
ARTICLE IV: PERSONNEL FILES

1. A teacher's personnel file shall be used as a report of his documented performance and shall be kept in a place accessible only to the principal and vice-principal. Proper reports relating to special competencies, academic, civil, and social achievements should also be placed in the file. A Teacher may examine his personnel file at his request, with the principal or vice-principal present. The teacher shall acknowledge his examination of the file in writing and shall have the right to answer any material. Such answers shall be included in the file.

No material detrimental to the teacher's record or derogatory to his conduct, service, character, or personality shall be placed in his personnel file unless the teacher has had a dated copy given to him. The teacher shall acknowledge that he has read such material by affixing his signature on the copy to be filed with the understanding that his signature merely signifies that he has read the material and does not necessarily indicate agreement with its content. The teacher shall have the right to answer any such material filed, and his answer be attached to that material. Anonymous material shall never be placed in the personnel file.

If a teacher refuses to sign the material within five days, the report will be placed in the file. It shall be noted that there was a refusal to sign.

The Association shall be notified of this action.

2. No such detrimental material contained under Section 1 may be used in any disciplinary action against a teacher unless he has been supplied a copy of the material being used. The teacher shall acknowledge that he has received such material by affixing his signature to said material in the presence of the principal or designee.

Materials must be in the file within six (6) months after the cause of the complaint arises or could have been commonly known and cannot be used against the teacher if the material is more than two (2) years old, unless it represents a common course of conduct of a serious nature.

- a. No detrimental or derogatory material from sources other than the personnel file may be introduced in a disciplinary

action against a teacher unless the teacher has been supplied a copy of the material so being used at least two (2) weeks in advance of such action unless the material is of such a serious nature that it requires immediate action in which case the teacher would be given a copy of the material at the time such action is initiated or ongoing, provided that the material is not more than two (2) years old, unless it represents a common course of conduct of a serious nature.

- b. No evaluations or statements about a teacher's conduct should be contained within his/her personnel file unless it is an established fact as confirmed by the Administration.
 - c. Upon receipt of a written request to the principal, the teacher shall be furnished no more than two (2) reproductions of any material in his file over the course of the school year.
 - d. Only the principal and vice-principal or representatives of the Board shall have an official right and reason for inspecting a teacher's file. When an administrator other than above inspects a teacher's file, he or she shall do so only with the permission of the principal or vice-principal. He shall indicate that he has examined same by a written statement indicating time, date, and reason thereof and his statement is to be placed in the teacher's mailbox.
3. No information shall be made available to any persons other than the aforementioned without the written authorization of the teacher except as demanded by the legal process.