from 80K + 425 to 80K + 550 student spaces;
- Phase I of a 2 phase Ministry mandated Feasibility Study underway;
- 2004-08-24 the Board approved an amendment to the Ministry 2004-2008 Five Year Capital Plan approving that the funding year for the addition to Chimney Hill Elementary (from year three 2006/2007 to year one 2004/2005) and the funding year for the addition to Martha Jane Norris (from year one 2004/2005 to year three 2006/2007) be changed.

**Site #141 – Fraser Heights Secondary** (Eight Classroom Addition)

- 2011-10-31 BC Government announced funding;
- 2011-11-10 Board appointed Grant & Sinclair Architects Ltd. to prepare a Project Definition Report (PDR);
- 2012-03-29 Board appointed Grant & Sinclair Architects Ltd. as Project Architect;
- 2012-05-17 Board approved sketch plans and Capital Project Funding Agreement.

**Site #165 – Chimney Hill Elementary** (Four Classroom Addition)

- 2010-06-14 Ministry of Education announced funding;
- 2010-06-24 Board appointed DA Architects & Planners as Project Architect
- 2010-09-23 Board approved Capital Project Funding Agreement and sketch plans;
- 2010-10-28 Ministry approved Capital Project Funding Agreement;
- 2010-12-14 Tender closing date;
- 2011-01-13 Board approved contract award to Pro-Can Construction Group Corp.;
- 2012-05-08 Substantial Completion (This will be removed from the next report.)

**Site #178 – A. J. McLellan Elementary** (Eight Classroom Addition)

- 2010-06-14 Ministry of Education announced funding;
- 2010-06-24 Board appointed KMBR Architects Planners Inc. as Project Architect;
- 2010-09-23 Board approved sketch plans;
- 2010-10-28 Board approved Capital Project Funding Agreement;
- 2010-11-24 Ministry approved Capital Project Funding Agreement;
- 2011-05-26 Tender closing date;
- 2011-06-09 Board approved contract award to Envoy Construction Services Ltd;
- 2012-05-15 Substantial Completion (This will be removed from the next report.)

**Site #201 – East Clayton Elementary** (New School)

- 2011-10-31 BC Government announced funding;
- 2011-11-10 Board appointed Craven Huston Powers Architects to prepare a Project Definition Report (PDR);
- 2012-03-29 Board appointed Craven Huston Powers Architects as Project Architect;
- 2012-05-17 Board approved sketch plans and Capital Project Funding Agreement.

**Site #202 – Grandview Heights NW Area Elementary** (Replacement)  
(refer to Site #038)**Site #211 – South Newton Elementary** (New School)

- 2011-10-31 BC Government announced funding;
- 2011-11-10 Board appointed Craven Huston Powers Architects to prepare a Project Definition Report (PDR);
- 2012-03-29 Board appointed Craven Huston Powers Architects as Project Architect;
- 2012-05-17 Board approved sketch plans and Capital Project Funding Agreement.

**Combined Seismic Projects,**  
**Seismic Upgrades - Various Schools**

- 2007-07-26 Planning and Portable Classrooms funding approved;
- 2007-09-20 Tender closed for Portable Classrooms;
- 2007-10-11 Portable Classrooms Construction awarded to Shelter Industries Ltd.;
- 2007-11-05 Bush, Bohlman & Partners appointed Prime Consultant;
- 2008-02-28 Board approved Capital Project Agreement;
- 2008-05-01 Ministry approved Capital Project Agreement;
- Various Projects listed under site number “Combined Seismic Upgrade”.

**Full Day Kindergarten - Modular Classrooms**

- 2010-03-19 Ministry announcement;
- 2010-05-20 Board approved funds for Site Planning and Design Work.
- 2011-02-10 Ministry approved funding for Modular Classrooms;
- 2011-02-10 Board approved contract award to Shelter Industries Ltd. for supply of modular classrooms;
- 2012-01-25 Substantial Completion – Modular Classrooms.

- 2011-04-28 Board approved funding for Modular Site Preparation – various school sites;
- 2011-06-09 Tender closed Installation of Underground Services for Modular Classrooms (#2).
- 2011-06-23 Board approved contract award to Wood Projects Ltd.;
- 2012-04-20 Substantial Completion - Installation of Underground Services for Modular Classrooms - (#2). (This will be removed from the next report.)

**BOARD OF EDUCATION  
of  
SCHOOL DISTRICT NO. 36 (SURREY)**

**Schedule 4(c)  
of the  
ADMINISTRATIVE MEMORANDUM  
(REGULAR)**

**MEETING DATE:** 2012-06-07

**TOPIC: POLICY DEVELOPMENT & REVIEW PROJECT -  
COMPLETED SEGMENTS**

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The Board established review of Board policies and regulations for currency and completeness, as one of its Financial Management and System Accountability Goals and Objectives for the 1998/99 school year. This goal remains a very high priority for the Board in its role of governance.

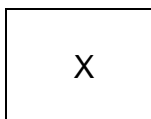
Administration, on behalf of the Board, undertook a major review of various Board policies in the 1998/99 school year. The Board continues to conduct significant policy review on an annual basis as an essential part of governance to ensure the effective, efficient and economical delivery of educational and administrative programs and services to students. Trustees and many administrative staff members have contributed to this necessary and essential review.

The review process has included re-identifying the initiation, development and amendment processes for policies and regulations that were established many years ago. Communication with staff regarding this process has greatly increased awareness of the many steps involved in the consultative approach that the Board established.

Draft revisions and proposals for policies were reviewed by Trustees at an in-service session on 2012-05-14. Trustees continue to work with senior administration and constituency groups to review and update policies for appropriateness, currency and completeness. This process continues to provide valuable insights and wisdom for the improvement of the policy development process and the renewal of existing policies.

The attached policies are presented for information and will be brought back to a future meeting for formal Board approval.

Enclosures:



Submitted by: \_\_\_\_\_  
W.D. Noye, Secretary-Treasurer

Approved by: \_\_\_\_\_  
M.A McKay, Superintendent

# SCHOOL DISTRICT NO. 36 (SURREY)

2012-06-07

SCHEDULE: 4(c)

ATTACHMENT TO: POLICY DEVELOPMENT & REVIEW PROJECT -  
COMPLETED SEGMENTS

Policy / Regulation	Name	New / Revision
2300	School District Signing Authority	Revision
2400	School Board Meetings & Trustee In-Service Sessions	Revision
2925	Trustees – Provision of Resources	Revision
4410	Travel Expense Reimbursement	Revision
5702	Recycling & Disposal of Consumable Learning Resources <i>(Superseded by Regulation #8800.5 – Reuse &amp; Disposal of Learning Resources)</i>	Delete
5809	Personal Property – Brought to School District Premises	Revision
5810	Risk Management of Assets & Legal Liabilities	Revision
5815	Risk Management Incident Reports	Revision
9801	Care of Textbooks, Library Books and Other Resource Materials Assigned to Schools <i>(Superseded by Regulation #8800.4 – Care of Learning Resources)</i>	Delete
<b>10400</b>	<b>Community Use of Facilities &amp; Grounds Outside of School Hours</b>	<b>Revision</b>
10770	Research in Schools	Revision
<b>9410</b> <b>9410.1</b>	<b>Safe &amp; Caring Schools</b> <b>Safe &amp; Caring Schools</b>	<b>Revision</b> <b>Revision</b>
<b>10900</b> <b>10900.1</b>	<b>Anti-Discrimination &amp; Human Rights</b> <b>Anti-Discrimination &amp; Human Rights</b>	<b>Revision</b> <b>Revision</b>

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

**No. 2300**

## **POLICY: SCHOOL DISTRICT SIGNING AUTHORITY**

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### **1. CORPORATE SEAL**

The authorized signing officers for execution of all legal documents requiring the Corporate Seal shall be:

The Chairperson or Vice-Chairperson of the Board, together with the Secretary-Treasurer or the Assistant Secretary-Treasurer.

### **2. OFFICIAL SIGNATURES**

The official signing officers of the Board, for the purpose of executing documents that commit the Board to legal contractual obligations, ratified collective agreements, personal contracts of employment, or major construction contracts, shall be the Chairperson and the Secretary-Treasurer. Where necessary, and in cases where the Chairperson and/or the Secretary-Treasurer are/is absent, or unable to sign, the Vice-Chairperson and the Assistant Secretary-Treasurer, may act in their stead in executing documents.

