

Pennsbury School District

School Board Policy

Effective Date	Supercedes Index No.	Index No.
11/20/08	4699R of 9/24/75	324.1

Title: Personnel Files

Purpose: It is necessary for the orderly operation of the School District to maintain a file for the retention of all papers bearing upon an individual's duties and responsibilities as an employee of the School District.

This document, Index No. 324.1, replaces the previous Index No. 4699R.

Authority: The School Board requires that sufficient records be maintained to ensure an employee's qualifications for the job held, compliance with federal and state statutes and local benefit programs, conformance with School District rules, and evidence of completed evaluations.

Policy: A central file shall be maintained; supplemental records may be maintained for ease in data gathering.

Medical records shall be kept in a file separate from the employee's personnel file.

Only that information which pertains to the professional role of the employee and is submitted by duly authorized school administrative personnel and the School Board may be entered in the official record file.

A professional employee shall have access to his/her own file, except that certain confidential information in the file may not be available for review by the employee.

An employee who wishes to appeal material in his/her record shall make a request in writing to the administrator delegated to maintain the records.

Title I Schools

In accordance with federal law, the School District shall release to parents or guardians, upon request, information regarding the professional qualifications and academic degrees of any teacher providing instruction to their child at a school receiving Title I funds. The Administration shall annually notify parents and guardians at the beginning of the school year about their right to request such information.

The Administration shall notify parents and guardians of students attending Title I schools when their child has been assigned to or taught for four or more consecutive weeks by a teacher who is not highly qualified, as defined by federal law.

Responsible

Administrator: Director, Human Resources