

<b>Andes Central School District</b>	<b>NEPN Code: GBL</b> Page 1 of 3
<b>Policy Manual</b>	

## **PERSONNEL RECORDS**

A file of personnel records shall be maintained in the superintendent's office for each employee of the School District. A file shall be kept for all resigned or retired employees, including such essential information as shall seem appropriate to the administration as specified by state and federal laws.

### **CONFIDENTIALITY**

Personnel information concerning district employees is generally confidential and may be reviewed only on a "need to know" basis under conditions which guarantee management's right of access to information necessary to make judgments and the protection of the employees of the district against unnecessary invasion of privacy. Some personnel information is "public record" and must be released to any person upon request.

Some personnel information is "public record" and must be released to any person upon request:

- (1) salaries,
- (2) routine directory information, consisting of employee's name and address, and subject to the employee's right to direct that his/her address not be disclosed, and
- (3) employment applications and related materials submitted by individuals hired into executive or policymaking positions within the District.

However, any current or prior contract with any public employee and any related document that specifies the consideration to be paid to the employee is by law a public document and to which the public has the right to examine and make memoranda and abstracts therefrom during regular school hours.

Pursuant to state law, any record or document, regardless of physical form, created by the District in connection with the evaluation of the Superintendent constitutes personnel information and is not open to inspection or copying.

Records of an employee's evaluation shall not be released without the written consent of the employee unless authorized or required by law.

Files containing medical information regarding an employee, including employment accommodations pursuant to Americans with Disabilities Act (ADA) and Rehabilitation Act Section 504, will be kept separate from other personnel files and shall not be released without the written consent of the employee unless authorized or required by law.

### **TYPES OF INFORMATION**

The records shall contain, at a minimum, the following information:

<b>Andes Central School District</b>	<b>NEPN Code: GBL</b> <b>Page 2 of 3</b>
<b>Policy Manual</b>	

1. The correct name and the current address and telephone number of the employee;
2. An accurate record of the work experience of the employee;
3. Current data on education completed, including the transcripts of all academic work;
4. Proof of requirements fulfilled in order to be eligible for salary;
5. Current data on credentials and certification;
6. Records of assignment;
7. Evaluations of performance;
8. Letters of commendation, reprimand, or omission of duty.

### **USE OF PERSONNEL RECORDS**

All the contents of the personnel records file shall be available for inspection by the employee concerned. The district reserves the right to have a member of the Superintendent's office staff present at the time the employee inspects his or her personnel file. Similarly, at the time the record is reviewed, the employee shall have the right to have present a representative of his or her own choosing, if desired.

The employee shall have the right to respond to all materials contained in the personnel file and to any materials to be placed in the file in the future. Responses shall become part of the file.

Any complaints directed towards an employee, which are placed in the personnel file, are to be promptly called to the employee's attention in writing.

### **PARENTAL NOTICE**

If the District receives Title I funds, at the beginning of the school year the District shall inform the parents of children attending school that the parents may request information regarding the professional qualifications of their children's teachers. Upon receipt of a parental request for this information, the District shall provide the following information:

- (1) whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction,
- (2) whether the teacher is teaching under Plan of Intent status,

<b>Andes Central School District</b>	<b>NEPN Code: GBL</b> <b>Page 3 of 3</b>
<b>Policy Manual</b>	

(3) the baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree, and

(4) whether the child is provided services by paraprofessionals and, if so, their qualifications.

If a parent requests the above-listed information, the district is required to provide the information in a timely manner. If the district has hired a teacher who is not highly qualified and the teacher has taught a child for four or more weeks, the district is required to provide the parents notice that their child has been taught by a teacher who is not highly qualified.

<b>State Reference</b>	SDCL 1-27-1.5 (15)	Records not open to inspection
	SDCL 1-27-1.5 (7)	Records not open to inspection
	SDCL 13-42-70	Evaluation records and documents not open to inspection or copying
	SDCL 60-4-12	Presumption of good faith disclosure of employment information to prospective employers)

**Federal Reference** USC Title 20 6301 et.seq. Every Student Succeeds Act

<b>Policy Reference</b>	KBA KBAA	PUBLIC'S RIGHT TO KNOW PUBLIC RECORDS
-------------------------	-------------	--

Adopted: January 12, 2009

Revised: July 9, 2018

Reviewed: 5.8.23