



"To Build Knowledge and Skills for Success Today and Tomorrow"

File: GBL

PERSONNEL RECORDS

The superintendent will develop and implement a comprehensive and efficient system of personnel records, under the following guidelines:

1. A personnel folder for each employee will be accurately maintained in the District offices.
2. In addition to the application for employment personnel folders will contain records and information relative to compensation, payroll deductions, evaluations, and such other information as may be required by the state or considered pertinent.
3. All personnel records of individual employees of the District will be considered confidential. Access will be limited to the superintendent, the appropriate building principal, and central office personnel authorized by the superintendent.
4. Employees will have the right, upon request, to review the contents of their own personnel files, with the exception of employment references provided to the District on a confidential basis.
5. Employees may make written objections to any information contained in the file. Any written objection must be signed by the employee and will become part of the personnel file. Written comments about an employee will not be placed in the file unless signed by the person making the comments. The employee shall be informed of the written comments and afforded the opportunity to include a written response in the file. The employee shall also sign an acknowledgment that such documents have been placed in his or her file. This acknowledgment shall pertain only to documents which contain confidential personal information, disciplinary action information, or information to be used for employee evaluation.
6. The superintendent may release lists of employees' names and home addresses if not requested for the purpose of promoting any type of commercial enterprise.
7. If the school district receives Title I funds, the No Child Left Behind Act requires the district to provide parents with notice that they may request information about the professional qualifications of classroom teachers. The notice shall be provided to parents of children who attend Title I funded schools and the release of such information shall be limited to:

1. Whether the teacher has met state qualifications for the grade levels and subject areas taught;
2. Whether the teacher is teaching under emergency or other provisional status;
3. The baccalaureate degree of the teacher and any other graduate certification or degree held by the teacher, and the subject area(s) of the certification or degree;
4. The qualification of any paraprofessionals who may be providing services to their child.

If the parent requests the above information, the district shall provide the information in a timely manner. If the district employs a teacher in a Title I funded school who is not highly qualified and the teacher has taught a child for more than four weeks, the district shall provide the parents notice that their child is being taught by a teacher who is not highly qualified.

LEGAL REF.: ARSD 24:03:09:03
Public Law 107-110—No Child Left Behind Act of 2001

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