

Hancock County Board of Education

Monitoring: Review: Annually, in September	Descriptor Term: Administrative Procedures	Descriptor Code: 1.601	Issued Date: 04/09/15
		Rescinds:	Issued:

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 a plan for preserving the administrative procedures and
10 making them accessible to all employees.

11

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