

Acronym Glossary

A–C

ACE – Adult & Continuing Education: Program through WLC to support non-graduated students over the age of 19 in meeting diploma requirements.

ADST – Applied Design, Skills, and Technologies: The BC Curricular category that focuses on hands-on learning and other broader technical subjects, often formerly described by the unofficial term “exploratories”.

AED – Automated External Defibrillator: Devices supplied and maintained by the district at each worksite and available in the event of a cardiac emergency.

AFG – Annual Facilities Grant: Ministry funding that targeted for large capital repairs and replacement, such roofs, HVAC etc. (Approximately \$1.4M for the QSD)

AP – Administrative Procedure: Companion document for district policies written by staff to provide needed process or details.

ASC/BSC – After School Care/Before School Care: The QSD childcare programs located at school sites operating outside the school day.

BCASBO – BC Association of School Business Officials: The provincial organization that supports senior staff members in business roles.

BCPSEA – BC Public School Employers’ Association: This group is responsible for public sector K-12 bargaining and labour issues in British Columbia.

BCPVPA – BC Principals’ and Vice-Principals’ Association: The provincial organization that supports this specific group of educational leaders.

BCSSA – BC School Superintendents Association: The provincial organization that supports senior staff members in education roles.

BCSTA – BC School Trustees Association: The provincial organization that supports school trustees in their roles.

BCTF – BC Teachers' Federation: The provincial organization that supports all public school teachers in British Columbia, and acts as their bargaining agent.

CA – Collective Agreement: The agreed upon terms of employment between the employer and a unionized workforce (in our case, the QSD and MATA or CUPE).

CAISE / CAISEC – Committee for Aboriginal/Indigenous Student Education Council: Opportunities for additional learning and student leadership offered to students of Indigenous ancestry.

CASL – Canadian Anti-Spam Legislation: Laws that protect the public from unwanted software installation and digital business offerings

CEAP – Collaborative Education Alternative Program: The QSD online learning program that provides core courses to students in our district only.

CEF – Classroom Enhancement Fund: Money allocated to school districts intended to restore class size and composition expectations lost through Bill 28 in 2002.



CLC/CLE – Career Life Connections/Career Life Education: Required secondary courses that focus on preparing students in junior and senior grades for post-secondary and the workforce. (This content was formally addressed in Career and Personal Planning and Planning 10.)

CSL – Communicating Student Learning: The new and more expansive term for achievement reporting, often previously referred to as reporting/report cards.

CYCW – Child and Youth Care Worker: Specialized staff who work with community resources to support students.

CYMH – Child and Youth Mental Health: Publicly funded community partner that works with school districts to support children and youth.

CUPE – Canadian Union of Public Employees: One of the largest employee support and bargaining agents for employees in Canada. All support staff in the Qualicum School District are members of CUPE (Local 3570).

D-F

DPAC – District Parent Advisory Council: Comprised of members of individual school PACs, this is the recognized parent advisory body in most public school districts.

DoI – Director of Instruction: A senior staff position recognized in the School Act with unique authorities around teaching and learning.

DRC – District Resource Center: The central repository for teaching resources in the QSD, which is located at WLC.

EA – Education Assistant: Category of CUPE support staff who work directly with children in classrooms under the supervision of teaching staff.

ECE – Early Childhood Educator: Category of staff trained to work with pre-school age children, either within the district or with private providers.

ELL/ESL – English Language Learners/English Second Language: Categories of learners that may require extra language support.

EDI – Early Development Instrument: A survey created by experts to determine the vulnerability in students as they enter the school system.

EOYR – End of Year Rollover: MyEd term to describe the annual summer shutdown where students are digitally transitioned from grade to grade and graduated from the system.

ERIP – Early Retirement Incentive Plan: Contractual element existing in about 20 school district CA's that offers a financial incentive to teachers wishing to retire early.

FAC – French Advisory Committee: School districts with French Immersion programs will typically have a group of volunteer parents who organize to support and promote the French language programs in schools.



FESL – Framework for Enhancing Student Learning: An annual district report that fulfils the legislated obligation to connect strategic planning and student success, as well as report out to the public using defined metrics, which include the FSA, GLA/GNA, and SLS.

