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Statement of.....

## Policy and Responsibility

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SUBJECT: SPECIAL PROVISIONS: TEACHER FILES ARTICLE XI

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- 11-1. Each teacher shall have the right by appointment to review, during office hours, the contents of his own Teacher Personnel File maintained in the District Office. A representative of the teacher association with the majority of teacher membership may, at the teacher's request, accompany the teacher during his review.
- 11-2. The Teacher Personnel File shall contain, among other items, the following items of information:
  - Teacher personnel card
  - Required medical information
  - Annual teacher evaluation reports
  - Copies of annual contract
  - Record of teacher certificate
- 11-3. Records regarding the professional advancement program (BS + 30, etc.) will be maintained in separate individual files. Each teacher shall also have the right to review the professional advancement program file by appointment during office hours.
- 11-4. Each teacher may receive copies of his/her Personnel File or professional advancement program file for a copying fee.