

POLICY #2500.1

BOARD POLICY DEVELOPMENT: POLICIES & REGULATIONS

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

1. POLICY DEVELOPMENT

The policy development process consists of seven stages:

1.1. INITIATION

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

1.2. DEVELOPMENT

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

1.3. CONSULTATION

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

1.4. COMMITTEE REVIEW AND RECOMMENDATION

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

1.5. APPROVAL

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

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1.6. IMPLEMENTATION

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

1.7. EVALUATION

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

2. DISTRIBUTION OF POLICIES & REGULATIONS MANUAL

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

3. UPDATES TO POLICIES & REGULATIONS MANUAL

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

Revised: 2018-06-20
2015-06-05
2011-02-10
2000-05-23
1993-01-04
1982-06-14