

**ARTICLE VIII**  
**PERSONNEL FILES**

1. All evaluations and information relating to each teacher's employment status shall be maintained in a single file in the superintendent's office.
2. The teacher has the right to reproduce any of the contents of the file at his expense at any time during normal school office hours.
3. The teacher will be given a copy of items being added to the file that relate to the teacher's ongoing evaluation and/or employment status
4. The teacher has the right to submit for inclusion in the file a response to any material contained in the file.
5. Any incident, which has not been reduced to writing within ten school days of the administration learning of the incident, may not be added to the file.
6. Any material in a teacher's file, which is more than four years old, will be removed from the file if requested in writing by the teacher, and approved in writing by the superintendent and the board of education.
7. A principal may retain copies of pertinent materials from the file.
8. Access to the file is restricted to the individual teacher, superintendent, principals and board members while in executive session.
9. Teacher evaluations should be completed, discussed with the teacher, signed by the teacher and administrator, and placed in the file within ten school days.
10. Signing by the teacher does not imply agreement with the evaluation, but only indicates that a conference was held and the above was discussed.