



ADMINISTRATIVE

PROCEDURES

MANUAL

Red Deer Public Schools

August 2025



PREFACE

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

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

- 100 [General](#)
- 200 [Instructional Programs and Materials](#)
- 300 [Students](#)
- 400 [Personnel and Employee Relations](#)
- 500 [Business Administration](#)

Procedures placed in the 100 section are those of a general administrative nature or those which have applicability to at least two other categories in the Manual. The procedures in 200, 300, and 400 are specific to each of the titles. The Business Administration procedures include finance, facilities, and student transportation matters.

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

Gaps in the numbering sequence allow for the insertion of additional administrative procedures that may be developed in the future.

It is to be noted that the electronic versions of both the Board Policy Handbook and the Administrative Procedures Manual, as well as any handbook/manuals referenced, are always the most current documents available.

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