

Yukon Education

Policy Subject: General Policy

Date Passed: December 4, 2003

Policy No. 1000

Cross Reference: n/a

Scope and Application

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

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

Notwithstanding any and all policies included in the Department Policy Manual schools may develop additional school-based policies and rules that further elaborate on the policies included in the Department Policy Manual.

All school based policies and rules must be posted in a visible location in the school and must adhere to the Department Policy Manual.

Purpose and Principles

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

Guidelines 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.

Initiation of new Policy or Policy Revision

All suggestions, recommendations or request for the development or revision of a policy are directed to the Policy, Planning and Evaluation Branch of the department.

A school committee, school council, parent group or member of the public may suggest, in writing, the need for a policy or policy revision to be included in the Department of Education Policy Manual.

Written requests for policy development or revision are forwarded to the Director, Policy, Planning and Evaluation (PPE), Department of Education. Requests will be reviewed and prioritized by the Executive Management Committee.

In consultation with the Executive Management Committee, the Policy, Planning and Evaluation Branch periodically create a work plan to ensure that all required policy issues are dealt with on a timely basis.

A work plan does not preclude any school council, committee, board, parent, member of the public or branch from bringing forward a suggestion for policy work or policy revision.

Roles and Responsibilities

Upon receiving a request to develop or revise a policy, the Director of PPE will conduct the policy development process in a consultative way with the responsible and /or sponsoring Branch.

This includes working with the requesting agency or branch to identify issues and affected stakeholder groups, develop a consultation plan, establish timing, approval and cost assessment and ensure the policy complies with all corporate and legislative obligations.

Policy Approval

Policies will be approved by the Executive Management Committee.

Policy Manual Revision and Distribution

The policy manual will be linked with the Department website.

PPE shall ensure that updates are made to the site and that all Branch Heads are advised of a new or newly revised policy.

Paper copies of new or revised policies will be provided by PPE to all Branches and all Yukon Schools when they are approved.

Department of Education Policy Manual Organization

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- 1002 Trespassing On School Property
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- 1004 Drug-Free Protocol R.C.M.P. “M” Division
- 1005 School Locker Use
 - 1005A School Locker License Agreement
- 1006 Substance Abuse
- 1007 Police Investigations In Schools
- 1008 Site Based Management
- 1009 Media Inquiries

Human Resources

- 2000
- 2001 Teacher Hiring Protocol

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- 3001 Reconsideration of Learning Resources
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- 3003 School-Sponsored Alpine Activities – Mount Sima
- 3004 Field Trip Policy
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Student Services

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Facilities and Transportation

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- 5002 Student Transportation By Government Vehicles (Vans)
- 5003 Video Surveillance in Schools and on School Buses