

1 **Potomac Elementary**

2
3 **PERSONNEL**

5231

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5 Personnel Records

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7 The District maintains a complete personnel record for every current and former employee. The
8 employees' personnel records will be maintained in the District's office, under the Principal's
9 direct supervision. Employees will be given access to their personnel records, in accordance
10 with guidelines developed by the Principal.

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12 In addition to the Principal or other designees, the Board may grant a committee or a member of
13 the Board access to cumulative personnel files. When specifically authorized by the Board,
14 counsel retained by the Board or by the employee will also have access to a cumulative
15 personnel file.

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17 In accordance with federal law, the District shall release information regarding the professional
18 qualifications and degrees of teachers and the qualifications of paraprofessionals to parents upon
19 request, for any teacher or paraprofessional who is employed by a school receiving Title I funds,
20 and who provides instruction to their child at that school. Access to other information contained
21 in the personnel records of District employees is governed by Policy 4340.

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25 Cross Reference: 4340 Public Access to District Records

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27 Legal Reference: 10.55.701, ARM Board of Trustees
28 No Child Left Behind Act of 2001, P.L. 107-334

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30 Policy History:

31 Adopted on: March 14, 2011

32 Reviewed on:

33 Revised on: