

Policies of the Board of Education

Section E Personnel

PERSONNEL RECORDS

500.12

The school administration shall maintain two files for each professional staff member as described below:

1. Informational file: The informational file shall include such necessary information as teacher certificates, health certificates, placement records, employment records and application forms. This file shall be maintained by the district administrator.
2. Evaluation file: The evaluation file shall include commendations and complaints regarding a teacher, written suggestions for corrections and improvements and evaluation reports made by the administrative staff. This file shall be maintained by the principal.

Teachers shall have access to personal files as accorded by the provisions of the Master Contract between the Board and the Lake Country Education Association.

General Access to the Teacher's Personnel File

Access to a teacher's personnel file may be given to the following persons without the consent of the teacher:

1. The district administrator, the teacher's principal, and a school board member if it relates to his or her duties or responsibilities as a board member.

No other person may have access to a teacher's personnel file except under the following circumstances:

1. When the teacher gives written consent to the release of his or her records. The written consent must specify the records to be released and to whom they are to be released. Each request for consent must be handled separately; blanket permission for release of information shall not be accepted.
2. When subpoenaed or under court order.

Adopted by the School Board December 7, 1992
Reviewed/Revised: December 14, 2005