Policy Development Policy

Deputy Minister Approval:	**Effective Date: December 2003**
Mary Cameron, June 28. 2024	**Revision Date: June 28 2024**

General Information

The Department of 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* (Appendix A).

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

Purpose

This policy establishes the roles, responsibilities, and process to be followed by the Department of Education when it develops, issues, and revises its policies.

Definitions

'Executive Management Team' (EMT) is the senior management team for the Department of Education.

'Policy Advisory Committees' are ad hoc committees within the Department of Education formed to create new, or updated existing, policies. Members are chosen according to the matters being discussed and in collaboration with the program head of the relevant Department of Education branch.

Policy Statement

Scope

The policies issued by the Department of Education reflect the mandate and responsibilities of the Minister of Education as per the *Education Act* and the legislation listed in Appendix A. The following policy development process will be adhered to when amending, developing, or revoking any policy for the Department of Education.

Policy Planning, Development and Implementation

Policy priorities

With direction from EMT, the Policy, Planning and Evaluation Branch (PPE) will develop an annual work plan that identifies the Department of Education's policy development priorities for the year. These priorities will be based on:

- Mandate letters, and other corporate priority documents, as applicable
- Other priorities as identified by EMT
- Policy review schedule (Appendix B)

Policy development

Working with the appropriate Department of Education staff, PPE will develop, amend, or revoke policies per the Education Policy Development Process Guide (Appendix C). This may include striking a Policy Advisory Committee.

Department of Education staff will seek confirmation on whether the department is obligated to consult with Yukon First Nations (YFNs) or the Yukon Association of Education Professionals (YAEP).

Policy approval

Policies will be endorsed by the relevant Department of Education program area and reviewed by the Executive Management Team and the Deputy Minister.

Final policy approval will be sought from the Minister of Education, unless this authority has been delegated to the Deputy Minister, Education.

A new policy may not be approved unless a plan for implementation is in place.

Policy Implementation

Plans for implementation will ensure that all new policies:

- Are translated into French
- Are communicated with all affected staff and partners, and published to [Yukon.ca and YG's open access register](#)
- Have appropriate resources in place for the full implementation of the policy
- Are added to the policy review schedule

Roles and Responsibilities

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

The Deputy Minister of Education may be delegated the authority to approve policies issued by the Department of Education.

The Executive Management Team (EMT) will set policy priorities for the Department of Education and give review and approval of new policies to move forward for final Minister approval.

Policy, Planning and Evaluation branch will work with EMT and Department of Education program areas to scope, draft, implement, and evaluate Education policies.

Application

This policy applies to all employees of the Department of Education as well as to school councils, school boards, and all other members of the school community, unless otherwise stated.

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, a decision may be based on the individual merits and facts 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 June 28, 2024.

Periodic review

This policy will be revised according to the Policy Review Schedule (Appendix B) unless otherwise necessary.

Legislative and policy references

Education Act, ss. 15 (3), ss. 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; revised June 28, 2024.

Appendix A

The following are legislation for which the Minister of Education has been assigned responsibility under the *Government Organization Act*:

- *Apprentice Training Act*
- *Child Care Act*
- *Education Act*
- *Movable Soccer Goal Safety Act*
- *Occupational Training Act*
- *School Trespass Act*
- *Students Financial Assistance Act*
- *Teaching Profession Act*
- *Trade Schools Regulation Act*
- *Yukon University Act*

Appendix B - Policy review schedule

Policy Name	Lead program or unit	Current effective date
Administration of Medication to Students Policy	Student Wellbeing & Inclusion	6/1/2013
Admission to French First Language Schools Policy	Public Schools	8/18/2016
After-School Child Care Operations in Schools Policy	Public Schools	7/1/2014
Agencies in the Schools Policy	Curriculum & Assessment	12/1/2014
Anaphylaxis Policy	Student Wellbeing & Inclusion	7/1/2015
Cell Phone Use Guidelines	Human Resources	6/1/2015
Concussion Awareness and Prevention Policy	Public Schools	8/7/2019
Corporate Sponsorship and Donation Policy	Public Schools	5/8/2017
Designation of Post Secondary Educational Institutions for the Purpose of Enrolling international Students - June 7, 2018	Training Programs	6/7/2018
Early Kindergarten Policy	Curriculum & Assessment	8/20/2021
Education Appeal Tribunal Procedures and Operations	Policy Planning and Evaluation	11/19/2009
Educational Use of Copyright-Protected Work Policy	Policy, Planning and Evaluation	1/1/2013
Enrolment of Students in School Policy	Public Schools	8/20/2019
Framework for the Provision of French First Language Instruction Programs in the Yukon Education System	Public Schools	8/8/2019
Fund Raising in Schools Policy	Public Schools	4/1/2015

