

SECTION: PROFESSIONAL PERSONNEL

TITLE: PERSONNEL FOLDERS

ADOPTED: 5/20/2013

REVISED: formerly 3010, 3020

# TURKEYFOOT VALLEY AREA SCHOOL DISTRICT

## 424. PERSONNEL FOLDERS

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. Guidelines

A personnel folder for each employee shall be kept in the district office. New employees will submit to the personnel office the information requested by the Central Office and/or the Business Office (Payroll Department).

42 U.S.C.  
Sec. 12101 et seq

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

43 P.S.  
Sec. 1321-1324

Personnel files are available for inspection during working hours of the personnel office. An employee may inspect his/her personnel file upon request to the central office, stating either the purpose of the inspection or the specific parts of the file to be inspected.

A representative of the employer shall be present during the inspection. Employees are entitled to take notes from items in the files. Employees may copy information at a cost determined by administration to cover expenses of the copy.

Under no circumstances shall employees be permitted to alter or remove any portion of the file.

Title I Schools

20 U.S.C.  
Sec. 6311  
Pol. 404

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 the right to request such information.

20 U.S.C.  
Sec. 6311, 7801

The district shall notify parents/guardians of students attending Title I school 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.

See Also Administrative Regulation.

School Code  
111

PA Statute  
23 Pa. C.S.S.  
6301 et seq

PA Code  
Title 22  
Sec. 403.1

43 P.S.  
Sec. 1321-1324

20 U.S.C.  
Sec. 6311

20 U.S.C.  
Sec. 7801

42 U.S.C.  
Sec. 12101 et seq

8 CFR  
Sec. 274a.2

Board Policy 404