FIPPA – Freedom of Information and Protection of Privacy Act: Legislation that defines and enforces rights and responsibilities around holding and sharing personal and public information.

FSA – Foundational Skills Assessment: Provincial literacy and numeracy assessments required for students in BC in grades 4 and 7.

FTE – Full-Time Equivalent (staffing): The conversion of part-time jobs into their full-time equivalent amount for budgetary and comparison purposes.

FTE – Full-Time Equivalent (students): All students in K-9 are counted as 1 FTE for funding purposes. Students in grades 10-12 are funded by course using the same term with eight four credit courses considered 1 student FTE.

G-I

GIC – Guaranteed Investment Certificate: A secure investment option sometimes used by school districts to earn interest on held money.

GLA/GLNA – Graduation Literacy Assessment / Graduation Numeracy Assessment: Provincial literacy and numeracy assessments required for students in BC in grades 10 and 12.

HVAC – Heating, Ventilation, and Air Conditioning: The mechanical and electronic systems that perform these tasks in school district.

HR – Human Resources: The school district department responsible for staffing and for all matters related to the district workforce, including collective agreements, bargaining, contracts, and conduct.

ICY – Integrated Child and Youth: Provincial initiative to create teams to better support youth with substance and mental health issues.

IEC – Indigenous Education Council: Legislated representational group for Indigenous students and local Indigenous communities.

IEP – Individual Education Plan: Each student designated to have unique needs is required to have a plan with specific outcomes that are co-determined between educators and families.

IE – Indigenous Education: The department that supports the enhancement of Indigenous student success.

IEW – Indigenous Education Worker: The CUPE workers who directly support Indigenous students in schools as part of the IE Department.

ISP – International Student Program: Common program in BC that welcomes fee paying secondary students from around the world to experience BC culture and curriculum. The QSD typically hosts 120-140 international students annually.



IT – Information Technology: The department that supports the use of district business and learning technology, through procurement, replacement, and repairs, as well as professional and staff learning.

L-O

LOA – Letter of Assignment: A document issued by the HR department that shows the basic terms of employment when a candidate is placed in a job.

LEA – Local Education Agreement: Legal agreement between a school board and a local First Nation regarding terms of educational service.

LOU/MOU – Letter of Understanding/Memorandum of Understanding: A temporary agreement between the employer (the QSD) and a bargaining group (MATA or CUPE) that exists in addition to the collective agreement.

LST – Learning Services Teacher: Specialist teacher position responsible at the school level for supporting teachers in their work with students with unique needs.

MATA – Mount Arrowsmith Teachers' Association: The local chapter of the BCTF that supports teachers in the Qualicum School District.

MCFD – Ministry of Children and Family Development: Publicly funded community partner that works with school districts to support families.

MOECC – Ministry of Education and Child Care: The government portfolios responsible for education and childcare in B.C. Previously separate, these were combined in 2023.

MyEd – MyEducationBC – The provincial student demographic system used by all public schools in the province to hold contact information, transcripts, and schedules.

MYFR – Multi-Year Financial Report: Required method of financial planning and reporting to the MOECC.

MyRide – District Bus Route Communication App: Software the QSD uses that shares updates regarding bus routes and real-time student locations.

NIC/VIU – North Island College / Vancouver Island University: The two closest post-secondary institutions to the QSD, and therefore our most common partners in this regard.

NID – Non-Instructional Day: Term for any day of work in the school system where school is not in session for kids, including Pro-D, administrative, or in-lieu days.

OBLT – Oceanside Building and Learning Together: Community partner who support a range of local childcare and early learning endeavours.

OIPC – Office of the Information and Privacy Commissioner: The government branch responsible for privacy laws in Canada, including CASL.

OPS/O and M – Operations and Maintenance Department of the School District: Located 1365 Springhill Road in Parksville, this is the department that is responsible for the maintenance of all district sites, and for the transportation of students through busing.

OT/OTPT – Occupational Therapist/Occupational and Physical Therapist: Specialists who work to support staff and students with equipment and strategies to overcome physical challenges.



