

3027
Operation of School Business Office

The central office of the school district shall generally be open for business from 8:00 a.m. to 4:30 p.m. every weekday except for New Year's Day, Memorial Day, the Fourth of July, Labor Day, Thanksgiving and Christmas Day. The office shall generally be open, even on days when school is cancelled due to inclement weather, except when weather conditions are so extreme that it is too dangerous for staff members to travel.

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 assigned to work in the central office.

Adopted on: February 8, 2010

Revised on: _____

Reviewed on: _____