

BP 4000 - ALL PERSONNEL - CONCEPTS AND ROLES

Note: A.S.14.08.101 authorizes regional school boards to appoint, compensate and otherwise control school employees in accordance with the provisions of Title 14 and exempts these employees from A.S. 39.25 (State Personnel Act). 14.08.111 requires regional school boards to employ a chief school administrator, approve the employment of other personnel and establish salaries. Pursuant to 14.14.060 and 14.14.065 borough and city school boards appoint, compensate and otherwise control school employees in accordance with Title 14 and subject to state laws relating to teacher salaries, tenure, financial support, supervision by the Department of Education and other general school laws.

Note: In these policies, unless otherwise noted, the following numbering conventions apply:

Policies in the 4000s apply to ALL PERSONNEL

Policies in the 4100s apply to CERTIFICATED PERSONNEL

Policies in the 4200s apply to CLASSIFIED PERSONNEL

Policies in the 4300s apply to MANAGEMENT AND SUPERVISORY PERSONNEL

The School Board wishes to establish conditions that will attract and retain qualified personnel who will devote themselves to the education and welfare of the students of the district. The School Board believes that successfully orienting and introducing ~~new teachers~~staff to the local community, its cultural activities and norms, is integral and essential to attract and retain quality personnel. To accomplish this objective, the Superintendent or designee shall develop and implement a local community and cultural orientation.

The School Board desires that ~~teachers-staff~~ pursue excellence within their profession. ~~and The District~~ may provide incentives to ~~teachers-staff of with~~ demonstrated ability and expertise which will encourage them to stay in the public school system. The School Board recognizes the importance and need for culturally responsive and trauma informed ~~teaching-education~~ practices which lead to improved ~~student performance and outcomes~~goals and objectives that result in improved student performance and outcomes. The District may provide supports and professional development opportunities to ~~teachers-staff~~ regarding these practices as a way increasing ~~teacher-staff~~ efficacy and retention.

Note: A.S. 23.40.250 defines the terms and conditions of employment which are subject to collective bargaining as: "hours of employment, compensation and fringe benefits, and the employer's personnel policies affecting the working conditions of the employees; but does not mean the general policies describing the function and purposes of a public employer." Districts should consult legal counsel regarding the scope of negotiations and the district's duty, if any, to bargain.

The School Board believes that its personnel policies must be developed in cooperation with staff and community in an atmosphere of mutual faith and good will. District policies and regulations shall apply only to the extent that they do not conflict with any collective bargaining agreement in effect between the district and its employees.

The School Board affirms its intention to have district policies, regulations and procedures conform to the requirements of state and federal laws and regulations.

The School Board

1. Adopts wage and salary schedules
2. Approves the employment of school personnel.

3. Determines principles of ~~treatment for employees~~employee relations, such as ~~those in connection with sick leave~~accrued leave, leaves of absence, inservice training, retirement, etc., either through the policies and regulations of the district or through negotiations with employee organizations in accordance with law.

2.4. Serves as a court of appeals in cases referred by the Superintendent or designee or which may be appealed by employees directly from the Superintendent or designee's decision, or as specified in adopted employee ~~organization~~collective bargaining agreements.

The Superintendent or Designee

1. Nominates for employment all certificated and classified personnel.
2. Recommends disciplinary action, including suspension and dismissal, against employees whenever there is sufficient evidence warranting any such action.
3. With the staff, assigns, directs and supervises the work of all employees with due regard for the individual rights involved.
4. Proposes salary schedules for staff members not covered by ~~an employee organization~~a collective bargaining agreement, and advises the School Board throughout negotiations with employee organizations on all matters under negotiations.

(cf. ~~6181—Charter School~~10000 Concepts and Roles)

Working Relationships Between School Board and Superintendent or Designee

The School Board desires to be guided principally by the advice of the Superintendent or designee in regard to its relations with district personnel.

