

REVIEW OF MATERIAL IN TEACHER PERSONNEL FILES

Teachers may, upon written request to a district administrator, review any material in their personnel files. Teachers may be required to pay any copying costs in accordance with state law.

Teachers have the right to request an administrative review of any material in their files that they consider to be inaccurate or inappropriate, other than performance evaluations.

If the teacher is dissatisfied with the initial review, the teacher may have the file reviewed, upon written request, by the Superintendent. If the teacher is dissatisfied with the outcome of the Superintendent's review, the teacher may have the file reviewed, by the school board. This review shall be conducted at an open public meeting of the board.

A teacher may provide the Superintendent with a written response to any document in their personnel file. The Superintendent receiving a written response shall attach the written response to the appropriate document and return both the teacher's file.

Complementing NDSBA Templates (may contain items not adopted by the Board)

- DI, Personnel Files
- DI-BR, Personnel Records Review Procedure

End of McClusky School District #19 Policy DIB..... Adopted: January 13, 2020

[06/19]