### **3. AGREEMENTS REQUIRING ONE SIGNATURE**

Some agreements require only the signature of one authorized Board official to bind the Board. Examples include offers to purchase or sales of property, new insurance policies and leases. Where a financial commitment is involved in such agreements, the Secretary-Treasurer, or in his/her absence, the Assistant Secretary-Treasurer is authorized to sign on behalf of the Board. Where there is not a financial commitment inherent in the agreement, the Superintendent, the Secretary-Treasurer, the Deputy Superintendent or Assistant Secretary-Treasurer is authorized to sign on behalf of the Board.

Equipment maintenance agreements require only the signature of the authorized department head approved in regulations to bind the Board, as well as, the financial commitment confirmed through the issuance of a purchase order.

Labour agreements involving negotiating collective agreements, letters of understanding, memorandums of agreement, staff secondment agreements, grievance settlements, require the signature of either the Deputy Superintendent, Executive Director, Human Resources, or Director, Labour Relations to bind the Board to the terms of the agreement.

**POLICY: SCHOOL DISTRICT SIGNING AUTHORITY**

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Offers of employment to staff on personal employment contracts will be made by the Superintendent, Secretary-Treasurer or the Deputy Superintendent depending on the position's supervisor. Exempt staff position offers under Board Policy #7610 – *District Administrative Staff Salaries & Benefits* may be presented by the Executive Director, Human Resources, or a designate, after approval of two members of Executive Committee.

**4. CHEQUES AND FINANCIAL INSTITUTIONS TRANSFERS**

The signature on system produced cheques shall carry the facsimile signatures of the Secretary-Treasurer and the Associate Director, Fiscal Management Services.

Authorization to negotiate financial instruments for deposit with or transfer to the school district's financial institution, to settle financial transactions, to receive financial documentation and to receive financial instruments is provided to any one of the Associate Director, Fiscal Management Services; Assistant Secretary-Treasurer; or Secretary-Treasurer.

Cheques signed manually shall carry the signatures of any two of the Secretary-Treasurer; Assistant Secretary-Treasurer; or Associate Director, Fiscal Management Services.

Manually signed bank transfers between Board financial institution accounts may be authorized by the Secretary-Treasurer; Assistant Secretary-Treasurer; or Associate Director, Fiscal Management Services.

Electronic fund transfers preauthorized by the district's signing authorities and the primary financial institution out of the Board's bank accounts are internally controlled by management of the Finance and Payroll Departments for such things as direct deposit of employees' payroll, electronic payment of accounts payable, pre-authorized cheques, or account adjustments between bank accounts of the School District.

**5. PURCHASE ORDERS**

Purchase Orders are legal documents which commit the Board to business transactions. The following personnel are authorized to sign Purchase Orders on behalf of the Board to limits as set in regulation:

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**POLICY: SCHOOL DISTRICT SIGNING AUTHORITY**

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- Buyers
- Assistant Manager, Purchasing
- Manager, Purchasing
- Assistant Secretary-Treasurer
- Secretary-Treasurer

The signature on system-produced purchase orders shall carry the facsimile signature of the Manager, Purchasing or his/her designate. The signed purchase order represents a confirmation by the signatory that all required approvals have been obtained and are affixed to the Purchase Requisition. Purchase Requisitions are the source document for Purchase Orders and are filed and maintained by the Purchasing Department for internal and external audit purposes.

**6. FORMAL PRICE REQUESTS**

Requests for Proposals, Requests for Information, Requests for Quotations, Tender Calls, and similar formal procurement price request documents will be signed by the originating department head and will be signed on behalf of the Board by one of the following: Manager, Purchasing; Assistant Secretary-Treasurer, or Secretary-Treasurer up to the limits set by regulation.

**7. FINANCIAL REPORTS ON CONTRACTS OR AGREEMENTS**

Financial reports required by official contracts or agreements between the Board and other parties through which funding has been received may be signed by any of the following: Associate Director, Fiscal Management Services; Assistant Secretary-Treasurer, or Secretary-Treasurer.

**8. TAXATION & REMITTANCE REPORTING**

Reports required by taxation authorities and reports on remittance of funds may be signed on behalf of the school district by:

**POLICY: SCHOOL DISTRICT SIGNING AUTHORITY**

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Payroll:

Manager

Senior Manager

Fiscal Management Services:

Assistant Manager

Senior Manager

Associate Director

Assistant Secretary-Treasurer

Secretary-Treasurer

**9. INSURANCE CLAIMS & POLICY RENEWALS**

The Director, Risk Management and Audit Services; Assistant Secretary-Treasurer; or Secretary-Treasurer are authorized to sign insurance claims and policy renewals on behalf of the Board.

**10. FLEET INSURANCE CERTIFICATE**

In addition to the Board's official signatories under Item 3, the Manager, Transportation Services, is authorized to sign the vehicular insurance certificates for fleet insurance purposes.

**11. LEGAL REPRESENTATION**

Engagement of legal representation and arbitrators, requires the approval of the Superintendent or Secretary-Treasurer, when the costs exceed the limit set in regulation.

Revised:

Revised: 2010-06-24

Revised: 2001-06-28

1997-07-08

Adopted: 1990-11-22

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

**No. 2400**

## **POLICY: SCHOOL BOARD MEETINGS & TRUSTEE IN-SERVICE SESSIONS**

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### **1. DAY, TIME & PLACE OF MEETINGS**

- 1.1 Regular Board meetings shall be held in the Board Room of the District Education Centre at 7:00 p.m. at least once per month, with the exception of July and August.

In a year when there is a general school election, an Inaugural Meeting shall be held on the Thursday following the first Monday after December 1. Additional meetings may be scheduled as needed. Regular Board meetings are open to staff, students and the public.

- 1.2 Special In-Camera Board meetings for the purpose of dealing with personnel, property and other confidential matters shall be held at the call of the Chairperson, and will normally commence at 6:00 p.m., preceding the Regular Board meetings listed in 1.1 above. As it is the opinion of the Board that the public interests so require, all persons other than Board members and officers shall be excluded from such special meetings.
- 1.3 Other Special Board Meetings may be called by the Chairperson as required and an agenda will be provided in advance, when possible. Preference shall be given to Thursday evenings on which Regular Board meetings are not held and such meetings may, or may not, be "closed" meetings.
- 1.4 A special Trustee In-Service session will be held at least once per month. This will be in the nature of an informal discussion session with the Superintendent of Schools setting the dates and agenda in consultation with the Board.

### **2. LENGTH OF MEETINGS**

All Regular Board meetings and Special (In-Camera) meetings described in 1.1 and 1.2 shall adjourn by 10:00 p.m. unless, in either case, the time limit is extended to 10:30 p.m. by a two-thirds majority vote, and beyond 11:00 p.m. by unanimous consent of all Trustees present. Adjournment time for special Board meetings, referred to in 1.3 above, shall be as determined by those members present.

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**POLICY: SCHOOL BOARD MEETINGS & TRUSTEE  
IN-SERVICE SESSIONS**

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**3. AGENDA**

- 3.1 The agenda for both Regular and Special (In-Camera) Board meetings shall be prepared by the Secretary-Treasurer and reviewed by the Board Chairperson or Vice Chairperson.
- 3.2 The agendas for Regular and Special (In-Camera) Board meetings shall be delivered to all Trustees not later than the Monday preceding the meeting date. The agendas for other Special Board meetings scheduled for Thursdays that are not Regular Board meeting nights shall be delivered by the preceding Monday and in all other cases, as soon as is possible prior to the meeting.
- 3.3 Items to be considered for the agenda of Regular Board meetings must be submitted to the Secretary-Treasurer by 8:00 a.m. on the Thursday preceding the meeting.
- 3.4 Only those items included on the agenda shall be considered by the Board unless two-thirds of the number of trustees present agree to consider additional items.
- 3.5 Written reports submitted by Trustees shall be attached to the Board meeting agenda kits.
- 3.6 Under the "Trustee Reports" agenda section, reports will only be given on meetings of organizations to which Trustees have been appointed by the Chairperson as delegates or representatives. Reports may include such functions and events within and outside of the school district where the Trustee was representing the Board. Each Trustee report will be limited to three (3) minutes. It is suggested that Trustees only acknowledge their attendance at meetings, functions and events previously reported on by other Trustees.
- 3.7 Newly hired senior district administrative personnel who have considerable contact with Trustees, will be formally introduced to Trustees at a Regular Board meeting.

