

# COUNCIL ROCK SCHOOL DISTRICT

SECTION: PROFESSIONAL EMPLOYEES

TITLE: PERSONNEL FILES

ADOPTED: August 28, 1997

REVISED: September 23, 2004

424. PERSONNEL FILES	
1. 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 district.
2. Authority	The 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 district rules, and evidence of completed evaluations.
3. Delegation of Responsibility	The Board delegates the establishment and maintenance of official personnel records to the Superintendent and/or the Director of Human Resources who shall develop regulations specifying the information to be retained in the personnel files.
4. Guidelines	A central file shall be maintained; supplemental records may be maintained for ease in data gathering.
42 U.S.C. Sec. 12101 et seq	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 Board may be entered in the official record file.
43 P.S. Sec. 1321-1324	Professional employees shall have access to their own file, except that certain confidential information in the file shall not be available for review by the employee.  Personnel who wish to appeal material in their record shall make a request in writing to the administrator delegated to maintain the records.

<p>20 U.S.C. Sec. 6311 Pol. 404</p> <p>20 U.S.C. Sec. 6311, 7801</p> <p>PA Statute 23 Pa. C.S.A. 6301 et seq</p> <p>PA Code Title 22 Sec. 403.1</p> <p>43 P.S. Sec. 1321-1324</p> <p>20 U.S.C. Sec. 6311</p> <p>20 U.S.C. Sec. 7801</p> <p>42 U.S.C. Sec. 12101 et seq</p> <p>8 CFR Sec. 274a.2</p> <p>Board Policy 404</p>	<p><u>Title I Schools</u></p> <p>In accordance with federal law, the district shall release to parents/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 district shall annually notify parents/guardians at the beginning of the school year about their right to request such information.</p> <p>The district shall notify parents/guardians of students attending Title I schools when their child has been assigned to or taught for four (4) or more consecutive weeks by a teacher who is not highly qualified, as defined by federal law.</p>
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