Department of Education

Policy 1000 - General Policy

Print Version: General Policy

Date Passed: December 4, 2003
Revised: August 24, 2005; April 8, 2008

Cross Reference:
Education Act
Student Financial Assistance Act
Apprentice Training Act
Yukon College Act

Scope and Application

This policy was issued under the authority of the Deputy Minister of the Department of Education December 4, 2003.

This policy applies to all employees in the Department of Education including the Advanced Education Branch, Education Support Services Branch, Public Schools Branch and all Yukon Schools.

Notwithstanding any and all policies included in the Department of Education Policy Manual schools may develop additional school-based policies and rules that further elaborate and comply with the policies included in the Department of Education Policy and Procedures Manual.

Program heads include the Assistant Deputy Ministers and Directors of the following programs: Advanced Education Branch, Public Schools Branch, First Nations Program and Partnerships Unit, and Education Support Services Branch including Human Resources, Policy, Planning and Evaluation (PPE) and Finance.

Purpose and Principles

This policy establishes the roles, responsibilities and process followed in the development, revision and distribution of policies by the Department of Education.

Standards and Procedures

The policies within this Manual reflect the programs and legislative mandates of three department branches:

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

**Suggestion for a New Policy or Policy Revision**

1. A suggestion in writing may be considered from any member of the public including an advisory body, school committee, council, board, parent group, individual member of the public, non-government organization, department employee, student or client suggesting the need for a policy or policy revision in the Department of Education Policy Manual.
2. Requests for policy development or revision may be forwarded to any program manager with details of the policy requirements. The Policy, Planning and Evaluation (PPE) unit will coordinate the requests and bring them forward to be reviewed and prioritized by the Executive Management Committee.
3. Upon receipt by the department, all policy requests will be brought forward to the policy advisory committee and/or stakeholder groups for their consideration and direction.
4. In consultation with the Department of Education Executive Management Committee, (EMC) the Policy, Planning and Evaluation Branch (PPE) will create an annual work plan to ensure that all required policy issues are dealt with on a timely basis.
5. EMC may revise the PPE work plan, as required.

**Roles and Responsibilities**

1. The PPE Unit will proceed with developing a draft policy based on the following steps and tasks:
   i. review the underlying issues to establish parameters of the review;
   ii. establish policy principle statements;
   iii. research other jurisdictions to identify similar approaches and standards;
   iv. request a legal opinion, if required;
   v. identify the stakeholder groups to be involved in the review process.
   vi. Present the draft policy early enough in the proposal process to allow for meaningful consultation by stakeholders.
2. PPE will work with the program heads who will identify stakeholder groups, advisory bodies and/or individuals who can advise on the development of the policy. This may include the policy review committee that may be comprised of First Nation representatives, School Administrators, school council representatives, department advisory boards or committees or any other representatives identified as having a role in a program or service that may be affected by the process.
3. PPE will ensure that all draft policies are reviewed by the identified stakeholder or any other representatives identified as having a role in a program or service that may be affected by the process.
4. The program heads who will identify the stakeholder groups, advisory bodies and/or individuals who will be in a position to advise PPE on the development of the policy.
5. The policy will be reviewed in draft form for consultation with the relevant above noted groups prior to being brought forward for approval.
6. Draft policies will be translated into French as soon as possible, and where possible, prior to consultation.
Policy Approval

1. Policies will be approved by the Executive Management Committee.
2. Prior to bringing forward a draft policy to EMC for approval, PPE will ensure that:
   i. the draft has been circulated to members of EMC allowing sufficient time for staff review and comment.
   ii. the sponsoring program head has reviewed and approved the draft policy.

Policy Manual Revision and Distribution

1. The PPE unit will be responsible for distribution of all newly approved and revised policies to Branch Heads, Yukon Schools, and for ensuring approved policies are linked on the Department of Education website.
2. A signed copy of the policy along with any background documents will be filed in the Records Centre.

Department of Education Policy Manual Organization

The Department of Education Policy Manual is organized as follows:

A. PUBLIC SCHOOLS BRANCH
   I. General Administration 1000
   II. Human Resources 2000
   III. Curriculum and Programs 3000
   IV. Students Services 4000
   V. Facilities and Transportation 5000
B. ADVANCED EDUCATION BRANCH
   I. General 6000
   II. Yukon Grant 7000
   III. Student Training Allowance 8000

- Last Updated: 2/26/2009 |

http://www.education.gov.yk.ca/policy/general.html