

**BUSINESS AND GENERAL SUPPORT SERVICES**

**SUBJECT: Office and Facility Hours**

The Riverside County Office of Education facilities are normally open from 7:30 a.m. to 5 p.m., Monday through Friday, except on legal holidays. The Conference Center is open 7:30 a.m. to 4:30 p.m. on Saturdays, except on legal holidays. Any other alternative hours of operation must have the approval of the County Superintendent of Schools.

Security of each facility shall be the responsibility of the director, site administrator, or supervising teacher assigned to the facility.

Legal Reference:

Education Code

35160 - Authority of Governing Boards - CSS, CBE  
35160.2 - School District Defined