

Summer Office Hours Branson School District 2017

Last Day of School – **Wednesday, May 16** – all buildings will work according to the following schedule:

High School Office	open until 12:00 p.m.
Junior High Office	open until 12:10 p.m.
Buchanan Intermediate	open until 1:00 p.m.
Buchanan Elementary	open until 1:15 p.m.
Cedar Ridge Campus	open until 1:15 p.m.
Central Office	open until 1:15 p.m.

Monday, May 29

All offices will be closed in observance of **Memorial Day**.

Building Office Hours – **May 30 until July 27**

Building Offices (K-12) will operate **8:00 a.m.** until **3:30 p.m.** Monday-Thursday

Friday Hours – **Closed**

Lunch for secretaries is 12:00 until 12:30.

Office hours will be posted on the front doors of all buildings. *Summer school classes will affect hours for specific personnel, but the office will adhere to the hours posted.*

Central Office Hours – **May 30 until July 27**

The Central Office will be open from **7:30 a.m.** until **4:00 p.m.** Monday - Thursday.

Friday Hours – **Closed**

Secretaries will stagger lunches and office hours will be posted at the front entrance.

Office Cleaning – **July 3-7**

All offices will be closed for summer cleaning and maintenance.

June and July attire will be business casual. Regular business hours and business attire will resume in all buildings beginning July 31.