The School Board shall refer direct approaches from employees for School Board action to the Superintendent or designee for his/her consideration and judgment. The School Board shall act as an appeals body only after receiving the recommendation of the Superintendent or designee.

(cf. ~~4144/4244/4344 - Grievances /Complaints~~)

The Superintendent or designee shall conduct the district's personnel relations with fair and sound practices in accordance with School Board policy.

Legal Reference:

ALASKA STATUTES

14.08.101 Powers (regional school board)

14.08.111 Duties (regional school board)

14.14.060 Relationship between borough school district and borough

14.14.065 Relationship between city school district and city

14.20.095 Right to comment and criticize not to be restricted

23.40.070-23.40.260 Public Employment Relations Act (PERA)

39.25.110 Exempt service

Revised ~~3/2019~~2/2025

9/92

Petersburg School District

BP 4020 - ALL PERSONNEL - DRUG, TOBACCO, AND ALCOHOL-FREE WORKPLACE

The School Board believes that the maintenance of drug, tobacco, and alcohol-free workplaces is essential to school and district operations. No employee shall unlawfully manufacture, distribute, dispense, possess, use or be under the influence of any alcoholic beverage, drug or controlled substance before, during or after school hours at school or in any other district workplace.

For purposes of this policy, "drug" is defined to include, but is not limited to, marijuana or cannabis, in any form; synthetic marijuana or cannabis, in any form; synthetic variations of controlled substances, in any form; prescription medication for which a valid prescription has not been obtained, which is used in amounts in excess of prescribed dosages, or which is used for purposes other than as prescribed, and prescription drugs distributed or dispensed to any person other than the prescription holder.

"Controlled substance" is defined to include any substance identified by federal or state law as controlled.

In the interest of the health and safety of students and employees, it is a violation of this policy for students, staff, parents, visitors, contractors and all others to use, distribute or sell tobacco, products on District premises, at school-sponsored activities on or off District premises and in District-owned, rented or leased vehicles.

"Tobacco" is defined to include any non FDA approved tobacco or nicotine, lighted or unlighted cigarette, electronic cigarette, vape or vaping device, cigar, pipe, bidi, clove cigarette, dissolvable nicotine strips, liquid tobacco or nicotine, and any other smokeless tobacco product, also known as spit tobacco, dip, chew, and snuff, in any form.

~~In the interest of the health and safety of students and employees, it is a violation of this policy for students, staff, parents, visitors, contractors and all others to use, distribute or sell tobacco, any non FDA approved tobacco or nicotine delivery products or devices including but not limited to, cigarettes, cigars, dip, hookah pens, e-cigarettes, and dissolvable nicotine products on District premises, at school-sponsored activities on or off District premises and in District-owned, rented or leased vehicles.~~

Tobacco possession is prohibited for all district students and visiting students, as well as for all other visitors under the age of 19.

Alcohol, tobacco, and marijuana advertising is prohibited in all school-sponsored publications, in all school buildings, and at all school-sponsored events. District acceptance of gifts or funds from ~~the alcohol, tobacco, and marijuana~~ industries is similarly prohibited.

Personnel shall not wear clothing depicting tobacco, alcohol, drugs, or controlled substances, and shall not display such items or related slogans on their vehicles, through signage or otherwise, while the vehicle is on District property or at a school sponsored event.

The Superintendent or designee shall:

1. Publish and give to each employee a notification of the above prohibitions. The notification shall specify the actions that will be taken against employees who violate these prohibitions. The notification shall also state that as a condition of employment, the employee will abide by the terms of this policy and notify the employer, within five days, of any criminal drug or alcohol statute conviction which he/she receives for a violation occurring in the workplace involving drugs, alcohol, or tobacco.

For the purpose of this policy, "conviction" shall mean a finding of guilt, including a plea of nolo contendere, or imposition of sentence, or both, by any judicial body charged to determine violations of federal or state criminal drug or alcohol statutes.