**POLICY: SCHOOL BOARD MEETINGS & TRUSTEE  
IN-SERVICE SESSIONS**

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**4. PROCEDURE**

- 4.1 *Robert's Rules of Order* shall be used in conducting all Board meetings. Where a Board member abstains from voting, reasons for such abstention must be given if requested by other Trustees.
- 4.2 All Regular Board meetings will commence with the singing of the Canadian national anthem, *O Canada*.

**5. MINUTES**

- 5.1 The minutes shall record the names of Trustees voting in a minority and/or the names of Trustees abstaining from a vote on any motion.
- 5.2 Verbal reports made by Trustees shall not be recorded in the minutes of Board meetings unless the Board takes special action as a result of such reports.

**6. CONDUCT OF BOARD MEETING ATTENDEES**

- 6.1 The School Board expects all persons attending meetings of the School Board to conduct themselves in a respectful manner.
- 6.2 The School Board supports and endorses the values and objectives of the *Human Rights Code* and specifically section 7 of the Code which prohibits persons from publishing statements which indicate an intention to discriminate against another person or group or which are likely to expose a person or group of persons to hatred or contempt, because of race, colour, ancestry, place or origin, religion, marital status, family status, physical or mental disability, sex, sexual orientation or age of that person or group.
- 6.3 The School Board supports and endorses the values expressed in the *Canadian Charter of Rights and Freedoms*, and specifically the fundamental freedom of thought, belief, opinion and expression guaranteed by section 2 of the Charter. These rights and freedoms, however, must be balanced with the School Board's commitment to Section 7 of the *Human Rights Code*.
- 6.4 Pursuant to those values and objectives, the School Board expects all persons granted delegation status to provide a reasoned,

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**POLICY: SCHOOL BOARD MEETINGS & TRUSTEE  
IN-SERVICE SESSIONS**

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meaningful presentation which addresses the subject matter of their application. Delegations are reminded that their presentations should not address other matters.

- 6.5 A person who engages in improper conduct at a board meeting (e.g. disrespectful conduct, conduct which disrupts or interferes with the proceedings of the Board) may be expelled from the meeting by the Board Chair or other member presiding at the meeting. Public statements which are contrary to Section 7 of the *Human Rights Code* will not be tolerated and a person who engages in such discriminatory conduct may be subject to immediate expulsion (public statements include both oral statements made in public at a board meeting and written statements distributed to the public at a board meeting).
- 6.6 A person in attendance at a Board meeting who has reason to believe there has been a contravention of subparagraph 6.5 above, may bring their concern to the attention of the Board Chair or other member presiding by passing a note to any District staff member in attendance at the meeting. The staff member will then promptly bring the concern to the attention of the chair or the presiding board member.

**7. RECOGNITIONS**

The Board will provide an opportunity, prior to any Special Presentation portion of the agenda, to have individuals, groups and/or organizations recognized for their efforts and work in supporting students or educational programs within the school district. The recognition will be presented by the Chairperson following a brief introduction and background to the recognition.

**8. SPECIAL PRESENTATIONS**

Prior to the General Presentations section of the agenda, the Board will permit brief Special Presentations which are of great or emergent importance to be made by district staff. These presentations acknowledge effects on students or the quality of education being offered to the students of the school district, and that warrants they should be dealt with at a Regular Board meeting.

**POLICY: SCHOOL BOARD MEETINGS & TRUSTEE  
IN-SERVICE SESSIONS**

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**9. GENERAL PRESENTATIONS**

This part of the meeting agenda will provide an opportunity for the Trustees to receive information and updates from district staff regarding the important work being done in schools and throughout the school district.

**10. DELEGATIONS**

- 10.1 Under normal circumstances a group or individual wishing to speak to the Board shall submit a request addressed to the Secretary-Treasurer of the Board so that it is received at least one week before the Board meeting at which the party wishes to appear. This request will be by phone call or in writing and will contain an outline of the matter(s) to be presented and the name(s) of the spokesperson(s).
- 10.2 The Chairperson, or in the absence of the Chairperson, the Vice Chairperson, after consultation with the Superintendent and/or the Secretary-Treasurer, shall decide whether the request will be granted. In the case of a refusal, the applicant may appeal to the Board in writing by letter addressed to the Secretary-Treasurer of the School District.
- 10.3 Delegations will be placed on the agenda of a Regular Board meeting after 'Call to Order' items and prior to 'Adoption of Minutes' item.
- 10.4 If a written brief is to be presented, the Board would prefer to have it included with the agenda material.
- 10.5 Persons addressing the Board shall limit their presentation and follow-up questions to fifteen (15) minutes.
- 10.6 All remarks and questions, whether from delegates or Board members, shall be directed through the Board Chair. Such remarks and questions shall be pertinent to the topic described in the initial request to appear.
- 10.7 The Board Chair shall determine when sufficient information has been provided by the delegation.

**POLICY: SCHOOL BOARD MEETINGS & TRUSTEE  
IN-SERVICE SESSIONS**

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- 10.8 The Board will generally reserve decision on a response to the matter raised by a delegation, until the next Board meeting. If action results, the delegation will be advised when the matter is to be dealt with by the Board.

**11. QUESTION PERIODS**

- 11.1 Informal question periods of up to thirty (30) minutes duration will be provided during the same evening on which Regular Board meetings are held each month, after adjournment of the meeting.
- 11.2 The question period is intended to enable members of the community and executives of the Surrey Teachers' Association and Canadian Union of Public Employees Local 728 to obtain information from the Board that cannot be provided by staff. The question period is not to be used as a political forum, or for furthering presentations by delegations, or to deal with matters that should properly be dealt with through other channels such as liaison committees.
- 11.3 Individuals in their role as employees of the school district shall channel their questions through an executive member of the employee group to which they belong.
- 11.4 Persons directing questions to the Board shall do so in writing on the form provided. Written questions may be read by the initiator before being presented to the Board Chairperson. Those directing questions to the Board, shall identify themselves by giving their names and addresses. Each individual shall be limited to one question, as well as one follow up question on the same topic, if clarification is necessary.
- 11.5 Should a question be asked on topics where Trustees will not have, and cannot be expected to have, information necessary to respond appropriately, a written response will be provided as soon as possible.

**POLICY: SCHOOL BOARD MEETINGS & TRUSTEE  
IN-SERVICE SESSIONS**

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Revised:			
Revised:	2008-05-08		
	2007-06-28		
Reprinted:	2006-05-30		
Amended:	1999-11-04		
	1997-09-11	1989-01-26	1982-01-04
	1997-05-08	1987-02-26	1981-12-07
	1997-01-09	1985-02-07	1980-10-20
	1995-05-25	1985-01-10	1980-02-18
	1994-01-13	1983-01-10	1980-02-04
	1990-09-20	1982-05-21	1979-12-10
Adopted:	1979-04-02		

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

**No. 2925**

## **POLICY: TRUSTEES – PROVISION OF RESOURCES**

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### **Resources Provided for Trustees' Home Office Use**

The Board recognizes all Trustees must maintain an office in their home and assigns specific resources to effectively assist them in carrying out their duties and will provide, *if requested*, the following resources to Trustees during their term in office for Board use only:

- Separate residential phone line\* (including Internet access)
- Four drawer filing cabinet (school district standard)
- Free-standing storage shelves or a four shelf bookcase
- Weekly home or office courier services within Surrey or White Rock
- Individual voice-mail services at the Board office
- District e-mail service
- Necessary secretarial or photocopying services for Board material
- Personal computer and printer with work station (\*\*school district standard)
- Wireless communication device; (up to two (2) items – cellphone, Blackberry, laptop/notebook, iPad)

### **Use of Other Resources**

Trustees are required to obtain the permission of the Board to access any of the following resources:

- Review of an employee's file
- Use of school district letterhead for external correspondence
- Borrow or purchase materials
- Use of Board equipment other than provided
- The services of a school district employee.

The permission of the Superintendent or Secretary-Treasurer is required for use of the following resources:

- Secretarial services or photocopying material for circulation to external organizations
- Resource services on Board-approved functions.

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**POLICY: TRUSTEES – PROVISION OF RESOURCES**

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- \* (Long distance telephone call reimbursement requires name/organization of person called and reason for call.)
- \*\* Receipt and return of equipment will be documented.

Revised:  
Revised: 2008-05-08  
2007-06-28  
2001-06-28  
2000-01-13

Adopted: 1999-02-25

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

**No. 4410**

### **POLICY: TRAVEL EXPENSE REIMBURSEMENT**

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#### **1. INTENT**

The Board recognizes the need for Trustees and employees to be reimbursed for all reasonable expenses incurred while performing their duties and responsibilities on behalf of the school district.

