

3021
Operation of School Business Office

The central office of school district business, hereinafter referred to as "Office," shall generally be open for business from 7:45 a.m. to 4:00 p.m. every weekday during the school year, and every Monday through Thursday during the summer break, except for New Year's Day, Memorial Day, the Fourth of July, Labor Day, Thanksgiving, the Friday after Thanksgiving, Christmas Eve Day, Christmas Day, and New Year's Eve Day. For purposes of this policy, either the office of the elementary principal or the office of the high school principal shall be considered an Office of school district business. The Office shall generally be open, even on days when school is cancelled due to inclement weather, as able, unless weather or weather-related examination of roads and conditions prohibits personnel's presence in the office. The Superintendent shall be responsible for ensuring that the 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: 3/8/2010

Revised on: 10/11/2010, 6/11/2018

Reviewed on: _____