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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 except for New Year's Day, Good Friday, Memorial Day, the Fourth of July, Labor Day, Thanksgiving and Christmas Day. During the summer months the office will be open for business from 7:30 a.m. to 5 pm, Monday through Thursday and closed on Fridays.

The office may not be open on days when school is cancelled due to inclement weather.

Adopted on: **August 16, 2010**

Revised on: _____

Reviewed on: _____