

Johnson County Board of Education

Monitoring: Review: Annually, in September	Descriptor Term: <h2 style="text-align: center;">Administrative Procedures</h2>	Descriptor Code: <h3 style="text-align: center;">1.601</h3>	Issued Date: <h3 style="text-align: center;">12/10/15</h3>
		Rescinds: <h3 style="text-align: center;">1.601</h3>	Issued: <h3 style="text-align: center;">06/13/02</h3>

1 The director of schools is responsible for implementing board policies and for interpreting them to
 2 staff, students, and the public.¹

3 The director of schools, in consultation with principals, staff members, and other persons and groups as
 4 appropriate to the topic, will develop administrative procedures as necessary to implement board
 5 policies or for the items deemed necessary for the efficient operation of the schools.²

6 Within the policies and procedures of the Board and the director of schools, the principals are
 7 authorized to establish rules and procedures for the staff and students of their schools.

8 **DISSEMINATION**

9 The director of schools is directed to establish and maintain an orderly plan for preserving and making
 10 accessible to all employees the administrative procedures. All policies must be kept current, reviewed
 11 at least biennially and available online.

Legal References

1. TCA 49-2-301(b)(1)(A)
2. TCA 49-2-203(a)(2)

Cross References

Qualifications/Duties of the Director of Schools 5.802