

## **VENTURA COUNTY OFFICE OF EDUCATION**

**SUPERINTENDENT POLICY NO. 3513.4**

**ADOPTED: 02/14/96**

**CLASSIFICATION: General Administrative Policies**

**REVISED: 05/05/08**

**SUBJECT: Office Hours**

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The County Office of Education facilities are normally open from 8 a.m. to 5 p.m., Monday through Friday, except on legal holidays. Any other alternative hours of operation must have the approval of the County Superintendent of Schools or appropriate designee.

Security of each facility shall be the responsibility of the director, principal, or supervising teacher assigned to the facility, as well as the Director of Facilities in the general sense.