2. Establish a drug, tobacco and alcohol-free awareness program to inform employees about:
 - a. The dangers and costs of drug, tobacco, and alcohol abuse in the workplace.
 - b. The district policy of maintaining drug, tobacco, and alcohol-free workplaces.
 - c. Any available drug, tobacco, and alcohol counseling, rehabilitation, and employee assistance programs, including the free Alaska Tobacco Quitline, and
 - d. The penalties that may be imposed on employees for drug, tobacco, and alcohol abuse violations.
3. Notify the appropriate federal granting or contracting agencies within ten days after receiving notification, from an employee or otherwise, of any conviction for a violation occurring in the workplace.
4. Initiate disciplinary action within 30 days after receiving notice of a conviction for a violation in the workplace from an employee or otherwise. Such action shall be consistent with state and federal law, the appropriate employment contract, the applicable collective bargaining agreement, and district policy and practices.
5. Make a good faith effort to maintain a drug and alcohol-free workplaces throughout the district.

In taking disciplinary action, the Board requires termination when termination is required by law. When termination is not required by law, the Superintendent or designee shall take disciplinary action, up to and including termination, or shall require the employee to satisfactorily participate and complete a drug assistance or rehabilitation program approved by a federal, state or local health, law enforcement or other appropriate agency, or a combination of both discipline and mandatory assistance program. Discipline decisions shall be made in accordance with relevant state and federal laws, employment contracts, collective bargaining agreements, and district policies and practices.

Nothing in this policy shall prohibit the District from conducting its own investigation or from taking appropriate disciplinary action even in the absence of a conviction.

(cf. 3514 - [Environmental Safety](#))

(cf. 4117.4 - *Dismissal*)

(cf. 4118 ~~Dismissal~~/Suspension/Disciplinary Action)

(cf. 4159/[4259/4359](#) - *Employee Assistance Programs*)

(cf. 4158/[4258/4358](#) - *Employee Security*)

(cf. ~~4218.1~~ [4021](#) - *Drug and Alcohol Testing for School Bus Drivers*)

(cf. 5144.1 - *Suspension and Expulsion*/~~Due Process~~)

Legal Reference:

UNITED STATES CODE

THE DRUG-FREE WORKPLACE ACT OF 1988, [41 U.S.C. Ch. 81](#)

DRUG-FREE SCHOOLS AND COMMUNITIES ACT AMENDMENT OF 1986, as amended, U, [20 U.S.C. 7111](#)

CONTROLLED SUBSTANCES ACT, [21 U.S.C. 801](#)

CODE OF FEDERAL REGULATIONS

[21 CFR 1300 - 1316](#)

ALASKA STATUTES

[17.38](#), *The Regulation of Marijuana*

[17.38.220](#), *Employers, Driving, Minors, and Control of Property*

[11.71.010-090](#), *Controlled Substances*

Revised Date: ~~3/2019~~2/2025

E 4020 DRUG AND ALCOHOL-FREE WORKPLACE – ALL PERSONNEL - NOTICE TO EMPLOYEES

Note: Although the passage AS 17.38 authorizes the use of marijuana under certain conditions, it explicitly recognizes the authority of employers to prohibit the use, consumption, possession, transfer, display, transportation, sale, or growing of marijuana in the workplace. Additionally, AS 17.38 does not prevent employers from establishing policies that restrict the use of marijuana by employees. AS 17.38.120(a). Further, as a recipient of federal funds, the district is obligated to maintain a drug-free workplace consistent with federal law, which prohibits the manufacture, sale, distribution, or possession of marijuana. For purposes of the district's policy and legal obligation, marijuana is prohibited.

YOU ARE HEREBY NOTIFIED that it is a violation of School Board policy for any employee at a school district workplace to unlawfully manufacture, distribute, dispense, possess, use or be under the influence of any alcoholic beverage, marijuana, drug or controlled substance as defined in the Controlled Substances Act and Code of Federal Regulations.

