

BOARD OF TRUSTEES
HUMBOLDT COUNTY SCHOOL DISTRICT

POLICY 4020
PERSONNEL

SPECIAL INFORMATION FOR TEACHING PERSONNEL

1. The Board of Trustees holds the teaching staff responsible for the execution of the following general duties:
 - a. Be consistently familiar with the general policies of the School District and those portions of the State Education Code which deal with the duties and responsibilities of teachers;
 - b. Follow the course of study as outlined by the State Board of Education and as further supplemented by the Board of Trustees;
 - c. Prepare and present all reports required by the Board of Trustees, the Superintendent of Schools and other State or local agencies;
 - d. Attend all general and special meetings as called by the administrative officers of the school district and Department of Education;
 - e. Perform such extra duties as the principal or administrator of the school may assign;
 - f. Take proper care of classroom furniture, equipment and instructional material;
 - g. Report to the principal or the immediate supervisor in case of illness or necessary absence as early as may be determined by the administrator or supervisor;
 - h. Create a high standard of understanding and cooperation between parents and teachers.