



**QUALICUM SCHOOL DISTRICT  
POLICY COMMITTEE OF THE WHOLE REPORT  
TUESDAY, NOVEMBER 18, 2025  
1:00 P.M.  
VIA VIDEO CONFERENCING (Teams)**

**Facilitator: Trustee Eve Flynn**

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

Chair Flynn gave thanks and acknowledged that the lands on which the committee members live, work and learn are on the shared traditional territory of the Qualicum and Snaw-Naw-As (Nanoose) First Nations People.

**1. INTRODUCTIONS**

**2. FOR INFORMATION**

**a. Administrative Procedure to Policy 708 – Emergency Preparedness and Closure**

Chair Flynn noted that two administrative procedures had been merged into one more concise document to be attached to Board Policy 708. No other suggestions for revisions were made and the administrative procedure will be brought to the November Regular Board Meeting as information.

**b. Administrative Procedure to Policy 101 - Purchase and Disposal of District Assets**

Secretary Treasurer Amos reviewed the changes and deletions to the administrative procedures related to how the district acquires assets and how it disposes of them as well as new language which guides how the school district will respond to public opportunities. Some language was changed to be more sequential and indicate local approvers and three more exceptional circumstances were added. Mr. Amos stated that he had also added a series of definitions to provide clarity noting that there seemed to be part of a sentence missing in the description of 'contract' which would be added prior to first reading. He also updated the purchasing decision matrix to be more prescriptive of the thresholds at which the district makes purchases and separated the goods and services from construction projects as they are dealt with differently.

It was clarified that there might be circumstances where the Board might consider an offer that is less than fair market value and these administrative procedures would not 'handcuff' the board if it wished to do so.

The administrative procedure will be presented as information at the November Regular Board meeting.

### 3. **BYAWS/POLICIES POTENTIALLY GOING TO FIRST READING OR APPROVE AS CURRENTLY WRITTEN** (Review re: Intent, philosophy and edits)

#### a. **Policy 701 – Student Discipline**

Superintendent Jory began by noting that the plan is to streamline policies to remove unnecessary verbiage and promote clarity while also getting at the processes fulsomely and doing a bit of an overhaul.

The goal of the revisions to Policy 701 is to give schools more flexibility to work with students and families at the local level without being bound by requirements for board office meetings. Such meetings would only occur when school-level options are exhausted or behavior is severe. These changes aim to provide schools with additional tools and allow tailored responses.

Implementation will include district-wide training in restorative practices, recognizing varying levels of expertise among staff. In order to make these changes Superintendent Jory has had meetings with a number of people across the school district who have been involved with these types of meetings and gathered some feedback in order to bolster the process. Another step to occur would be to form a working group to create a list of suggested responses at the school level, ensuring other options are considered before formal parent engagement.

Further to discussion, the following revisions were suggested:

- Bullets changed to numbers or letters as applicable.
- Guiding principle 5 to include a reference to *other exclusions from the learning environment*.
- Guiding principle 6 would indicate *timely due process* through a district review meeting.
- Accountability heading removed and the sentence: *The Superintendent will annually review discipline data for equity, consistency, and outcomes and provide a summary to the Board and the Indigenous Education Council* placed as number 5 under the heading “Expectations”.
- Clarity that the policy is referring to ‘codes of conduct’ and not a specific District Code of Conduct.
- Retain the links to the external references to include the specific sections that deal with discipline
- That written material regarding a suspension of more than 5 days be provided at least 48 hours in advance instead of 24 hours.

Discussion was had regarding the drafting of a checklist by a working group, with committee members agreeing that restorative practices should support administrators without becoming cumbersome, and that options to be considered in dealing with student discipline be provided as guidelines rather than as a rigid checklist which had to be gone through prior to having the option to request support from senior staff.

There was also conversation about whether the policy statement applied to the complexity of student behaviors seen today. Superintendent Jory clarified that the policy was not intended for that and not intended to change how those students

who are struggling learners and have recurring behaviours are dealt with. There would be an axis of those two concepts.

It was acknowledged that behaviour is a form of communication; however, while working with students, the district also needed to ensure it is keeping schools safe for everyone, including neurodiverse students. Everything the district does is an opportunity for students to learn from their mistakes, whether those conversations are held at the school or at the board office. The policy allows for those options of where those conversations take place, where is best for families and their advocates. Should schools need support, they can reach out to senior staff at any time.

The policy will be revised to incorporate some of the suggestions prior to being brought forward for first reading to the November Regular Board Meeting.