"School district workplace" is defined as any place where school district work is performed, including a school building or other school premises; any school-owned or school-approved vehicle used to transport students or employees to and from school or school activities; any off-school sites when accommodating a school-sponsored or school-approved activity or function, such as a field trip or athletic event, where students are under district jurisdiction; or during any period of time when an employee is supervising students on behalf of the district or otherwise engaged in district business.

As a condition of your continued employment with the district, you will comply with the district's policy on Drug and Alcohol-Free Workplace and will, any time you are convicted of any criminal drug or alcohol statute violation occurring in the workplace, notify your supervisor of this conviction no later than five days after such conviction.

Note: Upon notification of a violation, the district must either (1) take appropriate personnel action against the employee, "up to and including termination," or (2) require the employee to satisfactorily participate in an abuse assistance or rehabilitation program.

Note: The names, addresses and telephone numbers of drug and alcohol counseling and rehabilitation programs and/or employee assistance programs available locally to employees may be included in this notice or provided to employees in a separate statement. In addition, information about the dangers of drug and alcohol abuse may be included in this notice or the district may distribute materials obtained from state, local or national anti-abuse organizations to its employees.

Revised 3/2015 2/2025

9/92

Petersburg School District

BP 4030 – ALL PERSONNEL - NONDISCRIMINATION IN EMPLOYMENT

Note: Title II of the Genetic Information Nondiscrimination Act of 2008 (GINA), which became effective November 21, 2009, with implementing regulations effective July 18, 2016, protects applicants and employees from employment discrimination based on genetic information employers are prohibited from discriminating in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment. GINA also restricts employers' acquisition of genetic information and strictly limits disclosure of genetic information. Genetic information includes information about genetic tests of applicants, employees, or their family members; the manifestation of diseases or disorders in family members (family medical history); and requests for or receipt of genetic services by applicants, employees, or their family members.

The district and its employees shall not unlawfully discriminate against or harass employees or job applicants on the basis of sex, race, color, religion, national origin, ancestry, age, marital status, changes in marital status, pregnancy, parenthood, physical or mental disability, Vietnam era veteran status, genetic information, or good faith reporting to the board on a matter of public concern.

The district may provide optional wellness programs to seek to improve health or prevent disease. All wellness programs must be in accord with applicable state and federal law. An employee may not be discriminated against in employment because of the medical information they provide as part of participating in the wellness program, nor may they be subject to retaliation for choosing not to participate.

(cf. 4119.11/4219.11/4319.11 - Sexual Harassment)

(cf. 4161.4/4261.4/4361.4 – Family and Medical Leave)

Note: The Americans with Disabilities Act sets forth an employers' duty to reasonably accommodate persons with disabilities.

Equal opportunity shall be provided to all employees and applicants in every aspect of personnel policy and practice. The district shall not discriminate against persons with physical or mental disabilities who, with or without reasonable accommodation, can perform the essential functions of the job in question.

(cf. 0411 – Service Animals)

(cf. 4119.41/4219.41/4319.41 - Employees with Infectious Disease)

Note: Federal Regulations (45 CFR, Section 86.9) require federal aid recipients to take "continuing steps" to notify applicants for employment that, in compliance with Title IX, they do not discriminate on the basis of sex. Districts employing 15 or more persons also must give "continuing" notification about nondiscrimination on the basis of handicap. (Vocational Rehabilitation Act of 1973)

The Superintendent or designee shall publicize this policy annually throughout the district and the community.