The Board also supports and encourages Trustees and employees to participate in conferences, seminars, workshops and other programs that contribute to their personal and professional growth as it relates to their roles in the school district.

#### **2. AUTHORITY**

The Board delegates the authority to the District Administration to reimburse Trustees and employees for approved expenditures under this policy as prescribed by the schedule of reimbursement. Exceptions to this policy will be discussed by the Superintendent and Secretary-Treasurer, prior to submission for reimbursement.

#### **3. LOCAL TRAVEL**

- 3.1 Local travel is deemed to be any travel within the Metro Vancouver and Fraser Valley and does not require formal approval pursuant to section 4.
- 3.2 Expenses claimed under this section of the policy are for local travel, parking, food, non-alcoholic beverages, and gratuities, only.
- 3.3 Local Travel Expense Claim forms are to be submitted monthly, for approval and payment. A separate claim form should be submitted for each calendar month to facilitate claims record keeping and insurance analysis.

#### **4. OUT OF AREA TRAVEL**

- 4.1 Out of area travel is deemed to be travel outside of Metro Vancouver and the Fraser Valley.
- 4.2 Formal approval to travel is obtained by an Application For Travel form (AFT) and is required for any of the following:

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Cont'd...

**POLICY: TRAVEL EXPENSE REIMBURSEMENT**

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- a. air travel;
- b. a cash advance;
- c. accommodation expense;
- d. event registration paid by the Board; or
- e. travel outside of British Columbia.

4.3 Notwithstanding the above, an AFT is not required for members of senior management (Personal Employment Contracts) who travel to Victoria to meet with government officials or to attend government sponsored information sessions.

**5. PRINCIPLES**

- 5.1 Formal approval must be obtained prior to arranging authorized travel as defined in this policy.
- 5.2 Travel is to be arranged by the most economical and practical mode giving recognition to the effective use of the traveller's time.
- 5.3 Expense claims will be submitted recognizing the fundamental principle that expenses paid from public funds have been incurred prudently and meet the test of appropriateness and reasonableness.
- 5.4 Travel advances may be obtained from the Finance Department by using the prescribed form a minimum of two weeks prior to departure.
- 5.5 Original expense receipts are required in all cases over \$20 except for kilometrage, meal per diem and the allowance when staying in private accommodations. Credit card vouchers are not considered receipts.
- 5.6 All travel expenses must be claimed using the prescribed Expense Claim forms and must be approved by the traveller's supervisor.
- 5.7 Applications for travel and requests for reimbursement must be submitted as soon as feasible, signed by the applicant's supervisor and account coordinator, contain the appropriate account number and the program agenda attached to permit appropriate processing by the Finance Department.

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**POLICY: TRAVEL EXPENSE REIMBURSEMENT**

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- 5.8 All travel expenses outside of Canada will be reimbursed in Canadian dollars, and adjusted by the current exchange rates to reflect Canadian dollar equivalency. When travel in the United States takes place, allowable per diems are applied in U.S. dollars before conversion to Canadian dollars.

**6. SCHEDULE OF REIMBURSEMENTS**

**Local Travel:**

**6.1 Kilometrage**

The kilometrage reimbursement rate will be reviewed annually by the Board. Kilometrage expenses will be reimbursed after submission on the school district's prescribed form to their immediate supervisor for approval.

Trustees will be reimbursed for the following approved travel: Board or Administration committee meetings; school functions or other events involving employees or students of the school district, when attending on behalf of the Board; special official functions (hearings, grievances, other government bodies' meeting, where attendance will benefit the school district); and any other school district related group meeting where it benefits the school district. Home addresses will be the normal base place for travel measurement.

Daily kilometrage will be calculated from the employee's assigned work site or first work location for the day. Travel from home to work and return is not eligible for reimbursement. Part-time teachers and support staff who work at more than one location and who are compensated for travel under contract are not eligible to claim daily kilometrage.

Kilometrage reimbursement will not be paid where specifically excluded from employment contracts.

**6.2 "Business Use" Insurance**

Employees may be reimbursed for any additional cost for carrying "business use" insurance, in accordance with Regulation #4410.1, Section 2.

**POLICY: TRAVEL EXPENSE REIMBURSEMENT**

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**6.3 Vehicle Vandalism Expenses**

Where an employee's or Trustee's vehicle has been vandalized by a student at the employee's workplace, during his/her work or at an approved school function, reimbursement may be provided in accordance with Regulation #4410.1, Section 5.

**Out of District Travel:**

**6.4 Accommodation**

Only hotel, hotel taxes, hotel parking and business telephone charges are to be claimed under accommodation. Employees are expected to book accommodation at government rates when applicable. The Board will pay an allowance of \$35 per night for accommodation where an employee stays with family or friends.

In all cases, Trustees and employees are expected to travel and lodge using the most economical options, giving fair consideration to travel times and proximity to scheduled events. Sharing accommodation is encouraged and should be reported on the claim for reimbursement.

Reimbursement for accommodation while attending local functions (within the Metro Vancouver and the Fraser Valley) will not normally be approved, as it is expected that attendees will arrange to travel from home each day. Exceptions for local accommodations must be pre-approved by the Secretary-Treasurer and Superintendent or Deputy Superintendent.

**6.5 Meals**

Trustees and employees may claim a per diem amount up to the following maximums (inclusive of gratuities and taxes):

Breakfast	\$16
Lunch	\$21
Dinner	\$33

Claims for meals for part of the day will be based upon the time away from the district. Meals covered by the conference registration or provided in flight are to be deducted from the meal claim. Any

**POLICY: TRAVEL EXPENSE REIMBURSEMENT**

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exception requires pre-approval by the Superintendent and the Secretary-Treasurer.

An overnight allowance of \$12 is expected to cover personal telephone calls and other incidentals.

6.6 International Travel

Where international travel to locations other than the United States occurs and involves costs significantly greater than the per diem rates established in Section 6.4, the approval of the Superintendent and/or the Secretary-Treasurer will be required. All submitted costs must be documented with original receipts. Should original receipts not be available, the published per diem rates in Section 6.4 will apply.

6.7 Air Travel

Arrangements should be made to secure the most economical and practical mode of travel. Travel on airlines based in Canada, when competitive, will be encouraged. Air travel will be used only when ground travel does not meet the event schedule or the distance or time constraint makes it impractical.

6.8 Car Rentals

Car rentals must be pre-approved by the Secretary-Treasurer or Superintendent.

6.9 Ferry

Ferry fees will be paid based on actual receipted costs.

6.10 Kilometrage

Kilometrage will be reimbursed at the rate set annually by the Board.

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**POLICY: TRAVEL EXPENSE REIMBURSEMENT**

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6.11 Parking

Parking will be reimbursed for actual costs over \$20. No receipt is required for costs under \$20.

6.12 Private Transportation

Ground transportation, such as airporter, taxis, and private carrier will be paid based on actual receipted costs.

6.13 Public Transportation

Actual costs for public transportation will be reimbursed for actual costs over \$20. No receipt is required for costs under \$20.

6.14 Road Tolls

Turnpike and highway toll taxes will be paid based on actual receipted costs.

6.15 Registrations

Course/conference registrations requiring pre-payment must be submitted on the Application for Travel form.

Revised:

Revised: 2011-05-19

Revised: 2010-06-24

Revised: 2006-06-29

2004-05-13 (effective 2004-07-01)

2001-06-28

1997-06-26

1993-11-18

1993-10-07

1993-04-08

1992-04-16

1992-03-26

1987-09-24 (effective 1987-11-01)

1985-09-12

X-Ref: Policy 2900

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

**No. 5702**

### **POLICY: RECYCLING & DISPOSAL OF CONSUMABLE LEARNING RESOURCES**

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The Board recognizes the desirability of supporting environmentally sound practices and maximizing the utility of all resources in the district and in the community. It is the intent of the Board that district policy and procedures support re-use, recycling and responsible of all print, non-print or media learning resources and other salvageable waste materials of a consumable nature.

The responsibility for achieving this objective is delegated to school and district administrative officers who are responsible for the proper selection, circulation, and disposal of textbooks, recommended learning resources, library books and other consumable resource materials assigned to their schools or facilities. The Board supports the carrying out of this responsibility through the provision of the human and financial resources required.

