

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 4:00 p.m. every weekday.

The central office is closed for business on New Year's Day, Memorial Day, the Fourth of July, Labor Day, Thanksgiving Day, Christmas Day, days when school is cancelled due to inclement weather, days that there is no school for teachers as indicated on the school calendar. In addition, during the months of June and July, the office is generally closed for business on Friday. Changes or further exceptions to this schedule may be posted at the central office.

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: 2/19/2018

Revised on: _____

Reviewed on: _____