P-R

PAC – Parent Advisory Council: The recognized body of school parents and caregivers who are consulted regarding select operational matters of the school.

PASS – Parksville Alternate Secondary School: QSD program designed for students requiring flexible and student-centered educational opportunities.

PCTC – Parksville Civic and Technical Center: The Town of Parksville main offices and public library site at 100 Jensen Ave. E. in Parksville that also currently houses the QSD senior staff and HR department, as well as QSD finances and payroll.

PIA – Privacy Impact Assessment: A process required by FIPPA to evaluate the risk associated with digital tools and platforms before being used by a public organization.

P/VP – Principal / Vice-Principal: Leadership staff outside of either bargaining group (sometimes called exempt staff) who are responsible for school or program supervision.

Pro-D – Professional Development: Staff learning that meets contractual agreement regarding time and content.

PLC – Professional Learning Community: A name sometimes given to a group of professionals who come together for shared learning over a period of time.

PSEC – Public Sector Employers' Council: The public sector body that coordinates public bargaining groups, as well as creating and maintaining salary grids.

QDPVPA – Qualicum District Principals' and Vice-Principals' Association: The QSD chapter of the BCPVA.

QSD – Qualicum School District: The more commonly used name (and abbreviation) for our school district since the approval of our District Strategic Plan and rebranding in 2023.

RA – Responsible Adult: Staffing category specifically created to support childcare.

RDN – Regional District of Nanaimo: The local government that oversees the rural areas around Nanaimo, Parksville, and Qualicum, but not including those specific local boards.

RSL – Ready, Set, Learn: Drop-in programs designed to help pre-school children become more familiar with their local school.

RTI – Response to Intervention: A common educational design structure that addresses three tiers of student needs.

S-Z

SBO – School Board Office: Common term for the site that houses school district senior staff, and a space where the Board of Education can meet in person.

SBT – School Based Team: Recognized support structure in each school that identifies students with unique needs and co-develops support plans with staff.

SD – School District: The common system to organize schools for learning in British Columbia.

SEL – Social Emotional Learning: The science-based understandings that students' basic psychological needs must be met before learning can occur.



SIS – Student Information System: Common term for a school student demographics program, which in BC is now exclusively MyEdBC.

SMW – School Meal Worker: Staffing category specifically created to help with meal preparation and distribution.

SOFI – Statement of Financial Information: A mandatory annual report that discloses a public sector organization spending above prescribed thresholds.

SOGI – Sexual Orientation and Gender Identity: Non-curricular supports and resources to promote acceptance and reduce the impact of bullying in schools.

SPED – Special Education: More commonly called Student Services in the QSD, this department is responsible for supporting students with unique needs.

SLP – Speech and Language Pathologist: Specialist who supports students and staff with these specific needs.

SLS – Student Learning Survey: Formerly known as the Satisfaction Survey, this is the official annual MOECC provincial survey for students in grades 4, 7, 10, and 12.

TRB – Teachers’ Regulation Branch: Government organization responsible for setting and maintaining professional standards for teachers in BC.

TTOC – Teacher Teaching on Call: The official name for replacement or substitute teachers in British Columbia.

TQS – Teacher Qualification Service: The body that oversees teacher licensing and pay category in B.C.

VISSA – Vancouver Island School Superintendents’ Association: The Vancouver Island chapter of the BCSSA.

VISTA – Vancouver Island School Trustees Association: The Vancouver Island chapter of the BCSTA.

WEX – Work Experience: An optional course offering at secondary school where a student can earn credit while in a paid or voluntary workplace environment.

WLC – Winchelsea Learning Center: The former elementary site located at 140 Renz Road in Parksville now housing PASS, CEAP, Indigenous Ed, Student Services, the District Resource Center, as well as a number of other district offices, staff, and storage not located at the PCTC or Springhill.

YE – Year End: This is a technical term for the budgetary year in school districts, which like the traditional school year in British Columbia, ends in June.

YDI – Youth Development Instrument: A survey created by experts to determine the vulnerability in students as they move through the school system.