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## Administrative Procedures in Numerical Order

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This Administrative Procedures Manual is designed to be the primary written source of administrative direction for the Division. It is designed to be entirely consistent with the Board Policy Handbook, and is an extension of policy in the form of procedures. This Manual may make further reference to other detailed administrative documents that have been developed to provide specific guidelines on selected matters.

There are 5 categories in which administrative procedures are placed in the Manual. The categories are:

<b>100</b>	<b>General Administration</b>
<b>200</b>	<b>Instructional Programs and Materials</b>
<b>300</b>	<b>Students</b>
<b>400</b>	<b>Personnel and Employee Relations</b>
<b>500</b>	<b>Business Administration</b>

### **100 Series Section:**

Are of a general administrative nature or those which have applicability to at least 2 other categories in the Manual.

### **200, 300 & 400 Series Sections:**

The procedures in 200, 300, and 400 are specific to each of the titles.

### **500 Series Section:**

The Business Administration procedures include;

- Finance
- Facilities
- Student transportation matters

A logical flow of procedures is attempted in the categories. For example, criteria for student admission is followed by attendance area requirements, by various safety considerations, by the maintenance of records, by daily attendance, by supervision and discipline, and lastly, by evaluation procedures.

Gaps in the numbering sequence facilitate the insertion of additional administrative procedures that may be developed at a future time.

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