Inter-School Athletics Policy	Public Schools	7/1/2016
Leave to Accompany Students to Sanctioned Events	Human Resources	1/1/2017
Mandatory Use of Helmets Policy	Public Schools	7/1/2015
Movable Soccer Goal Safety at School Facilities Policy	Public Schools	10/6/2016
Off-Site Experiential Learning Policy	Public Schools	10/1/2018
Policy Development Policy	Policy, Planning and Evaluation	06/28/2024
Privacy Breach Management Policy	Technology & Student Information	9/1/2016
Privacy Management Policy - May 23, 2018	Technology & Student Information	5/23/2018
Privacy Management Roles and Responsibilities Policy	Technology & Student Information	1/1/2017
Provision of Educational Programs to Yukon Resident Students	Public Schools	2/1/2015
Research in Schools Policy	Curriculum & Assessment	5/1/2015
Safe and Caring Schools Policy	Student Wellbeing & Inclusion	9/1/2018
School Closure Policy	Public Schools	1/15/2018
School Council Dispute Resolution Procedure Policy	Public Schools	4/1/2013
School Growth Planning Policy	Public Schools	1/1/2013
School Locker Use and Locker Searches	Public Schools	11/30/2004
School Nutrition	Public Schools	9/11/2008
School Sale of Home Prepared Foods to the Public	Public Schools	11/15/2005
School Trespass Policy	Public Schools	12/1/2017
Sexual Orientation and Gender Identity	Student Wellbeing & Inclusion	9/5/2012
Staffing Protocol	Human Resource	4/5/2016
Student Accommodation and Boarding Allowance Policy	Public Schools	1/8/2013

Student Attendance Policy	Public Schools	3/1/2019
Student Protection Policy - Preventing and Responding to Harm by Adults - v.1	Student Wellbeing & Inclusion	9/29/2022
Student Records Policy	Technology & Student Information	1/1/2019
Student Transportation on School Buses- Ridership Guidelines	Public Schools	7/2/2008
Substance Free Schools Policy	Public Schools	9/1/2018
Tobacco and Vapour Free Schools Policy	Public Schools	8/8/2019
Transportation of Students in Government Owned Vehicle Policy	Public Schools	1/1/2017
Use of Traditional Medicine - Guidelines for Schools	Public Schools	8/23/2018
Valedictorian Policy	Public Schools	5/1/2017
Video Surveillance Policy	Technology & Student Information	2/6/2017
Volunteers in the Schools Policy	Public Schools	3/1/2014
Yukon Education Violence Threat Risk Assessment Protocol	Student Wellbeing & Inclusion	6/26/2013

EDUCATION POLICY DEVELOPMENT PROCESS GUIDE

This guide is intended help program areas work with Policy, Planning and Evaluation (PPE) to develop new and revise existing policies. The department's Executive Management Team (EMT) sets policy priorities within the Policy, Planning and Evaluation branch's capacity. This prioritization informs PPEs work planning for the year.

What it is: This is a guide to developing Department of Education's internal policies.

What it isn't: This is not a guide to writing CCPP, Management Board, and other Cabinet submissions. For that, go to: ECO - Policy Community Home

When to use: This is to guide the process for approved policy priorities. For new work that hasn't yet been approved by EMT, please see New Initiative Proposal Guide

STEP 1: EVIDENCE GATHERING & POLICY ANALYSIS

Refer to the ECO - Supporting the policy making process manual for support at this stage of the process. ECO's manual provides guidance on problem identification, options analysis, and implementation planning.

The related program areas, subject matter experts and policy analysts should meet to gather information. A Policy Advisory Committee can be struck at this stage if that will help inform the policy development process.

Consider who needs to be consulted (e.g. YAEP, YFNs) and who should be engaged (e.g. educational partners, school communities). Who should be a part of the Policy Advisory Committee? To determine if YAEP needs to be formally consulted, please reach out to the Director, Human Resources. To determine if there is a duty to consult Yukon First Nations, consult with the Director, First Nations Initiatives.

Depending on the topic, policy direction from the Minister, Deputy Minister, or EMT may need to be sought at this stage, if it was not determined at the proposal stage. New Initiative Proposal Guide

STEP 2: DRAFT THE POLICY

Working with the program area, the lead policy analyst will draft the policy in line with the information that was gathered, and the policy direction received. Remember to consult the GIDA and CRIA tools to make sure that all impacts have been considered.

While the policy analyst and the program area are working closely together, they should also be working on implementation planning. If you have not already reached out to the Communications branch, you should at this step in the process.

All draft policies require a plan for implementation to be approved (see Step 3).