## **DELETE POLICY**

### **SUPERCEDED**

**by**

**REGULATION #8800.5 – *Reuse & Disposal of Learning  
Resources***

**Adopted: 1992-11-12**

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## SCHOOL DISTRICT NO. 36 (SURREY)

No. 5809

### POLICY: PERSONAL PROPERTY – BROUGHT TO SCHOOL DISTRICT PREMISES

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#### 1. PERSONAL PROPERTY AT OWNER'S RISK

- 1.1 The Board will not accept responsibility for loss, damage or theft of any article including, but not limited to, clothing, school supplies, equipment, electronics (e.g., cameras, phones, iPads, notebook, tablet and laptop computers), vehicles or cash not owned by the school district, except as stated herein. Items brought to or left on school district premises are at the owner's risk. It is the owner's responsibility to arrange insurance to cover any loss or damage to personal property brought to school district premises.

#### 2. EXCEPTIONS

- 2.1 Exceptions to the foregoing are:

- (a) Vandalism to employees' and Trustees' vehicles provided pursuant to Board Policy #4410 – *Travel Expense Reimbursement*, and collective agreements;
- (b) Teaching aids, owned by a teacher, which were brought to school for instructional purposes as defined in the collective agreement between the Board and the Surrey Teachers Association.

#### 3. NOTIFICATION

- 3.1 Principals are to provide notification to staff, students, parents and users of schools that personal property brought to or left on school district premises is at the owner's risk.

#### 4. AUTHORITY

- 4.1 The Board authorizes the Secretary-Treasurer, or designate to settle claims arising from the exceptions defined in section 2.

Revised:  
Revised: 2007-06-28  
1999-07-08  
Approved: 1987-04-09

XRef: Policy #4410  
Policy #5810

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

**No. 5810**

## **POLICY: RISK MANAGEMENT OF ASSETS & LEGAL LIABILITIES**

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### **1. INTENT**

- 1.1 The Board intends that insurance coverage should be arranged to cover Board-owned assets and third party legal liability risk exposures; subject to the reasonableness of insurance costs in relation to the risks of loss.
- 1.2 The Board intends to self-insure schools and operating departments for the deductible portion of losses greater than \$200 of Board-owned assets, with claims being processed in a manner similar to that which would be employed if commercial insurance were applicable.
- 1.3 The Board intends to provide self-insurance coverage for cash only where the cash relates directly to the conduct of the business of the Board which shall be interpreted as cash that is deposited or transferred to a school district bank account; and where the standards for security of cash established pursuant to Board Policy #4900 - *Management of Site Based Funds*, are upheld.

### **2. AUTHORITY**

- 2.1 The Secretary-Treasurer or designate, is authorized and responsible to exercise professional judgement to:
  - (a) Contract for insurance coverage with appropriate terms, conditions and deductibles;
  - (b) Allocate funds for the deductible portion of losses and for self-insurance where it is prudent to do so rather than purchase commercial insurance coverage;
  - (c) Arrange Certificates of Insurance to be issued from or to third parties;
  - (d) Settle claims with claimants and insurers;

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**POLICY: RISK MANAGEMENT OF ASSETS & LEGAL  
LIABILITIES**

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- (e) Provide schools and operating departments compensation for the deductible portion of losses of Board-owned assets which have been accepted for replacement;
- (f) Coordinate loss prevention programs with insurers; and
- (g) Initiate measures to reduce the Board's risk exposure to losses involving Board-owned assets and third party legal liability.

Revised:  
Revised: 1999-07-08  
Adopted: 1987-04-09

XRef: Policy #4900  
Reg. #4900.1  
Policy #5305  
Policy #5809

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

**No. 5815**

## **POLICY: RISK MANAGEMENT – INCIDENT REPORTS**

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### **1. INTENT**

- 1.1 The Board intends to access the benefit of insurance coverage which it has paid for to recover losses and respond to claims. As a condition of eligibility for insurance coverage is the timely reporting of incidents, claims and losses, the Board intends for such events to be reported to insurers on a prompt basis.
- 1.2 The Board further intends that incidents be reported in order to provide systematic information for developing strategies to minimize the risks of personal injury, property loss and legal claims.

### **2. DEFINITION**

An incident for the purpose of this policy is generally a serious student injury, a loss of school district property, a loss of certain employee property and liability or Human Rights claims against the school district and its trustees, employees, volunteers and Parent Advisory Council members which are subject to coverage by the Schools Protection Program and related insurance policies as further defined by regulation. Injury covered by WorkSafeBC and motor vehicle accidents not involving students are excluded from this definition.

### **3. AUTHORITY**

- 3.1 The Secretary-Treasurer or designate, is authorized and directed to:
  - a) Establish procedures for the timely completion of Incident Reports, their review, retention and filing with insurers; and
  - b) Receive all legal claims and indications of pending legal claims and to notify insurers of them.

Revised:  
Adopted: 2000-10-12

X-Ref.: Reg. #5815.1  
Reg. #8901.1  
Policy #9410  
Reg. #9410.1  
Policy #9615  
Reg. #9615.1  
Policy #10305  
Reg. #10310.1  
Reg. #10313.1

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

**No. 9801**

### **POLICY: CARE OF TEXTBOOKS, LIBRARY BOOKS, AND OTHER RESOURCE MATERIALS ASSIGNED TO SCHOOLS**

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Due to the importance of textbooks, library books, and other resource materials as aids in the learning process, and due to the high cost thereof, it is the intent of the Board that pupils and staff demonstrate the intrinsic and monetary value of such materials by ensuring proper care is taken to preserve them, that they may benefit the maximum number of pupils.

The responsibility for achieving this objective is delegated to school administrative officers who are responsible for the proper care and custody of textbooks and recommended learning resources, library books, and other resource materials assigned to their schools. In carrying out this responsibility, the Board authorizes the charging of damages for lost, destroyed or damaged learning materials.

## **DELETE POLICY**

### **SUPERCEDED**

**by**

**REGULATION #8800.4 – *Reuse & Disposal of Learning  
Resources***

Adopted: 1990-07-05

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# SCHOOL DISTRICT NO. 36 (SURREY)

No. 10400

## **POLICY: COMMUNITY USE OF FACILITIES & GROUNDS OUTSIDE OF SCHOOL HOURS**

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### **1. INTENT**

Under the *School Act*, the Board is obligated to provide facilities and grounds sufficient to conduct K-12 education programs. The conduct of such programs is recognized as the primary purpose of all district facilities and properties.

The Board recognizes, however, that all taxpayers contribute to the cost of constructing and maintaining local facilities and grounds through provincial taxation. Furthermore, it recognizes that taxpayers should not be required to pay further for the construction of additional facilities or grounds. The Board agrees, therefore, to extend to the public the privilege of having access to schools and grounds currently used for K-12 programs. In the event of a violation of this privilege, the Board reserves the right to cancel the use of any school facility, grounds or equipment. Such access, however, is granted provided that community use of school buildings and grounds does not interfere with regular curricular and extra-curricular programming, and that rental charges be assessed as per regulation.

### **2. SCOPE**

District Theatres and the District Education Centre are exempt from this policy and are covered by other policies and regulations. In addition, all use of schools during school hours is exempt from this policy and is covered by other policies and regulations.

Guidelines both in this policy and in other pertinent policies shall set out appropriate obligations to govern usage outside of school hours. Generally, the Board agrees that facilities and grounds will be rented for a variety of recreational and meeting uses in accordance with the spirit and intent of the Canadian Charter of Human Rights and Freedoms. Where there is a reasonable expectation that a confrontation between opposing groups might occur as a result of a rental, however, administration is vested with the authority to approve or deny access to school facilities and grounds.

The Board reserves the right to enter into reciprocal agreements with the City of Surrey (on behalf of Surrey Parks, Recreation & Culture) and with the City of White Rock (on behalf of White Rock Leisure Services) with respect to joint site acquisition, development and maintenance. In addition, the Board reserves the right to enter into agreements with those agencies respecting the cooperative use of facilities and grounds for conducting courses and programs. Financial arrangements for such agreements will be negotiated separately between the participating agencies.

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**POLICY: COMMUNITY USE OF FACILITIES & GROUNDS  
OUTSIDE OF SCHOOL HOURS**

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3. **AUTHORITY**

The Board assigns the responsibility for the Community Use of Facilities & Grounds policy to the Secretary-Treasurer.

4. **PRIORITY FOR USE**

Allotment of school district facilities and grounds shall be made on the basis of the following priorities:

1. Regular school curricular and organized extra- curricular activities.
2. Adult and continuing education credit course programs, including those co-sponsored by other publicly funded educational institutions.

