

**West Linn-Wilsonville  
School District 3J**

Code: **GBL**  
Adopted: 5/07/07  
Readopted: 1/11/16  
Orig. Code(s): GBL

**Personnel Records**

The administration of the district shall maintain in the office of the superintendent, a personnel file for each teacher employed. The superintendent shall be responsible for the maintenance of the files, preserving the confidentiality of each. This responsibility may be delegated to another official. The file shall include an evaluation section pertaining to any complaints, commendations or evaluations made by administrators with suggestions for corrections or improvements. A second section will include applications, record of teaching certificates and other pertinent information.

All records containing employee medical condition information such as workers' compensation reports and release/permission to return to work forms will be kept confidential, in a separate file from personnel records. Such records will be released only in accordance with the requirements of the American with Disabilities Act or other applicable law.

In making additions to the evaluation portion, no complaint, commendation, recommendation or evaluation shall be added, unless it is signed by the person making the report. The teacher shall be advised of the report and have the opportunity to review it. If a teacher takes exception to the report or any portion thereof, the teacher's statement shall become a part of the evaluation section. All charges resulting in disciplinary action shall be considered a permanent part of a teacher's personnel file and shall not be removed for any reason.

A teacher's file may be reviewed at any time without the permission of the teacher by the superintendent, the teacher's principal, a board member if it relates to that board member's official duties or by members of a review panel if the teacher requests such a review by a professional review committee.

A teacher's file may be reviewed by others only when a teacher gives written consent to release the records. The release must state what records are to be released, to whom, and when.

A teacher may have access to his/her files at any reasonable time, preferably during regular school hours.

The disciplinary records ("Disciplinary records" is defined as records related to a personnel discipline action or materials or documents supporting that action.) of a district employee convicted of a crime listed in Oregon Revised Statute (ORS) 342.143 are not exempt from disclosure under ORS 192.501 or 192.502 and may be released to any person upon request. Prior to the release of disciplinary records the district shall remove any personally identifiable information from the record that would disclose the identity of a child, a crime victim or a district employee who is not the subject of the disciplinary record.

Upon request from a law enforcement agency, the Department of Human Services or the Teacher Standards and Practices Commission, the district shall provide the records of investigations of suspected abuse of a child by a district employee.

END OF POLICY

**Legal Reference(s):**

[ORS 342.850](#)

[ORS 652.750](#)

[ORS 342.143](#)

[ORS 339.370 - 339-375](#)

OSEA v. Lake County Sch. District, 93 Or. App. 481 (1988).

Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101-12213; 29 C.F.R. Part 1630 (2006); 28 C.F.R. Part 35 (2006).

Americans with Disabilities Act Amendments Act of 2008.