

Sylvan Heights Science Charter School

Policy Number: 324

Policy Title: Personnel Files

Approved: November 16, 2020

Revised:

Authority

The orderly operation of Sylvan Heights Science Charter School (School) requires maintaining a file for the retention of all records relative to an individual's duties and responsibilities as an administrative, professional, or support employee of the School.

The Board requires that sufficient records be maintained to ensure an employee's qualifications for the job held; compliance with federal and state requirements and local benefit programs; conformance with Board policies, administrative regulations, rules and procedures; and evidence of completed evaluations.

Delegation of Responsibility

The Board delegates the establishment and maintenance of official personnel records to the Principal/Chief Academic Officer (CAO) or designee, who may prepare administrative guidelines defining the material to be incorporated into personnel files.

Guidelines

A central file shall be maintained; supplemental records may be maintained only for ease in data gathering.

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

Only information that pertains to the professional role of the employee and is submitted by duly authorized administrative personnel and the Board may be entered in the official personnel file. A copy of each entry shall be made available to the employee, except for matters pertaining to pending litigation or criminal investigation.

Personnel records shall not be available to individual Board members.

Administrative, professional, and support employees shall have access to their own file. Information relative to confidential employment references/recommendations are not part of the personnel file and shall not be available for review by the employee.

Title I

In accordance with law, the School shall release to parents/guardians, upon request, information regarding the professional qualifications and academic degrees of any teacher providing instruction to their child. The School shall annually notify parents/guardians at the beginning of the school year about their right to request such information.

As a Title I School, the School shall notify parents/guardians 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.

As a Title I School, the School shall release to parents/guardians, upon request, the qualifications of any paraprofessionals who provide instructional support to their child. The School shall annually notify parents/guardians at the beginning of the school year about their right to request such information.

References:

20 U.S.C. 6311

20 U.S.C. 7801

42 U.S.C. 12101 et seq

42 U.S.C. 12112

42 U.S.C. 2000ff et seq

8 CFR 274a.2

24 P.S. 111

24 P.S. 510

43 P.S. 1321

43 P.S. 1321 et seq

43 P.S. 1322

22 PA Code 8.1 et seq

22 PA Code 403.4

22 PA Code 403.5

<http://pacodeandbulletin.gov/Display/pacode?file=/secure/pacode/data/022/chapter8/chap8toc.html&d=reduce>

23 Pa. C.S.A. 6301 et seq