Where feasible, education programs under the second priority will be held in designated centres. These schools will normally be responsible to undertake their own allocations and booking of space for user groups.

3. Historical user groups, which are defined as those who held a Rental License of a facility or grounds in the year immediately preceding a current application for use. Historical groups have right-of-first refusal for the same area, day and time, provided such group submits a renewal application within district booking deadlines.
4. Surrey Parks, Recreation & Culture and White Rock Leisure Services courses and programs.
5. All other outside groups including non-profit and commercial or "private" ventures.

The above priorities apply, except where a Board approved agreement requires otherwise.

Despite historical rights, any user may be bumped from a particular time, day or facility or grounds based on the above noted priority.

**POLICY: COMMUNITY USE OF FACILITIES & GROUNDS  
OUTSIDE OF SCHOOL HOURS**

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5. **NEW AND RENEWAL APPLICATIONS**

All new and renewal applications must be made on the appropriate form, and must be submitted to the Facility Rentals Department for Rental License arrangements as per regulation. The Facility Rentals Department will secure the necessary approvals of the Principal/Building Manager for each Facility/Grounds license request.

The Facility/Grounds Rental License is not valid until approved by the appropriate signing authorities of the Board and the user group and the appropriate payment has been received.

The Facility Rental Department may revoke approval of a Facility/Grounds Rental Contract where the user is unable to satisfy concerns expressed by the Principal/Building Manager. Claims of unreasonably revoked approval shall be adjudicated by the Secretary-Treasurer.

6. **USER FEES**

User fees are comprised of five parts: (a) facility and/or grounds rental charges; (b) custodial charges; and (c) security charges; (d) carbon surcharge/taxes and (e) other fees.

User groups will be assessed rental charges as per regulation. Rental charges are set periodically after regular review by the district to reflect community standards in other Lower Mainland public organizations and school districts. The charges are designed to help offset costs of heat, light and water, regular maintenance, administration, and depreciation through use as well as compensating the site for facilitating the access. The portion of the rental charge that is directed to the site for facilitating the access is as per regulation.

Rental rates and charges for custodial and security will vary according to the type of group, its activity, and the facility or grounds used. Rental charges and charges for custodial and security shall be agreed to in writing by the renter(s) before authorization or access is permitted. Where payment is required, it shall be in advance and may include a security deposit.

Failure by user groups to submit appropriate payment may result in the immediate cancellation of facility and/or grounds usage privileges.

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**POLICY: COMMUNITY USE OF FACILITIES & GROUNDS  
OUTSIDE OF SCHOOL HOURS**

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**7. WAIVER OF RENTAL FEES**

Where a rental group has donated in cash, or in kind, to the school district or a school, or a program, fifty percent (50%) of said donation may be applied as a credit to a rental contract in the subsequent year. Note that the rental credit does not apply to that portion of a donation for which an official donation receipt for tax purposes was issued by the school district.

Rental fees may be waived where there is a pre-existing agreement with the school district, the guidelines for which can be found in Regulation #10400.1.

A request for the waiving of rental fees must be submitted in writing to the Facility Rentals Department for consideration.

**8. CONSUMPTION OF ALCOHOLIC BEVERAGES**

External user groups may request to serve alcohol at an event where an approved License for Use has been obtained from the Facility Rentals Department. Requests to serve alcohol must be approved by the Secretary Treasurer or designate, in writing, before the rental date. Alcohol may not be served by district, school, PAC or other internal school district user groups.

In addition to approval from the Secretary Treasurer, the Liquor Control and Licensing Act requires users to obtain a Special Occasion License from the RCMP.

Revised:

Revised: 2007-06-28

Revised: 2005-06-30

2004-05-13

2003-06-30

1995-05-25

1994-09-22

1991-10-10

1991-08-29 (Effective 1991-09-01)

1989-10-12

1988-03-10

1986-07-03 (Effective 1986-07-01)

1986-02-27

1979-02-19

Approved: 1975-12-01

X-Ref: Policy #6512  
Policy #6802  
Policy #10410  
Policy #10415

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

**No. 9410**

## **POLICY: SAFE & CARING SCHOOLS**

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### **1. DISTRICT CODE OF CONDUCT**

- 1.1 The Board is committed to providing **safe** and caring environments in which all learners can achieve academic excellence, personal growth and responsible citizenship.
- 1.2 The Board promotes clearly defined behavioural expectations that represent the highest standards of respectful and responsible citizenship and lead to a culture of non-violence among all persons in all schools and at all school-authorized events and activities.  
To this end, the Board expects that persons will:
  - comply with all applicable federal, provincial and municipal laws, and with district policy and regulations;
  - value and encourage learning and working environments that are inclusive and respectful of the diverse individual, collective, social and cultural needs of our community;
  - treat one another with dignity and respect;
  - refrain from engaging in, or encouraging acts of violence of any form;
  - show care and regard for school property and the property of others;
  - take appropriate measures to help those in need; and
  - respect those in positions of authority.

### **2. MANAGING STUDENT BEHAVIOUR IN SAFE AND CARING SCHOOLS**

- 2.1 Responsibility for an effective discipline program is shared among many partners including the district, schools, students, parents/guardians, community groups, social agencies and the RCMP. The Board promotes understanding and acceptance of the interactive roles required to achieve safe and caring schools.

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**POLICY: SAFE & CARING SCHOOLS**

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2.2 Safe and caring school environments are free of acts of:

- bullying, cyberbullying, harassment, threats, intimidation, verbal or written abuse, racism, homophobia and other forms of discrimination of any kind, including but not limited to, real or perceived socio-economic status, race, skin colour, appearance, ethnicity, sex, gender, disability, sexual orientation, gender identity or expression, religion, culture, age, or any other distinguishing characteristic, or if based on an association with an individual or group with any of aforementioned characteristics;
- any form of violence;
- theft;
- vandalism.

2.3 Safe and caring school environments do not tolerate the presence of:

- intoxicating or banned substances;
- weapons (or replica weapons) and explosives; and
- intruders or trespassers.

**3. APPROPRIATE DRESS**

- 3.1 Each school shall adopt a dress code that attempts to balance individual liberty, social convention, functionality, community standards and school community values.
- 3.2 Staff and students are expected to dress in ways that are appropriate for their particular roles in the school and that show respect for themselves, for others and for the school.
- 3.3 In the case of student dress, there should be a partnership between student, parent and school that provides sufficient, but not excessive, guidance so students not only dress appropriately, but also learn to make good independent decisions regarding dress.

**4. SCHOOL CODE OF CONDUCT**

- 4.1 Each school shall establish a School Code of Conduct including statements of expectations regarding student behaviour. These codes of conduct shall be displayed in a prominent area in the school visible to visitors and ambassadors of the school (e.g. coaches, volunteers).

**POLICY: SAFE & CARING SCHOOLS**

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- 4.2 School Codes of Conduct shall be consistent with the *School Act* and relevant district policy and regulation, and shall be developed and reviewed in accordance with Regulation 9410.1 and the Safe and Caring Schools Handbook of Procedures.

**5. AUTHORITY TO ACT**

- 5.1 Principals and Vice Principals are authorized by the Board under Section 85(2)(c) of the *School Act* to suspend a student from attendance at school in keeping with district policy, regulation and procedures and will make reasonable accommodation to continue the student's education program during the period of the suspension.
- 5.2 Principals and Vice Principals may conduct or authorize a search of a student, personal property or locker if there are reasonable grounds to believe that policy has been or is being violated and that evidence of the violation will be found in the location or on the person of the student searched. The search should be conducted in a sensitive manner and be minimally intrusive.

Revised:  
Revised: 2010-06-24  
Revised: 2004-05-13  
2001-02-22  
1999-10-21  
1999-06-08  
1995-07-06  
1993-06-24

XRef: Reg. #9410.1

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## SCHOOL DISTRICT NO. 36 (SURREY)

No. 9410.1

### REGULATION: SAFE & CARING SCHOOLS

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The effective management of student behaviour is a necessity to establish safe and caring environments that foster student learning needs. Prevention and intervention strategies applied at the school level and supported at the district level are the foundations of a successful discipline program. Clear policy, regulations and procedures are essential to set standards and provide for consistency among all schools and for all students.