(cf. 1312.3 - Complaints Concerning Discrimination)

(cf. 4111.1 – Affirmative Action)

Legal Reference:

ALASKA STATUTES

14.18.010 *Discrimination based on sex and race prohibited*

14.18.020 *Discrimination in employment prohibited*

[14.18.090](#) *Enforcement by state board of education and early development*

[18.80.220](#) *Unlawful employment practices*

[39.90.100](#) *Nondiscrimination – Protection for whistleblowers*

ALASKA ADMINISTRATIVE CODE

[4 AAC 06.510](#) *Discrimination in hiring practices*

UNITED STATES CODE

[29 U.S.C. 621-634](#) *Age Discrimination In Employment Act*

[29 U.S.C. 791](#) *et seq. Vocational Rehabilitation Act of 1973, Sections 503 and 504*

[38 U.S.C. 2011](#) *et seq. Vietnam Era Veterans' Act*

[42 U.S.C. Ch. 21F](#) *Prohibiting Employment Discrimination on the Basis of Genetic Information*

[42 U.S.C. 2000d-2000d-7](#) *Title VI of the Civil Rights Act*

[42 U.S.C. 2000e-2000e-17](#) *The Equal Employment Opportunities Act*

[42 U.S.C. 12101-12213](#) *Americans With Disabilities Act*

CODE OF FEDERAL REGULATIONS

[29 C.F.R. §1635.8](#) *Acquisition of genetic information*

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9/92

E 4030 EMPLOYEE NOTICE — ALL PERSONNEL - PROTECTION FOR WHISTLEBLOWERS

Note: Under [AS 39.90.110](#) an employer shall post notices to inform employees of their protections and obligations. Following is a sample notice provided by Tanana City School District. [AS 39.90.130](#) provides that an assembly/city council may be exempt from the Alaska Whistleblower Statutes if ordinances are adopted providing substantially similar protection to employees.

Any employee of the school district may in good faith report to a public official or a public body or testify before a public body about a matter of public concern.

A matter of public concern means a violation of federal, state, or local law (including School Board policy), a danger to public health or safety, gross mismanagement (including a substantial waste of funds or clear abuse of authority) or matter under investigation by the municipal ombudsman.

A report may not disclose any information which is legally required to be kept confidential.

An employee initiating a report must first submit the report to the employee's immediate supervisor unless the employee reasonably believes: it would be futile to report to the supervisor, an emergency exists, or that reprisals or discrimination would result.

Employee protections and obligations regarding reports on matters of public concern are fully stated in [Alaska Statute 39.90.100-150](#).

~~added 9/93~~ Revised 2/2025

9/92

Petersburg School District

BP 4111/4211/4311 - ~~CERTIFICATED~~ ALL PERSONNEL - RECRUITMENT AND SELECTION

Note: Effective for the 2016-2017 school year, the federal Every Student Succeeds Act has eliminated the requirement that teachers be "highly qualified." Rather, teachers should be fully licensed and endorsed in each subject they are teaching.

The district shall employ the most ~~highly~~ qualified person available for each open position. The Superintendent or designee shall develop recruitment and selection procedures to ensure that every effort is made to find and hire fully qualified ~~teachers for all classrooms~~staff, which include:

1. Assessment of the district's needs to determine those areas where specific skills, knowledge and abilities are lacking.
2. Development of job descriptions which accurately portray the position, including requirements that a ~~teacher-employee~~ be qualified in accordance with federal and state law.
3. Dissemination of vacancy announcements to ensure a wide range of candidates, when necessary.
4. Screening procedures which will identify the best possible candidates for interviews.
5. Interview procedures which will determine the best qualified candidate for recommendation to the School Board.

Staff members involved in the selection process shall recommend only those candidates who meet all qualifications established by law and the School Board for a particular position.

Nominations for employment shall be based upon appropriate screening devices, interviews, observations, recommendations from previous employers and any requirements of applicable collective bargaining agreements.

No inquiry shall be made with regard to age, race, color, religion, sex or national origin of persons proposed for or seeking employment. Questions regarding disability shall be asked only when directly related to the job and as permitted by law.

Note: The Alaska Professional Teaching Practices Commission recommends that districts develop a policy regarding the procedures to be followed when desiring to hire an educator currently under contract with another school district. The following policy language is based on procedures developed by the Fairbanks North Star Borough School District.

Before considering the hire of ~~a certificated staff member~~an applicant who is currently under contract in another district, the Superintendent or designee will require the certificated staff to provide written documentation that he/she: (1) has made an effort to secure a release from the employing district thirty calendar days prior to the employing district's first contract day; or, (2) has secured a written release from the employing district.

