

3021
Operation of School Business Office

The central office of the school district shall generally be open for business from 8:00 a.m. to 5:00 p.m. Monday through Thursday, and 8:00 a.m. to 4:00 p.m. on Friday. Summer hours are from 8:00 a.m. to 4:00 p.m. Monday through Thursday and 8:00 a.m. to 3:00 p.m. on Friday.

The central office will be closed on New Year's Day, Memorial Day, the Fourth of July, Labor Day, Thanksgiving, the Friday after Thanksgiving, the Friday before Easter, Christmas Eve, and Christmas Day. When the holidays listed above fall on a Saturday, the office will be closed the preceding Friday. When the holidays listed above fall on a Sunday, the office will be closed the following Monday.

The office shall generally be open, even on days when school is cancelled due to inclement weather. The Superintendent shall be responsible for ensuring that the central office is appropriately staffed when the district is open for business and shall be responsible for supervising all staff employed in the central office.

Adopted on: June 14, 2010

Revised on: _____

Reviewed on: _____