#### 1. RESPONSIBILITIES

##### 1.1 District Responsibilities

The Superintendent or designate shall:

- (a) provide opportunities for district and school staff to acquire the knowledge and skills necessary to develop and maintain a welcoming and safe school environment free of violence, bullying, cyberbullying, harassment, threats, intimidation, verbal or written abuse, discrimination of any kind, including but not limited to, real or perceived socio-economic status, race, skin colour, appearance, ethnicity, sex, gender, disability, sexual orientation, gender identity or expression, religion, culture, age or any other distinguishing characteristic, or if based on an association with an individual or group with any of aforementioned characteristics;
- (b) support schools in developing proactive and responsive interventions to discipline concerns;
- (c) support adherence to a defined range of consequences, including suspension, for offenses outlined in the *Safe and Caring Schools Handbook of Procedures*;
- (d) support and encourage adherence to district and school Codes of Conduct;
- (e) implement the *District Threat Assessment Protocol* as necessary;
- (f) provide a variety of supports and programs for students who require proactive intervention to address behavioural needs;
- (g) take all reasonable steps to prohibit racism, homophobia and other acts of discrimination or intolerance in the school environment;

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**REGULATION:     SAFE & CARING SCHOOLS**

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- (h) provide training and support to Principals and Vice Principals regarding legal requirements for search, seizure and securing evidence; and
- (i) maintain and update, as required, the *Critical Incident Resource Guide*, the *Critical Incident Quick Reference* flip chart; and the *Safe and Caring Schools Handbook of Procedures*.

**1.2 School Responsibilities**

Schools shall:

- (a) promote programs that emphasize early intervention, conflict prevention and intervention, counselling, and human and social skills development;
- (b) establish a Safe School Committee to ensure that school practices and procedures are in place to respond to serious incidents in the school;
- (c) develop guidelines for supervision to ensure the safety of staff, students and visitors at all school-sponsored activities;
- (d) adopt a School Code of Conduct which has been developed co-operatively with staff, students, parents/guardians and the School Planning Council and is reflective of and consistent with the *Safe & Caring Schools Policy* and the district Code of Conduct;
- (e) distribute, display, review and implement the School Code of Conduct in accordance with the procedures and guidelines specified in the *Safe and Caring Schools Handbook of Procedures*;
- (f) establish clear and fair consequences for behaviours in keeping with the code of conduct discipline guide contained in the *Safe and Caring Schools Handbook of Procedures* and take appropriate action based on the circumstances of each incident;
- (g) investigate underlying causes of behavioural incidents and develop a plan to respond to such issues;
- (h) complete Incident Report Forms to record serious incidents;

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**REGULATION:     SAFE & CARING SCHOOLS**

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- (i) review safety alert system procedures on a regular basis (not less than twice per year) with students, all staff and parents/guardians;
- (j) implement the *District Threat Assessment Protocol* as needed and complete Threat Assessment Report Forms;
- (k) take appropriate steps to prohibit racism, homophobia and other acts of discrimination or intolerance; and
- (l) provide opportunities for school staff to acquire the knowledge and skills necessary to develop and maintain a welcoming and safe school environment free of violence, bullying, cyberbullying, harassment, threats, intimidation, verbal or written abuse, discrimination of any kind, including but not limited to, real or perceived socio-economic status, race, skin colour, appearance, ethnicity, sex, gender, disability, sexual orientation, gender identity or expression, religion, culture, age, or any other distinguishing characteristic, or if based on an association with an individual or group with any of aforementioned characteristics.

## **2.     STUDENT SAFETY AND SECURITY**

### **2.1   Weapons**

Students shall not possess or use any weapon on any school premises or at any activity off school premises that is organized or sponsored by a school.

Students shall not possess or use any replica or toy weapon, on any school premises or at any activity off school premises that is organized or sponsored by a school, except as a prop in a theatrical production. If the replica or toy weapon is used in a school theatrical production, it shall be stored appropriately when not required for the production.

Offences involving weapons shall result in severe consequences being imposed consistent with the District-Wide Code of Conduct Disciplinary Guide. Any weapons seized will be considered forfeited and may be provided to the police. When dealing with incidents involving weapons or replicas, Principals and Vice Principals are referred to the *Safe and Caring Schools Handbook of Procedures*.

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**REGULATION:     SAFE & CARING SCHOOLS**

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**2.2     Intoxicating or Controlled Substances**

Persons under the influence of intoxicating, banned or controlled substances and persons using, marketing or distributing intoxicating or controlled substances are not allowed on school premises or at any school-sponsored event. A student who is under the influence of, or using, an intoxicating or controlled substance during school hours or at a school-sponsored event is subject to disciplinary procedures as outlined in the *Safe and Caring Schools Handbook of Procedures*.

Any person who is using, marketing or distributing an intoxicating or controlled substance at school or at school-sponsored events will be subject to a wide range of disciplinary actions, including search and seizure and the possibility of criminal charges being laid, depending on the circumstances of the case.

**2.3     Authorized School Visitors**

The Principal, Vice Principal or Board-approved designate will exercise their right as occupants of school premises under the provisions of *School Act s. 177 Maintenance of Order*. Access to school premises during and after school hours will be governed by *Policy #6513 – Long Term Use and Lease of Active School District Buildings and Sites* and *Policy # 7260 – Employees' & Visitors' Identification Badges*.

- (a)     Schools will prominently display a sign at major entrances directing all visitors to report to the office.
- (b)     Authorized visitors are required to report their presence to the office and to wear a district authorized visitor identification badge while on school board premises. All schools will be provided with a sufficient number of district authorized visitor identification badges. Further clarification regarding authorized visitors is provided in the *Safe and Caring Schools Handbook of Procedures*.

**2.4     Intruders or Trespassers on School Property**

The procedure for dealing with intruders will apply to all school district employees and may be adapted as necessary to ensure that the safety and security of students, staff and property is maintained at school sites and other district locations. Further clarification on dealing with intruders/trespassers is provided in the *Safe and Caring Schools Handbook of Procedures*.

**REGULATION:     SAFE & CARING SCHOOLS**

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**2.5     Conducting Searches**

A Principal or Vice Principal may conduct or authorize a search of a student, personal property or locker if there are reasonable grounds to believe that policy has been or is being violated and that evidence of the violation will be found in the location or on the person of the student searched. The search should be conducted in a sensitive manner and be minimally intrusive. Reasonable grounds for search and seizure and process guidelines are provided in the *Safe and Caring Schools Handbook of Procedures*.

**2.6     Police or Other Public Safety Agencies' Involvement in Student Interviews/Investigations**

The Principal or Vice Principal will encourage Law Enforcement Agencies to avoid conducting interviews or investigations at schools.

However, it is acknowledged that there will be some situations when interview procedures must take place at the school as a result of specific circumstances including but not limited to concern for the student's safety, need to gather information from a student witness and/or need to interview a student who may be a suspect in a criminal investigation. In such cases, the school will strive to maintain respectful and low profile interactions between students and police/public safety personnel.

Procedures for involving police or other public safety agencies in student interviews/investigations are specified in the *Safe and Caring Schools Handbook of Procedures*.

Revised:  
Revised: 2010-06-24  
          2005-01-04  
          2004-05-04  
          2000-10-10  
          1999-10-21  
          1999-06-08  
          1996-06-18  
          1996-04-30  
          1993-06-24  
          1987-02-12

XRef: Policy # 6513  
      Policy #7260  
      Policy #9410

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# SCHOOL DISTRICT NO. 36 (SURREY)

No. 10900

## POLICY: ANTI-DISCRIMINATION & HUMAN RIGHTS

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### PREAMBLE

The Board supports and endorses the values and objectives contained in the *Canadian Multiculturalism Act*, the *B.C. Multiculturalism Act*, the *Charter of Rights and Freedoms* and the *B.C. Human Rights Code*. In recognizing the importance of these values, the school district shall prohibit discriminatory conduct which violates the *B.C. Human Rights Code*.

### POLICY

The Board affirms its commitment to the anti-discrimination principles and values contained in the *B.C. Human Rights Code*.

The Board acknowledges the diversity of the Surrey and White Rock communities, and shall not tolerate racism, homophobia or any other form of discrimination within the school district which is contrary to the *B.C. Human Rights Code*.

The Board supports the development and implementation of policies, practices and programs that support the rights and freedoms enshrined in the *B.C. Human Rights Code*, and which promote and foster a learning environment in the school district which emphasizes tolerance, equality, and non-discrimination.