Note: A subject-matter expert teacher, holding a limited certificate issued by the Department, may be employed to teach subjects in which the person has satisfied the education or experience requirements set out in state statute [AS 14.20.022](#). Before a school district determines whether to hire a person as a subject-matter expert teacher, the school district must administer a competency examination. Additionally, once a subject-matter expert teacher is hired, the district must provide a mentor who is an experienced teacher for the subject-matter expert teacher for at least the first year of the subject-matter expert teacher's employment in the school district. A person employed as a subject-matter expert teacher under this section is considered a certificated employee for purposes of the teachers' retirement system. Finally,

employment as a subject-matter expert teacher counts as employment for purposes of acquiring tenure; however, a person holding a subject-matter expert limited teacher certificate is not entitled to tenure until the person receives a teacher certificate under [AS 14.20.022](#).

(cf. [4112.8/4212.8/4312.8](#) - *Employment of Relatives*)

Note: [AS 14.20.020](#) requires coursework in Alaska studies and multicultural education or cross-cultural communications in order to be eligible for a teacher certificate. Effective June 30, 2017, [AS 14.20.020](#) also requires training on alcohol and drug related disabilities, sexual abuse and sexual assault awareness and prevention, dating violence and abuse awareness and prevention and suicide prevention in order to be eligible for a teacher certification. [AS 14.20.035](#) requires districts to give preference to applicants who demonstrate training or experience that indicates sensitivity to the traditions and cultures represented in the student population.

In evaluating applicants, preference shall be given to those applicants who can demonstrate training and experience related to the traditions and cultures represented in the student population.

(cf. 4030 - *Nondiscrimination in Employment*)

~~(cf. [4111.1/4211.1/4311.1](#) - *Affirmative Action*)~~

(cf. [4111.2/4211.2/4311.2](#) - *Legal Status Requirement*)

No person shall be employed by the School Board without the recommendation or endorsement of the Superintendent or designee. The School Board shall be presented with the Superintendent or designee's recommended candidate who may be ~~selected~~ approved or rejected by the School Board. If the candidate is rejected, the Superintendent or designee shall recommend subsequent candidates until the School Board ~~selects~~ approves someone to fill the position. The School Board ~~shall make the final decision on the selection of~~ has authority over the employment of all employees, ~~however, the Board may delegate the Superintendent or designee the authority to make staff hires without prior Board approval. If such authority is delegated, the Superintendent or designee shall notify the Board of all hires at a regularly scheduled Board meeting.~~

~~(cf. [6181](#) - *Charter School 10000 - Concept and Roles*)~~

Note: [AS 14.08.111](#) and [AS 14.14.090](#) require districts to provide prospective employees with information regarding the availability and cost of housing in rural areas to which they may be assigned and when possible assist them in locating housing. The following may be revised or deleted as appropriate.

The School Board recognizes that the district encompasses rural areas and will assist teachers in obtaining information regarding the cost and availability of housing as required by law.

Legal Reference:

ALASKA STATUTES

[14.08.111](#) *Duties (regional school boards)*

[14.14.090](#) *Additional duties*

[14.20.010](#) *Teacher Certificate Required*

[14.20.022](#) *Subject-matter expert limited teacher certificate*

[14.20.035](#) *Evaluation of training and experience*

[14.20.100](#) *Unlawful to require statement of religious or political affiliation*

[14.20.110](#) *Penalty for violation of [AS 14.20.100](#)*

ALASKA ADMINISTRATIVE CODE

[4 AAC 04.210](#), [04.212](#) and [06.899](#)(6) *Highly Qualified Teachers and Objective Uniform Standards*

[6 AAC 30.810](#) *Employer records*

[6 AAC 30.840](#) *Retention of records*

UNITED STATES CODE

Every Child Succeeds Act, [20 U.S.C. 6301](#), et. Seq. ([P.L. 114-95](#) December 10, 2015)

Revised ~~3/2016~~2/2025

9/92

BP 4112.1/4312.1 - CERTIFICATED PERSONNEL AND MANAGEMENT AND SUPERVISORY PERSONNEL - CONTRACTS

Note: Pursuant to [AS 14.20.130](#) the School Board may issue contracts after January 1 each year. [4 AAC 18.010](#) specifies minimum requirements for teacher and administrators contracts. Contracts must be signed by at least two School Board members and the teacher.

