



School Policies

GBJ - PERSONNEL RECORDS AND FILES

The School Director is authorized and directed to develop and implement a comprehensive and efficient system of personnel records under the following guidelines:

1. A personnel folder for each employee shall be accurately maintained in the school's office.
2. All personnel records of individual employees shall be considered confidential.
3. Each employee shall have the right, upon request, to review the contents of their own personnel file, with the exception of references and recommendations provided to the school on a confidential basis by universities, colleges, or persons not connected with the school.
4. The evaluation report of certificated/licensed personnel, with the exception of the Director and all public records used in preparing the evaluation report, shall be confidential and available only to the evaluatee, to the individuals who supervise their work, and to a hearing officer conducting a dismissal hearing or a court reviewing a dismissal decision.
5. A written evaluation or any other personnel record shall not reflect any good faith actions of any employee which were in compliance with the school's discipline code.
6. Lists of school employees' names and addresses shall not be released for general public use.
7. Personnel records shall be available upon request to members of the Board.

Adopted by Board: October 10, 2017

Revised/Reviewed by Board: November 12, 2019

Reviewed by Board: December 8, 2020

(continue adding Revised/Reviewed dates)