Grande Prairie
Public School
Division

ADMINISTRATIVE PROCEDURES

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Grande Prairie Public School Division

Updated May 2025

PREFACE

Administrative Procedures exist to provide guidance to division staff and support common practice across the division. Staff will use the procedures below to inform their planning and decision making. The Administrative Procedures are designed to be the primary written source of administrative direction for the Division. They are designed to be entirely consistent with Board Policy and are an extension of policy in the form of procedures. These procedures may make further reference to other detailed administrative documents that have been developed to provide specific guidelines on selected matters.

The Administrative Procedures are grouped in six categories. The categories are:

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

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 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 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.

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

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