

Murfreesboro City Schools ADMINISTRATIVE DIRECTIVE

Administrative Directive Title: Administrative Directive Maintenance	AD Number: 1.601.1	Adopted: November 2024
Policy References: Board Policy 1.601 – Administrative Procedures		Revised:

- 1 Administrative directives will be drafted by the Director of Schools, in consultation with
- 2 principals, staff members, and other persons and groups as appropriate to the topic of the
- 3 directive. Administrative directives will be identified using the same descriptor codes as the
- 4 related Board policy. Administrative directives will be reviewed annually pursuant to the
- 5 schedule for Board policy review.

- 6 Administrative directives will be maintained on the district’s website and a hard copy of all
- 7 administrative directives will be maintained in the office of the Director of Schools. If changes
- 8 are recommended to an administrative directive, the change must be submitted to the Director of
- 9 Schools. Following approval from the Director of Schools, the administrative directive will be
- 10 updated and posted to the district’s website and sent to school and district administrators via
- 11 electronic mail. Prior versions of administrative directives and the accompanying revisions will
- 12 be maintained electronically.