

KEARNS HIGH SCHOOL

Memo No. 32

August, 2011

SUBJECT; STAFF ANECDOTAL RECORDS

As a matter of administrative policy, the principal does keep an anecdotal record file on all staff members. The basic purpose of these records is to serve as a memory jogger for the administration in the on-going day to day process of school operations.

Should a due-process procedure occur, the anecdotal records may be used by the principal provided staff has been made aware that such records are kept as a matter of administrative practice and that staff has been informed of their opportunity to review them upon their request.

This memo will serve as notification that such records are kept and staff may review them as they choose.