

Hamilton County Board of Education

Monitoring: Review: Annually, in September	Descriptor Term: Administrative Procedures	Descriptor Code: 1.601	Issued Date: 12/16/04
		Rescinds:	Issued: 10/20/22

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

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

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9 Within the policies and regulations of the Board and the Director of Schools the principals are
10 authorized to establish rules and procedures for the staff and students of their schools.

11 **DISSEMINATION**

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14 The director of schools is directed to establish and maintain an orderly plan for preserving and making
15 accessible to all employees the administrative procedures.

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Legal References:

- 36 1. TCA 49-2-301(b)(1)(A)
37 2. TCA 49-2-203(a)(2)
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Cross Reference:

Qualifications/Duties of the Director of Schools 5.802