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**QUALICUM SCHOOL DISTRICT
POLICY COMMITTEE OF THE WHOLE REPORT
TUESDAY, FEBRUARY 17, 2026
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, Administrative Procedures.*

1. INDIGENOUS LAND ACKNOWLEDGEMENT AND INTRODUCTIONS

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

2. FOR INFORMATION

Chair Flynn noted that a revised version of Policy 701 had been shared earlier in the day and Dr. Jory would speak to it when the topic arose.

3. BYAWS/POLICIES POTENTIALLY GOING TO FIRST READING OR APPROVE AS CURRENTLY WRITTEN

3.1 Policy Overhaul – 500 Series Crosswalk

It was requested to include reference to Board Policy 710: *Resolution of Student and Parent/Caregiver Complaints* in each of the administrative procedures in the 500 series so families know how to raise/resolve concerns as outlined in that policy and administrative procedure. A link to the policy will be included under “Internal References” for each of the 500 series policies.

a. Policy 500: Communicating Student Learning

It was suggested and agreed that a link to the district’s Assessment and Communicating Student Learning Plan be included under Internal References.

The Committee also discussed the references to district values and it was clarified that there is a list of values that trustees have agreed to and the gist of that is captured by the policy manual in its entirety. There is a range of belief systems across the manual and the ‘value’ reference was not meant to be managed as a list as it is broader than that.

Further to a query as how the district would support consistent approaches to communicating across schools, it was explained that there is an expectation to maintain legislated minimums (timing, frequency, required elements) while teacher autonomy also comes into play. The district must quantify reporting and acceptable content; however, that is all it can enforce. There is some latitude as to what teachers say and how they exceed those minimums.

Another question was raised as to whether accessibility supports are optional or mandatory and if it could be clarified as to how a family could

request supports. It was noted that parents usually would request if their child required accessibility supports, such as ASL, alternate formats, etc.

It was also explained that while strength-based reporting is the practice, knowing what areas of growth a student should also be working on was also important for parents. It was agreed that adding some guidance to parents in the administrative procedure to help them ask relevant proficiency/grade level questions would be beneficial. Links to the district and Ministry Communicating Student Learning guidance materials will be added to assist parents when meeting with teachers regarding their child's progress.

The policy will be forwarded to the February Board Meeting for first reading.

b. Policy 501: Acceptable Use of Technology

Consideration was given to adding a note under digital citizenship to state "users consider the environmental impacts of digital use and Artificial Intelligence (AI)."

The reference to the word 'monitor' was explained when students are connecting their own devices to school networks. The district uses filtering (it is not "spying" on individuals) Tech can review/flag traffic and block lists; if there were a question around the use of inappropriate sites.

It was noted that the revised version of the policy would become the technology rules across the district.

It was discussed and agreed that including a link to CASL (Canadian Anti-Spam legislation) should be included as an external reference.

It was also mentioned that the district does not currently have a list of approved AI platforms. The administrative procedure to this policy looks at framing that in with the expectation that some options will be identified for students ages 13 and up.

The policy will be forwarded to the February Board Meeting for first reading.

c. Policy 502: Field Experiences

Attendees discussed how to ensure equity in field experiences when schools fundraise at different levels, noting that district efforts focus on equitable access within each school, not identical experiences across schools. The district is improving equity through measures like revamped busing costs and principal oversight, while recognizing that prescribing uniform field trip frequency or types is unrealistic due to each school's unique context and local opportunities. PAC fundraising differences are outside the District's control, and lower numbers of field trips at a school may reflect teacher preference, not inequity.

The policy will be forwarded to the February Board Meeting for first reading.

d. Policy 503: Animals in Schools

The Committee discussed how District leadership will offer guidance when there are competing interests related to bringing an animal into school, such as when one person wants to bring an animal into the school while

another has trauma, allergies, or phobias. The group agreed that not all situations can be captured in policy and would need to be dealt with on a case by case basis with some judgment involved.

It was confirmed that District and school leadership would ultimately make these decisions on a case by case basis.

The policy will be forwarded to the February Board Meeting for first reading.

e. Policy 504: Copyright and Intellectual Property

No edits were suggested and the policy will be forwarded to the February Board Meeting for first reading.

f. Policy 505: School-Based Fundraising

It was noted that there had been a request to change to the title from *Fundraising in Schools* to *School-Based Fundraising* and that change will be reflected in the version provided to the Board for first reading.

Further to a query as to whether PAC fundraising needed to be mentioned, it was clarified that the policy was not intended to guide PAC fundraising; rather, it was intended to guide school administration and staff fundraising efforts. How PACs fundraise is through their own constitution and bylaws.

Another wonder was whether donations should be included as a type of acceptable fundraising activity? Superintendent Jory will investigate whether donations process is captured elsewhere in policy. He shared that there are links on the websites that can accept donations for the District or a specific school and the option to donate to a specific school's PAC has been included at the PACs request.

The policy will be forwarded to the February Board Meeting for first reading.

g. Policy 506: Conduct of Coaches

Further to a query as to how and when families would be notified if there is a safety issue or injury, it was noted that Section 10 of the administrative procedure addresses that topic, as does the district's Athletics Handbook.

A suggested and agreed-to edit was to consistently refer to *volunteer coaches* rather than *community volunteers*.

