

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 during the school year. The office may be closed on days school is not in session for calendar breaks or due to inclement weather.

The office will be closed on the following holidays New Year's Eve, New Year's Day, Memorial Day, the Fourth of July, Labor Day, Thanksgiving, Christmas Eve and Christmas Day.

During the summer break, the office will operate on a summer schedule and be open from 8:00 AM to 3:00 PM or by appointment after hours.

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: February 20, 2023

Revised on: _____

Reviewed on: February 20, 2023