

### **Operation of School Business Office**

The central office of the Hitchcock County 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, Memorial Day, the Fourth of July, Labor Day, Thanksgiving and Christmas Day. 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.

Hitchcock County Schools #44-0070

Adopted on: May 11, 2015