After January 1, the School Board may issue teacher and principal/administrator contracts for the following school year. Contracts shall be approved by the School Board and signed by at least two School Board members.

Note: [AS 14.20.145](#) grants automatic reemployment rights to teachers who are not dismissed or given notice of nonretention or layoff. Nontenured teachers must be given notice of nonretention or layoff by the end of the school year. Tenured teachers must be given notice of layoff or nonretention before May 15. (See 4117.6)

The School Board shall give or mail reemployment contracts to teachers who are not dismissed or given notice of nonretention or layoff in accordance with law. If an employee fails to notify the Superintendent or designee within 30 days after receipt of a contract of reemployment that he/she accepts reemployment, the School Board shall consider the employee to have declined reemployment and shall terminate the employee's services at the expiration of the existing contract. An employee on ~~family~~-leave must still comply with the 30-day deadline.

(cf. 4117.4 - Dismissals)

(cf. 4117.6 - Nonretention)

(cf. 4119.21/~~4219.21~~/4319.21 - Codes of Ethics)

Note: Pursuant to [4 AAC 18.021](#) substitute teachers employed for the remainder of the school term when more than 20 school days remain must be employed under employment provisions for regular teachers.

Legal Reference:

ALASKA STATUTES

[14.20.130](#) *Employment of teachers and administrators*

[14.20.145](#) *Automatic Reemployment*

[14.20.158](#) *Continued contract provisions*

[14.20.010](#) *Teacher certificate required*

[14.20.020](#) *Requirements for issuance of certificate*

[14.20.120](#) *Statement of qualifications*

[14.20.215](#) *Definitions*

[14.20.620 - 14.20.650](#) *Interstate agreement on qualification of educational personnel*

[14.30.250](#) *Teacher qualifications*

ALASKA ADMINISTRATIVE CODE

[4 AAC 05.080](#) *School curriculum and personnel*

[4 AAC 12.300-4 AAC 12.900](#) *Certification of professional personnel*

[4 AAC 18.010](#) *Teachers' and administrators' contracts*

[4 AAC 18.021](#) *Employment of substitute teachers*

Revised ~~4/2014~~2/2025

BP 4112.5/4212.5/4312.5 - ALL PERSONNEL - SECURITY CHECK

Note: The following sample policy is based on material from the Juneau School District and may be modified or deleted as needed.

The School Board desires to hire personnel whose background, conduct, and behavior ~~exemplifies a standard~~ reflect the highest standards of integrity and professionalism, and are deemed appropriate for ~~individuals working work~~ with children. ~~Effort~~ The District will ~~be made~~ to investigate the background of all applicants (including volunteers) prior to hire in the district. This investigation will include questions related to an applicant's background and criminal history, including a background check, and may include a fingerprint check. Falsification or omission of information during the interview or on the application shall be grounds for immediate removal from consideration for a position or dismissal from a currently held position. For certified staff, a complaint may also be made with the Alaska Professional Teaching Practices Commission (PTPC).

Revised ~~9/01~~2/2025

9/92

Petersburg School District

AR 4112.5/4212.5/4312.5 - ALL PERSONNEL – SECURITY CHECK

Note: The following sample regulation is based on material from the Juneau School District and may be modified or deleted as needed.

