

**UNAUTHORIZED RELEASE OF CONFIDENTIAL INFORMATION**

District employees shall maintain the confidentiality of all confidential records until such time as laws, state regulations and/or bylaws of this district permit disclosure. Information and records pertaining to executive sessions, negotiations and student records, including individual test results, are not subject to public disclosure.

*(cf. 1340 - Access to District Records)*

Any employee who willfully releases confidential information about students, staff, or any topic properly confined to an executive session shall be subject to disciplinary action up to and including dismissal from district service. Any action by an employee which inadvertently or carelessly results in release of confidential information shall be recorded, and the record shall be placed in the employee's personnel file.

Depending on the circumstances, the Superintendent or designee may deny the employee further access to any privileged information and shall take any steps necessary to prevent any further unauthorized release of such information.

*(cf. 3580 - District Records)*

*(cf. 5125 - Student Records; Confidentiality)*

*(cf. 6146.3(AR) – Test Administration)*

*(cf. 9321 - Executive Sessions)*

*Legal References:*

ALASKA STATUTES

*14.03.115 Access to school records by parent, foster parent, or guardian*

*14.14.090 Additional duties*

*09.25.120-25.220 Public Records Act*

*23.40.235 Public Involvement in School District Negotiations*

ALASKA ADMINISTRATIVE CODE

*4 AAC 06.738 Standards-Based Test Results*

*4 AAC 06.758 High School Graduation Qualifying Examination Results*

*4 AAC 06.765 Test Security; Consequences of Breach*

UNITED STATES CODE, TITLE 20

*1232g FEDERAL FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974*

*City of Kenai v. Kenai Peninsula Newspapers, Inc., 642 P.2d 1316 (Alaska 1982)*

*Revised 4/11*

*Reviewed 12/2014*

*Reviewed 8/2021*

