

1 **St. Regis School District**

2  
3 **PERSONNEL**

5231

4  
5 Personnel Records

6  
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 administrative office, under the  
9 Superintendent's direct supervision. Employees will be given access to their personnel records,  
10 according to the master agreement.

11  
12 In addition to the Superintendent or other designees, the Board may grant a committee or a  
13 member of the Board access to cumulative personnel files. When specifically authorized by the  
14 Board, counsel retained by the Board or by the employee will also have access to a cumulative  
15 personnel file.

16  
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.

22  
23  
24  
25 Cross Reference: 4340 Public Access to District Records

26  
27 Legal Reference: 10.55.701, ARM Board of Trustees  
28 No Child Left Behind Act of 2001, P.L. 107-334

29  
30 Policy History:

31 Adopted on: March 8, 2006

32 Revised on: