

**GAPITAL AREA  
SCHOOL FOR THE  
ARTS CHARTER  
SCHOOL (CASA  
CHARTER SCHOOL)**

SECTION: PROFESSIONAL EMPLOYEES  
TITLE: PERSONNEL FILES  
ADOPTED: 8/12/2013  
REVISED:

424. PERSONNEL FILES	
<p>1. Authority SC-Art. XVII – A SC-510</p>	<p>Orderly operation of the charter school requires maintaining a file for the retention of all records relative to an individual's duties and responsibilities as a professional employee of the charter school</p> <p>The Capital Area School for the Arts (CASA) Charter School Board of Trustees (Board) requires that sufficient records be maintained to ensure an employee's qualifications for the job held, compliance with federal and state requirements and local benefit programs, conformance with Board policies, and evidence of completed evaluations.</p>
<p>2. Delegation of Responsibility</p> <p>42 U.S.C. Sec. 2000ff etc. 42U.S.C. Sec. 12112</p>	<p>The Board delegates the establishment and maintenance of official personnel records to the Principal or designee, who shall prepare guidelines defining the material to be incorporated into personnel files.</p> <p>A central file shall be maintained; supplemental records may be maintained only for ease in data gathering.</p> <p>Medical records shall be kept in a file separate from the employee's personnel file.</p>
<p>3. Guidelines</p>	<p>Only information that pertains to the professional role of the professional employee and is submitted by duly authorized administrative personnel and the Board may be entered in the official personnel file.</p> <p>A copy of each entry shall be made available to the employee except for matters pertaining to pending litigation or criminal investigation.</p> <p>Personnel records shall be available to the Board but only as required in the performance of its designated functions as a Board and as approved by a majority vote of the Board.</p> <p>Personnel files shall be reviewed periodically, and material no longer required shall be destroyed.</p>

43 P.S.  
Sec. 1321-1324

Employee Access

Professional employees shall have access to their own file, except that information relative to confidential employment references/recommendations shall not be available for review by the employee.

Personnel wishing to review their own records shall:

1. Request access in writing.
2. Review the record in the presence of the administrator or designee responsible to maintain personnel records.
3. Make no alterations to the record, nor remove any material.
4. Sign a log attached to the file indicating the date and person reviewing.

Appeals

Personnel who choose to appeal material in their records shall make a written request to the administrator delegated to maintain the records and shall specify:

1. Name and date.
2. Material to be appealed.
3. Reason for appeal.

The responsible administrator shall hear the appeal, and make a determination and permit the addition of employee comments.

File Contents

Upon initial employment, the employee's file shall contain:

1. Completed employment application form.
2. Copy of appropriate certificate.
3. Transcripts.
4. Recommendations.
5. Retirement registration.

<p>8 CFR Sec. 274a.2</p>	<ol style="list-style-type: none"> <li>6. Criminal history of child abuse clearance statements</li> <li>7. I-9 Immigration Form.</li> <li>8. Act 34 and Act 151 clearance statements.</li> </ol>
<p>SC 111 Title 22 Sec. 8.1 et seq 23 Pa. C.S.A. 6301 et seq</p>	<p>During the period of employment, the following additional data may be maintained in personnel files:</p> <ol style="list-style-type: none"> <li>1. Rate of compensation.</li> <li>2. Completed copy of employment agreement.</li> <li>3. Attainment of advanced degrees and effect on compensation.</li> <li>4. Attendance record.</li> <li>5. Completed evaluations.</li> <li>6. Disciplinary incidents.</li> <li>7. Special awards or distinctions.</li> </ol>
<p>Title 22 Sec. 403.4 20 U.S.C. Sec. 6311, 7801</p>	<p>Title I Schools</p> <p>In accordance with law, the charter school shall release to parents/guardians, upon request, information regarding the professional qualifications and academic degrees of any teacher providing instruction to their child at a school receiving Title I funds. The charter school shall annually notify parents/guardians at the beginning of the school year about their right to request such information.</p>
<p>Title 22 Sec. 403.4 20 U.S.C. Sec. 6311, 7801</p>	<p>The charter school shall notify parents/guardians of students attending Title I schools when their child has been assigned to or taught for four (4) or more consecutive weeks by a teacher who is not highly qualified, as defined by federal law.</p>
	<p>References:</p> <p>School Code -24 P.S. Sec. 111, 510, Article XVII -A</p> <p>State Board of Education Regulations -22 PA Code Sec. 8.1 et seq., 403.4</p> <p>Child Protective Services Law -23 Pa. C.S.A. Sec. 630I etc.</p>

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Inspection of Personnel Files -43 P.S. Sec. 1321 et seq.

No Child Left Behind – 20 U.S.C. Sec. 6311, 7801

Genetic Information Nondiscrimination Act of 2008 -42 U.S.C. Sec. 2000ff et seq.

Americans With Disabilities Act -42 U.S.C. Sec. 12101 et seq.

Immigration Reform and Control, Title 8, Code of Federal Regulations – 8 CFR  
Sec.274a.2

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