The Board is committed to:

- creating an environment in the school district which promotes non-discrimination consistent with the *Human Rights Code*
- hiring employees on the basis of merit consistent with human rights laws
- providing students with educational programs that will assist them in participating in and contributing to a diverse society
- reducing language and cultural barriers
- communicating effectively with all students, parents, employees and other partner groups in our diverse community

Revised:

Revised: 2001-02-22

1996-04-25

Approved: 1982-11-22

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# SCHOOL DISTRICT NO. 36 (SURREY)

No. 10900.1

## REGULATION: ANTI-DISCRIMINATION & HUMAN RIGHTS

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### 1. APPLICATION OF POLICY

#### 1.1 Prohibited Grounds of Discrimination under the *Human Rights Code*

The *Human Rights Code* provides protection for persons who have historically been discriminated against in our society. The *Code* prohibits discrimination in the provision of accommodation, services and facilities customarily available to the public on the following grounds: race, colour, ancestry, place of origin, religion, marital status, family status, physical or mental disability, sex, sexual orientation.

The *Code* prohibits discrimination in employment on the above grounds and also on the basis of political belief, age or because the person has been convicted of a criminal or summary offence that is unrelated to the employment or intended employment of that person.

#### 1.2 Exceptions under the *Human Rights Code*

The *Human Rights Code* provides for certain exceptions to the above prohibition. The *Code* does not prohibit discrimination in the provision of accommodation, services and facilities customarily available to the public on the basis of sex, if the discrimination relates to the maintenance of public decency or to the determination of premiums or benefits under contracts of life or health insurance, or, on the basis of physical or mental disability, if the discrimination relates to the determination of premiums or benefits under contracts of life or health insurance.

The *Code* also does not prohibit discrimination in employment as it relates to age, to a bona fide scheme based on seniority, or as it relates to marital status, physical or mental disability, sex or age, to the operation of a bona fide retirement, superannuation or pension plan or to a bona fide group or employee insurance plan. Additionally the prohibition against discrimination in employment does not apply with respect to a refusal, limitation, specification, or preference based on a bona fide occupational requirement.

### 2. CONDUCT

All students, employees, contractors, visitors, and other users of School District facilities shall be required to conduct themselves in accordance with

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**REGULATION: ANTI-DISCRIMINATION & HUMAN RIGHTS**

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the Board's commitment to non-discrimination and human rights as set out in Policy #10900 – *Anti-Discrimination & Human Rights*. Conduct which is not consistent with this policy shall not be tolerated by the Board. In order to ensure that the Board's commitment to fostering and promoting non-discrimination and human rights is communicated effectively, the Board shall ensure:

- 2.1 All facility users shall be informed of this policy.
- 2.2 All schools shall include in their school code of conduct clear statements and rules reflecting the Board's commitment as expressed in Policy #10900 – *Anti-Discrimination & Human Rights* to non-discrimination and human rights.
- 2.3 Conduct consistent with this policy is considered to be a term and condition of employment for all staff.
- 2.4 Allegations of discrimination will be reported to the Principal in the case of students, and to the immediate supervisor in the case of employees.

**3. PERSONNEL HIRING AND PROMOTION**

The Board recognizes that sensitivity to human rights and non-discrimination is an important criterion in personnel selection and promotion decisions. As such, the Board is committed to providing equal employment opportunities consistent with the *B.C. Human Rights Code*. The Board also recognizes that promoting diversity in the hiring of its employees provides positive modelling for students and the community.

- 3.1 School District employees responsible for personnel selection shall be provided, where practicable, with training to enhance their sensitivity to human rights issues, including sensitivity to cross-cultural and multicultural hiring issues.
- 3.2 The School District is committed to ensuring that employees working with students are sensitive to human rights issues generally, and also have the cross-cultural skills necessary to effectively assist students with their educational programs and employment opportunities.

**REGULATION: ANTI-DISCRIMINATION & HUMAN RIGHTS**

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**4. CURRICULUM**

The Board endorses curricular goals and learning objectives that provide students with the necessary knowledge, skills and attitudes to contribute to a society that is free of discrimination, and which will allow students to deal constructively with intolerance and discrimination that they may encounter in their daily life experiences.

The district is committed to the development and use of instructional materials for use in all appropriate curriculum areas which reflect the history and contributions of minority groups in Canada.

- 4.1 The district shall implement education programs which are directed toward the elimination of racism, homophobia and discrimination in the School District by promoting and encouraging universal recognition of and respect for basic human rights and fundamental freedoms for all.
- 4.2 The district shall support multicultural, anti-racist, anti-homophobic and human rights education infused into curricula.
- 4.3 The district will continue to review new and existing curricula, curriculum materials, and other resources for bias.
- 4.4 The district shall support as appropriate the learning and use of heritage languages in schools.
- 4.5 The district shall provide students with appropriate guidance and career counselling which recognizes the particular needs of diverse community groups.
- 4.6 Teachers are responsible for ensuring that the curriculum materials they use have received appropriate approval, and do not promote discrimination or intolerance contrary to the *B.C. Human Rights Code*.

**5. IN-SERVICE ANTI-DISCRIMINATION & HUMAN RIGHTS**

The district has a continuing goal, the elimination of racism and discrimination through an effective in-service program that promotes attitudinal change. The Board and employees need to be challenged to find ways to achieve this goal.

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**REGULATION: ANTI-DISCRIMINATION & HUMAN RIGHTS**

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In-service should include both teaching and non-teaching staff. When appropriate, parents and the community should participate.

Where feasible, in-service regarding a specific culture should be provided by a person of that culture.

5.1 In-service programs shall include such topics as Multicultural Education Implementation, Anti-Racism, Cross-Cultural Issues, Human Rights, Valuing Diversity and Intervention Strategies.

5.2 Newly hired employees should receive in-service on multiculturalism and human rights.

**6. ASSESSMENT AND PLACEMENT OF STUDENTS**

The Board expects that decisions regarding student assessment and placement will be based upon bona fide consideration of a student's educational needs, aptitudes and abilities, and it will not tolerate discrimination in the provision of instructional programs and services contrary to the *B.C. Human Rights Code*.

Students from minority groups require particular consideration with respect to assessment, evaluation, reporting, placement, and communications with parents.

6.1 All assessment and placement practices and procedures should be free from ethnocultural bias.

6.2 All parents should be made aware of the appeal procedures available to them regarding student assessment and placement decisions.

**7. HOME, SCHOOL AND COMMUNITY RELATIONS**

The Board is committed to effective communications among parents/guardians, school and community members. Concerted efforts will be made to consult, inform and involve parents and communities of diverse ethnicities and languages.

7.1 Schools shall include strategies for improving communications and involvement of diverse groups in their school goals.

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**REGULATION: ANTI-DISCRIMINATION & HUMAN RIGHTS**

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- 7.2 The district will provide as feasible appropriate interpretation and translation services.

Revised:

Revised: 2001-02-22

Approved: 1996-04-25

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**BOARD OF EDUCATION  
of  
SCHOOL DISTRICT NO. 36 (SURREY)**

**Schedule 4(d)  
of the**

**ADMINISTRATIVE MEMORANDUM  
(Regular)**

**MEETING DATE: 2012-06-07**

**TOPIC: INCOMING CORRESPONDENCE**

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**CATEGORY #3**  
(Requiring Board action)

<b>NUMBER</b>	<b>FROM</b>	<b>SUBJECT</b>
No items.		



**BOARD OF EDUCATION  
of  
SCHOOL DISTRICT NO. 36 (SURREY)**

**Schedule 5(a)  
of the**

**ADMINISTRATIVE MEMORANDUM  
(Regular)**

MEETING DATE: **2012-06-07**

TOPIC: **ITEMS FOR FUTURE DISCUSSION**

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1. Administration to conduct a feasibility study with a view to implementation of a required Physical Education 11 course containing a Healthy Eating component and ensure that the report is presented to the Board by the Fall of 2011. (per 2011-02-24) ***A verbal report was presented to the Board on 2012-05-17. This matter is now concluded and will be removed from the list.***

Enclosures:



Submitted by: \_\_\_\_\_

W.D. Noye, Secretary-Treasurer

Approved by: \_\_\_\_\_

M.A. McKay, Superintendent

**BOARD OF EDUCATION  
of  
SCHOOL DISTRICT NO. 36 (SURREY)**

**Schedule 5(b)  
of the**

**ADMINISTRATIVE MEMORANDUM  
(Regular)**

MEETING DATE: **2012-06-07**

TOPIC: **FUTURE MEETINGS**

DATE	TIME	PLACE	EVENT
Thursday, June 21/12	7:00 pm	District Ed. Centre	Regular Board

Enclosures:



Submitted by: \_\_\_\_\_  
W.D. Noye, Secretary-Treasurer

Approved by: \_\_\_\_\_  
M.A. McKay, Superintendent