

**LEYTON PUBLIC SCHOOLS
BOARD OF EDUCATION POLICY #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 4:00 p.m. every weekday except for Memorial Day, the Fourth of July, Labor Day, and all school breaks including Fall, Thanksgiving, Christmas, Winter, Spring, and Easter. During the summer, the central office will be open from 8:00 a.m. to 3:00 p.m. The office shall generally be closed on days when school is cancelled due to inclement weather.

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: July 13, 2009
Revised on: November 13, 2017
Reviewed on: November 11, 2019
Reviewed on: February 14, 2022
Reviewed on: February 12, 2025