The policy will be forwarded to the February Board Meeting for first reading.

h. Policy 507: Programs of Choice and Specialty Academies

It was noted that there was conflicting information within the policy as it referred to programs of choice being equitable and accessible yet it also stated that transportation to a program of choice is not provided. The concern was noted but no immediate policy change was made.

- a. 5.4.a of the administrative procedure was revised to refer to waitlists being kept for "one year" rather than "calendar or school year" so waitlists for programs of choice can carry forward a grade if space is available in the program of choice the following school year. 5.4.b. not carried over

year-to-year, would no longer be necessary. 5.4.c will then become 5.4.b.

The policy will be forwarded to the February Board Meeting for first reading.

i. Policy 508: Career Education

No edits were suggested. The policy will be forwarded to the February Board Meeting for first reading.

j. Policy 509: Educational Change Due to Emergencies

No edits were suggested. The policy will be forwarded to the February Board Meeting for first reading.

k. Policy 510: Learning Resources

No edits were suggested. The policy will be forwarded to the February Board Meeting for first reading.

4. BYLAWS/POLICIES POTENTIALLY GOING TO SECOND (THIRD?) READING

a. Policy 301: Living Wage

The Committee revisited a previous discussion as to whether this policy was still required or whether it should stand as a matter of principle and philosophy for the Board to state that it believes workers in the community should earn a living wage. One perspective was that retaining the policy serves as an educational tool and a demonstration of leadership by example and if the Board values this, then it needed the weight of policy behind it. Another perspective was that this was considered a 'value' of the Board and might not be in the right place.

The Committee believed that a Living Wage employer had importance and the policy will be forwarded to the February Board Meeting for second reading, which would allow for further consideration by the Board.

b. Policy 302: Community and Volunteer Involvement

An edit to include student volunteers was suggested.

Regarding, 2.e of the Guiding Principles, It had been discussed to clarify roles of the board and district staff and whether it should be added to the policy or remain in Section 3 of the administrative procedure.

It was agreed to be more prescriptive under the Guiding Principles to refer to parent/caregiver groups (DPAC/PAC) in c. Partnerships.

The Committee also discussed the requirement of all volunteers in schools to have a Criminal Record Check. It was brought to the Committee's attention that when last minute or a large number of volunteers was needed, the CRC requirement hindered having enough volunteers for some events. It was noted that it was a legal requirement for volunteers with unsupervised access to children/vulnerable adults and the committee debated whether there might be low risk, supervised or one-off exceptions that could be made.

District staff and trustees held a strong stance in favour of CRC's being an important safeguard to ensure that schools are safe places.

Having one CRC be valid across schools was recommended as some parents have children in more than one school.

Ensuring clarity regarding confidentiality of students with whom volunteers work was also requested. This would ensure that volunteers do not talk about a student that is not their own, just as they would not have someone share information about their own child. It was noted that while confidentiality is referred to in several areas it would be beneficial that volunteers understand fully that they are protectors of the children and are not to speak about a child that is not their own.

It was noted that the policy is written to identify different levels of contacts and risk. It was determined that the Board would need to decide if it wished to delineate levels of contact for CRC requirements to avoid potential detriment to volunteer participation in the system.

Trustee Flynn will contact her Board Chair Group to inquire what other districts are doing and the DPAC President will contact the BC Confederation of Parent Advisory Councils (BCCPAC) to obtain their input on the topic.

It was also suggested that DPAC and PACS be reflected in their advisory roles in some capacity. They will also be referred to in the policy under 5. Community Partnerships.

The policy will go to second reading to the February meeting.

c. Policy 303: Enhancing Student Learning

An edit to refer to 'educated citizen' was suggested in 5.e.

Including references to Sections 8.3 and 81 of the School Act were agreed to.

The policy will go to second reading to the February meeting.

d. Policy 304: School Closure, Consolidation or Reconfiguration

It was suggested that the concept of neighbourhood schools be reflected in the policy; however, it was stated that while it may not be referred to in this policy, it existed elsewhere and the goal of revising the policies was that it prevent redundancy. *(It was later determined that catchment area schools is the term used now and that reference is captured in Policy 704: Student Catchment Areas – Cross Boundary – District Bus Transportation)*

The policy will go to second reading to the February meeting.

e. Policy 305: Public Interest Disclosure

No further edits were suggested.

The policy will go to second reading to the February meeting.

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

(Final review including input on Administrative Procedures)

a. Policy and AP 701: Student Discipline

Superintendent Jory noted that he had been meeting with a group of principals and vice principals to obtain feedback on this policy and its administrative procedures. The meeting scheduled last week was postponed due to the event in northern BC so the revised document was only provided to the

Committee earlier in the day. Therefore, it will be held for third and final reading in order to allow the Committee time for a more fulsome review and discussion at the April Policy meeting.

- b. Policy 710: Resolution of Student and Parent/Caregiver Complaints**
It was noted that the current version of the DPAC graphic was to be attached to the policy and administrative procedure for final reading.

The policy will be given 3rd and final reading.

6. FUTURE TOPICS

- a. Consideration by the Policy Chair and Superintendent regarding sharing of the DRAFT 1000 series.
- b. Policy Overhaul Continued
- c. Revisions to 603, 604 and 606 pending changes to WorkSafeBC Regulations

7. NEXT MEETING DATE

Tuesday, April 21, 2026 at 1:00 p.m. via videoconferencing