



**QUALICUM SCHOOL DISTRICT  
POLICY COMMITTEE OF THE WHOLE REPORT  
TUESDAY, JANUARY 20, 2025  
1:00 P.M.  
VIA VIDEO CONFERENCING**

**Facilitator: Trustee Eve Flynn**

*Mandate: To discuss and make recommendations to the Board on all matters related to Bylaws, Policy, and Administrative Procedures.*

We would like to give thanks and acknowledge that the lands on which we work and learn are on the shared traditional territory of the Qualicum and Snaw-Naw-As (Nanoose) First Nations People.

**1. INTRODUCTIONS AND TERRITORIAL ACKNOWLEDGEMENT**

**2. FOR INFORMATION**

**a. Board Policy 501: Acceptable Use of Technology**

It was decided that this policy will be held as is for 6-12 months given the new trend of AI and emerging cyber security issues that will need to be taken into account.

**3. BYAWS/POLICIES POTENTIALLY GOING TO FIRST READING**

**a. Board Bylaw 3: Meetings of the Board of Education**

- Further editing/clarification was suggested for point 4 of IX re: Board Standing Committees. Although Trustees speak to how these committees will conduct their business for the following school year in August prior to the beginning of the school year, consideration was given to whether there could be flexibility built into the Bylaw to change its practice part-way through the school year.
- Section III: Regular Board Meeting – Attendees considered how students' voices could be better represented at the Regular Board Meetings. The Superintendent will connect with the secondary school principals and the Leadership students to seek input.
- The Bylaw will go forward for first reading to the January Board Meeting.

**b. Board Policy 500: Communicating Student Learning**

- Student placement will be removed from the title of this policy as it speaks to Reporting Orders by the Ministry and the District's own operationalizing of communicating student learning to parents. Placement is accommodated through school-based discussion with classroom teachers. This is different from promotion and retention of students.
- Consideration of Student placement is also articulated in Board Policy 704: *Student Catchment Areas/Cross Boundary Transfers/District Bus Transportation*.
- The policy will go forward to first reading with the recommendation that the Administrative Procedure will be removed.

- c. **Board Policy 502: Field Experiences (Trips)**
  - Policy amendments as indicated on the draft were agreed to.
  - Reference in Administrative Procedure to the Vancouver Island Student Ski Patrol program will be removed.
  - Under Requirements Point 3 it will read “must” which is then consistent with Point 4.
  - The Policy will go forward for first reading
- d. **Board Policy 504: Copyright and Intellectual Property**
  - Guiding Principal #3 will remain with further discussion being given to the phrase “willfully and knowingly contravenes the rules of copyright”.
  - The Policy will go forward for first reading
- e. **Board Policy 506: Conduct of Coaches**
  - The Director of Instruction reviewed a draft of *Qualicum School District Athletics Handbook* which would be a companion resource to this Policy.
  - The working group for the Athletics Handbook will meet in two days to review the draft and suggest edits.
  - The MATA President requested that there also be information for Elementary leave athletics as well.
  - Further edits/additions to the Athletics Handbook will come forward to the next Policy COW
  - No changes were made to the policy or administrative procedures themselves so it will be confirmed as written at this time.
- f. **Board Policy 507: Programs of Choice and Specialty Academies**
  - The proposed edits were accepted by the Committee as written.
  - The Policy will go forward for first reading.
- g. **Board Policy 606: Respectful Workplace**
  - It was noted that at the November Policy Meeting it had been agreed that language from the proposed Draft Policy 605 would, instead, be incorporated into Policy 606 under Guiding Principal #7 and that edit had been made.
  - The Webster Dictionary was referred to for the definition of ‘criticize’.
  - Clarification was provided to reflect that ‘employees’ referred to all staff of the school district. The Board’s Code of Conduct and Oath of Office govern Trustees’ behaviour.
  - The Policy will go forward to first reading.

#### 4. **BYLAWS/POLICIES POTENTIALLY GOING TO SECOND READING**

#### 5. **BYLAWS/POLICIES POTENTIALLY GOING TO THIRD AND FINAL READING** None

#### 6. **FUTURE TOPICS**

- Board Policy 703: Student Fees and Subsidies
- Review of 600 Series

#### 7. **NEXT MEETING DATE**

- **Tuesday**, February 18, 2025 at 1:00 p.m. via Microsoft Teams