

Medicine Hat Catholic Board of Education administrative procedures are designed to be the primary written source of administrative direction for the Division. They are designed to be entirely consistent with the Board Policies and are an extension of policy in the form of procedures. The administrative procedures may make further reference to other detailed administrative documents that have been developed to provide specific guidelines on selected matters.

There are five categories of Division administrative procedures:

- 100 General Administration**
- 200 Instructional Programs and Materials**
- 300 Students**
- 400 Personnel and Employee Relations**
- 500 Business Procedures**

Procedures in the 100 section are those of a general administrative nature or those which have applicability to at least two other categories. The procedures in 200, 300 and 400 are specific to each of the titles. The procedures in the 500 section include finance, facilities and 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, various safety considerations, the maintenance of records, daily attendance, supervision and discipline, and lastly, evaluation procedures.

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