**b. Policy 710 - Resolution of Student and Parent/Caregiver Complaints**

Chair Flynn noted that some adjustments were made since the last meeting and DPAC has approved inclusion of its graphic outlining the steps as a flowchart. No other changes were suggested and the policy will be forwarded for first reading to the November Regular Board Meeting.

**c. Policy 801: Health and Safety of Employees in the Workplace**

This was a first review of the policy to determine if any revisions were needed. It was determined that at this time it was acceptable as currently written and may require some revisions at a later date pending changes to WorkSafeBC Regulations

The policy will be forwarded to the November Regular Board Meeting for confirmation that it is approved as currently written.

**d. Policy 802: Student Health Common Medical Conditions**

This was the first review of the policy to determine if any revisions were needed. No changes to the policy were suggested. It was determined that the new administrative procedure presented at the October meeting titled: *Response to Unexpected Health Emergencies* could be attached to Policy 802 and the policy forwarded to the November Regular Board Meeting for confirmation that it is approved as currently written.

**e. Policy 803: Towards a Scent Considerate School/Workplace Environment**

This was the first review of the policy to determine if any revisions were needed. No revisions were suggested although it might be a candidate for the future revising process as it could be made leaner.

The policy will be forwarded to the November Regular Board Meeting for confirmation that it is approved as currently written.

**f. Policy 804: Physical Restraint and Seclusion of Students**

It was noted that the Ombudsperson has been doing some work in this area and expected to have results of a cross-province participation on this topic and the committee considered whether or not to leave it as is. It was felt that some revisions could be brought forward prior to receipt of the Ombudsperson's report.

There was discussion about concerns surrounding the Nonviolent Crisis Intervention (NCI) technique. While some participants noted that NCI was traditionally part of staff training, questions had been raised in the education community about its effectiveness and appropriateness for students who may require restraint for safety reasons. Additionally, concerns were expressed about NCI being a proprietary program and whether it is the best option for schools.

The group also considered guidelines for interventions in Individual Education Plans (IEPs). Participants emphasized the importance of understanding what a student's behavior is communicating rather than simply limiting the behavior. Related to this, the concept of "time out" was discussed, with some expressing discomfort with the term. While sensory rooms were seen as positive spaces for students to reset, time-out rooms with closed doors were considered problematic. It was agreed that language should be reworded rather than completely removed. There was also a recommendation that IEPs be reviewed more frequently—ideally semi-annually instead of annually, if they are not already.

Another key point was parent notification following violent incidents. Current procedures do not include informing parents of students who witnessed an incident. It was proposed that a threshold be established for notifying these parents, allowing them to support their children and reduce misinformation, particularly in primary grades. Several participants agreed that this addition would be beneficial.

Regarding training and safety plans, it was noted that the district has adjusted its approach to Crisis Prevention Intervention (CPI) training. Not all staff are now trained in physical holds; instead, specialized training is provided when necessary for specific students. There was discussion about whether physical holds should be documented in safety plans or IEPs, as Safety Plans were for the adults and IEPs focused on the student with consensus that they may need to appear in both.

It was determined that a further review of the document be done by staff in consideration of the suggestions made. A revised version will be brought to the January policy meeting for review, with the understanding that further changes may be required after the Ombudsperson's report is received.

**g. Policy 900: Privacy Management and Accountability**

Chair Flynn noted that the administrative procedures had been revised for concision and information available through other government organizations removed and, instead, links to that information provided as references.

No changes were made to the policy and the administrative procedures will be brought to the November Regular Board Meeting as information.

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

**a. NEW DRAFT Policy and AP 700 – Safe, Caring and Inclusive School Communities**

Changes to the numbers and letters rather than bullets was reiterated.

No additional changes were suggested and the policy and administrative procedures will be brought forward for second reading to the November Regular Board Meeting.

**b. Policy 709 – Board of Education Bursary**

Changes to the numbers and letters rather than bullets was reiterated.

No additional changes were suggested and the policy and administrative procedures will be brought forward for second reading to the November Regular Board Meeting.

**5. BYLAWS/POLICIES POTENTIALLY GOING TO THIRD AND FINAL READING**

(Final review including input on Administrative Procedures)

None

**6. FUTURE TOPICS**

a. Revisions to 603, 604 and 606 pending changes to WorkSafeBC Regulations

**7. NEXT MEETING DATE**

Tuesday, January 20, 2026 at 1:00 p.m.