

PERSONNEL RECORDS PROCEDURE

Each employee of the district will submit copies of the following material to the Office of Human Resources to be filed in the employee's personnel record file:

1. Certificate – A valid teacher's certificate must be on file for the courses being taught or services being performed. The certificate is required to be on file in the Office of Human Resources at the time the employee begins assignment.
2. Transcript – All professional employees must have a complete official transcript of credits on file in the Office of Human Resources.
3. A Certification of Health signed by a licensed physician may be requested by the Rapid City Area School District if at any time there is reasonable cause to believe that an employee is suffering from an illness detrimental to the health of pupils. The expense of obtaining certification of health will be borne by the district.
4. Personal data information form must be on file.

TYPES OF INFORMATION

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

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 Office of Human Resources 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 in writing to all materials contained in the personnel file. 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

Consistent with and in accordance with federal law, 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,
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.

The district shall provide a response to the parents' request in a timely manner. In addition, parents shall be provided timely notice that their children have been assigned or have been taught for four or more consecutive weeks by teachers who are not highly qualified.

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