

# **Brockton Public Schools School Committee Policy**

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## **TEACHER'S PERSONNEL FILE**

Letters from parents, favorable or unfavorable, are not to be included in the teacher's personnel file in the Central Office of the Brockton School Department. All letters will be kept by the building principal. When a letter is received from a parent complaining about the conduct, performance, etc., of a teacher, it is to be brought to the immediate attention of the teacher and investigated by the principal. If there is merit to the complaint, as determined by the investigation, it is the responsibility of the principal to submit his/her findings, in writing, to the Senior Director of Human Resources. The findings will be placed in the personnel file and any other appropriate action will be taken.