The implementation planning should include:

- Communications plan to share new policy with all affected staff and partners
- Demonstration that resources are in place to fully implement the policy
- Timelines for implementation activities
- Roles and responsibilities of key players
- Description of what monitoring and evaluation will be undertaken
- Revision schedule for the new policy (if not default)

DRAFT POLICY TEMPLATE

INFORMATION NOTE TEMPLATE

STEP 3: APPROVALS

Once the policy is drafted, and the policy analyst and program area are satisfied that it is ready, it is time to move onto approvals. Ensure that parties with whom Education has an obligation to consult have been engaged before this step.

Put the draft policy, information notes and any supporting documents in Proof for review and approvals and route to the appropriate people.

WHO REVIEWS? WHO APPROVES?
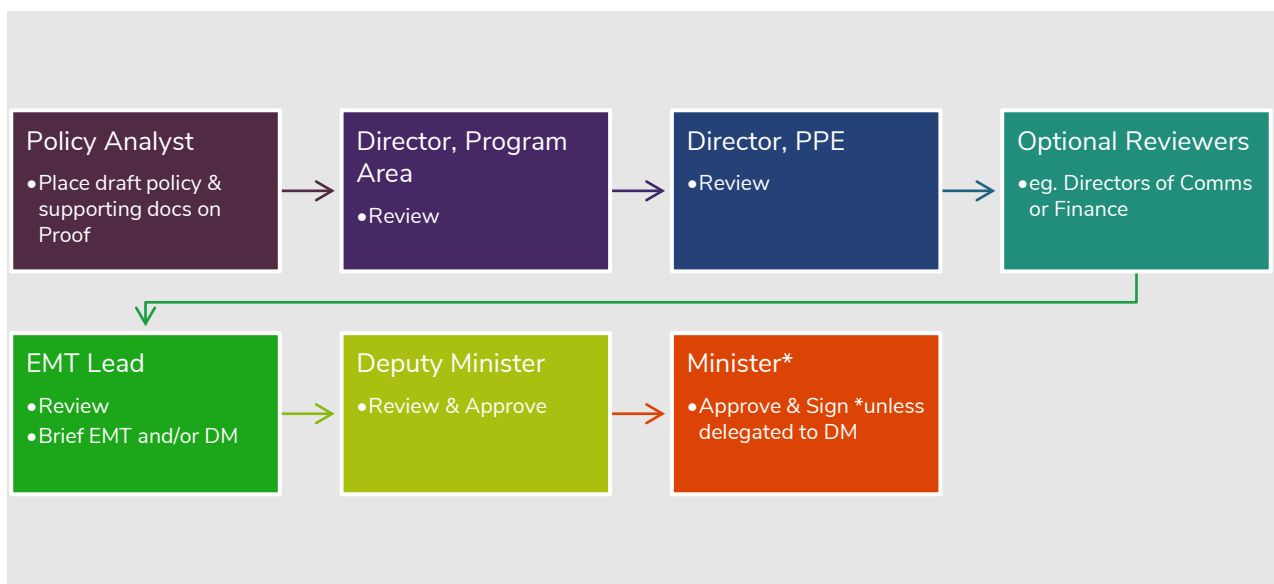
Examples of optional reviewers:

- If the policy has a public facing component, or is of public interest, include the Director of Communications.
- If the new policy has financial implications, include the Director of Finance.

- If this policy affects YAEP (HR), Yukon First Nations (FNI) or another division or YG department.

Once the draft is approved, it is time to move onto implementation.

STEP 4: IMPLEMENTATION & MONITORING

Every approved policy needs to be:

1. Sent to French.Translation@yukon.ca to be translated into French.
2. Added to the internal policy SharePoint page (both English and French, with word documents) and to the policy review schedule.
3. If this is a policy that will be available to the public, work with Communications to have both English and French versions placed on Yukon.ca.
4. Policies should also be published to YG's open access register when approved.

Follow through all steps of the implementation plan including performance monitoring.

STEP 5: EVALUATION AND REVIEW

The ECO - Supporting the policy making process document has useful information regarding monitoring and evaluation.

When it is time to review a policy, the assigned policy analyst will work with the program area to review the effectiveness of the policy and if it requires revision to remain current.

Part of this work will involve examining to what extent the policy is achieving the goals it was originally created to achieve. This can include examining if the policy is still relevant or obsolete, or if improvements can or should be made.

If it is determined that revisions are necessary, the policy development process will begin anew.

If it is determined that a policy is no longer necessary and revocation is recommended, a decision note to that effect can be drafted and circulated for approval (the suggested approval process in Step 3 can be followed). Policies should be amended or revoked at the level at which they were originally approved.

RESOURCES:

ECO - Supporting the policy making process

ECO - Policy Making Process infographic

Gender Inclusive Diversity Analysis

Child Rights Impact Assessment Tool

YG Learn (Category: Designing Programs and Policy)