

**MOOSONEE  
DISTRICT SCHOOL AREA BOARD**

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**ADMINISTRATIVE PROCEDURES  
MANUAL**

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This Administrative Procedures Manual is designed to be the primary written source of administrative direction for the staff of Moosonee District School Area Board.

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

100	General Administration
200	Educational Programs
300	Students
400	Human Resources
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 operations matters.

A logical flow of procedures is attempted within the categories. For example, criteria for student admission is followed by various supports for student health and well-being, followed by safe schools issues and discipline.

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

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