

Yukon Education

Policy Subject: General Policy

Date Passed: December 4, 2003 *Revised August 24, 2005*

Policy No. 1000

Cross Reference: *Education Act*

Scope and Application

This policy is issued under the authority of the Deputy Minister of the Department of Education on August 24, 2005.

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 and Procedures Manual schools may develop additional school-based policies and rules that further elaborate on the policies included in the Department of Education Policy and Procedures Manual.

All school based policies and rules must be posted in a visible location in the school and must comply with the policies of Department Policy and Procedures 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.

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.

Initiation of New Policy or Policy Revision

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.

Requests for policy development or revision shall be 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 will 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 initiate the policy development process and conduct this process in a consultative manner with the relevant branch(es).

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 available on the Department website.

PPE shall ensure that all approved, new or revised policies are provided to Branch Heads.

Paper copies of approved, new or revised policies will be provided to all Branches and all Yukon Schools. All new or revised policies will be posted on the Department of Education website.

Department of Education Policy Manual Organization

The Department of Education Policy Manual is organized as follows:

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