

**OFFICIAL HOURS OF OPERATION**

**School Board Office:**

The normal business hours for the Central Office are 8:30 a.m. to 4:30 p.m., Monday through Friday, except for designated holidays and emergencies.

**Schools:**

School offices will maintain the following normal business hours (or the equivalent) each Monday through Friday, except for designated holidays and emergencies:

Elementary Schools (Grades 1-5)	8:00 a.m. to 4:30 p.m.
Middle Schools (Grades 6-8)	7:15 a.m. to 3:45 p.m.
High School (Grades 9-12)	7:30 a.m. to 4:00 p.m.

**Summer Hours:**

Summer hours of operation for all schools and all departments are from 7:00 a.m. to 4:30 p.m., Monday through Thursday.

The summer hours will be in force for a span of time as recommended by the Superintendent of Schools and approved by the School Board on a yearly basis.

**Superintendent's Authority to Temporarily Adjust Hours:**

The Superintendent will have the authority to temporarily close the schools and offices at his/her discretion, as circumstances warrant.

**ADOPTED:** July 1, 1991

**REVISED:** February 10, 1993  
June 14, 1995  
June 1, 1997  
May 13, 2008  
June 8, 2010  
September 13, 2011  
February 9, 2016

**CROSS REFERENCES:** IC-ID School Year/School Day  
IC/ID-C School Calendar