

**PERSONNEL**

**SUBJECT: Certificated Work Day**

California Administrative Code, Title V, Division 6, Chapter 2, Article 3, Section 5570.

When School Shall be Open and Teachers Present

Unless otherwise provided by rule of the governing board of the school district, teachers are required to be present at their respective rooms, and to open them for admission of the pupils, not less than 30 minutes before the time prescribed for commencing school.

All teachers shall observe punctually the hours fixed by regulation of the governing board of the school district for opening and closing school

As provided by the California Administrative Code, Section 5570, the Board of Education accepts the responsibility for establishing when school shall be open and teachers present.

The principal shall make plans, after consultation with the faculty or representatives designated by the faculty, for the supervision of students, before, during and after school and during school activities which may or may not be held at the school. Assignments of certificated staff shall be made by the principal.

No duties shall be assigned on days not shown as work days on the official district calendar, except as such duty on a non-work day is part of an extra compensation assignment.