



POLICY DEVELOPMENT PROCESS

DM Approval:

Valerie Royle

Effective Date: January 1, 2013

GENERAL INFORMATION

Yukon Education may issue policies and guidelines in relation to the legislation for which the Minister of Education has been assigned responsibility under the *Government Organization Act*:

- Apprentice Training Act
- Canada Student Loans Act (Canada)
- Education Act
- Labour Mobility Amendments Act
- Occupational Training Act
- School Trespass Act
- Students Financial Assistance Act
- Teaching Profession Act
- Trade Schools Regulation Act
- Yukon College Act

The *Education Act* provides that the Minister may issue policies and guidelines to give effect to any provision of the Act. This authority has been delegated to the Deputy Minister of Yukon Education.

PURPOSE

The purpose of this policy is to establish the roles, responsibilities, and process to be followed by Yukon Education when it develops, issues, and revises its policies.

DEFINITIONS

'Executive Management Team' is the senior management team of Yukon Education.

'Policy Advisory Committee' means a committee that reviews draft policy proposals and is composed of Yukon Education staff, school administrators, other school-based staff, First Nation representatives, School Council and School Board representatives, representatives of advisory boards and committees, and other partners as appropriate.

POLICY STATEMENT

A. Scope

The policies issued by Yukon Education reflect the mandates of the three program areas of Yukon Education:

- Public Schools;
- Advanced Education; and
- Education Support Services.

B. Policy Development and Implementation

1. Policy Priorities

In consultation with the relevant program area and the Executive Management Team, the Policy Planning and Evaluation Branch will develop an annual work plan that identifies Yukon Education's policy development proposals for the year.

2. Policy Development

Working with the appropriate Yukon Education staff, the Policy Planning and Evaluation Branch will develop an initial draft of the policy proposal as well as a plan for consulting with other staff and partners on the development of the policy.

For Public Schools Branch policy proposals this may include consultation with the Policy Advisory Committee.

Draft policy proposals will be reviewed in accordance with the consultation plan, and amendments will be made to the proposals as appropriate.

3. Policy Approval

Policies will be endorsed by the relevant program area and then reviewed by the Executive Management Team before being approved under the authority of the Deputy Minister of Yukon Education.

A new policy will only be approved if a plan is in place to ensure that the policy will be fully implemented in a timely way.

4. Policy Implementation

Implementation plans will ensure that approved Public Schools policies are translated into French and that all policies are communicated to all affected staff and partners. Implementation plans will also ensure that appropriate resources are in place for any necessary training and other activities necessary for the full implementation of the policy.

ROLES AND RESPONSIBILITIES

The Deputy Minister of Yukon Education has the authority to approve policies issued by Yukon Education.

Within the framework of the policies issued by Yukon Education under the *Education Act*:

- School Boards have the authority to establish policies for the administration, management, and operation of their schools.
- School Councils may establish policies on any matter within their jurisdiction.
- The administration of a school can develop rules for a school (and procedures for the enforcement of those rules), and those rules must be approved by the School Council or School Board.

APPLICATION

This policy applies to all employees of Yukon Education as well as to School Councils, School Boards, and all other members of the school community.

EXCEPTIONAL CIRCUMSTANCES

In situations where the individual circumstances of a case are such that the provisions of this policy cannot be applied or to do so would result in an unfair or an unintended result, the decision may be based on the individual merits and justice of the situation. Such a decision will be considered for that specific case only and will not be precedent setting.

EFFECTIVE DATE

This policy is effective January 1, 2013.

LEGISLATIVE AND POLICY REFERENCES

Education Act, s. 26, ss. 39 (1), ss. 39 (2), ss. 39 (4), ss. 113 (2) (e), ss. 116 (1) (d), ss.186 (1)

HISTORY

General Policy, effective December 4, 2003; revised August 24, 2005; revised April 8, 2008; revised January 1, 2013.