

**3021**  
**Operation of School Business Office**

The central office of the school district shall generally be open for business from 7:30 a.m. to 4:30 p.m. on Tuesdays, Wednesdays, Thursdays, and Fridays; 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 employed in the central office.

Adopted on: November 10, 2009  
Revised on: October 10, 2017  
Reviewed on: 1/14/2020