1. No individual will be hired by the district until a background investigation has been completed. Under emergency circumstances, the Superintendent or designee can waive this requirement to allow someone to work until the investigation is complete.
2. No person who has ever been convicted, or plead guilty or no contest (including forfeiture of bail) to a crime involving violence or sexual abuse will be hired by the district.
3. No person who has been convicted, or plead guilty or no contest (including forfeiture of bail) to (1) a felony or (2) a crime or other violation involving a controlled substance within the five years preceding the application, will be hired by the district. If more than five years have elapsed since the crime or violation, a person may apply pursuant to the following paragraph.
4. Applications from persons who have been convicted, or plead guilty or no contest (including forfeiture or bail) to any crime or violation (excluding minor traffic violations) not covered in (2) nor (3) will be considered by the Superintendent or designee on a case by case basis and notice given to the School Board prior to hire or being hired by the district.
5. If charges are pending, no action will be taken on the individual's application until disposition of the charges.

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9/92

Petersburg School District

BP 4112.6/4212.6/4312.6 - ALL PERSONNEL - PERSONNEL RECORDS

Personnel records shall be kept for all current employees and shall include information usually expected in good personnel administration. Records shall be kept for all former employees, including such information as shall seem appropriate to the administration.

Note: The Alaska Supreme Court has upheld a broad policy of public access to records and has ruled that employment applications of police chief and city manager may not be exempt from disclosure in view of the public's strong interest in high level public officials. It is likely therefore that Superintendent or designee applications, and possibly other employee applications, are subject to public disclosure.

(cf. 1340 - Access to District Records)

(cf. 3580 - District Records)

(cf. 1312.1 - Complaints Concerning Personnel)

Note: [4 AAC 19.040](#) exempts employee evaluations from public disclosure and requires districts to establish procedures as to which supervisory personnel may have access to evaluation documents. [AS 14.20.149](#) provides that information provided to a district under the district's certificated employee evaluation system is not a public record and is not subject to public disclosure. The Alaska Supreme Court in *Anchorage Daily News* has held that the evaluation of head public librarian is a public document. AASB recommends public requests for evaluations of district administrators be reviewed with district legal counsel on a case-by-case basis.

All personnel files are confidential and shall be available only to the employee, persons authorized by the employee, the Superintendent or designee, and those individuals authorized by the Superintendent or designee or School Board in accordance with administrative procedures.

The School Board ~~members~~ may collectively request to review an employee's file at an personnel-executive session of the School Board, pursuant to a specific employee action and/or complaint process, and in accordance with the Alaska Open Meetings Act.

Employees shall be notified whenever derogatory information is to be placed in their personnel files. Employee may review and comment on the contents of ~~this~~-their personnel file. Personnel records shall be made available for inspection by the employee at an off-duty time. Inspection shall take place in the presence of an administrator.

Legal Reference:

ALASKA STATUTES

[44.62.310](#) Government meetings public

[40.25.120](#) Inspection and copying of public records

[23.40.070](#) Declaration of Policy (PERA)

[14.20.149](#) Employee Evaluation

ALASKA ADMINISTRATIVE CODE

[4 AAC 19.040](#) Use of the evaluation

Municipality of Anchorage v. Anchorage Daily News, 794 P.2d 584 (Alaska 1990)

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

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9/92

Petersburg School District

BP 4112.10 — CERTIFICATED PERSONNEL - EMPLOYMENT OF RETIRED TEACHERS

Note: Effective November 8, 2018, [AS 14.20.136](#) authorizes schools districts to hire retired teachers in cases of teacher shortages. Retired teachers hired under this statutory provision may elect to continue receiving TRS benefit payments during the period of reemployment. A contract for reemployment of a retired teacher hired under [AS 14.20.136](#) may not be for more than 12 consecutive months. Under [AS 14.20.020\(g\)](#), a retired teacher may teach as a long-term substitute for not more than 165 consecutive days of a school term.

If the teacher retired under the defined benefit retirement system, the teacher must be retired for at least 60 days if 62 years of age or older, or at least six months if under 62 years of age, before reemployment. In addition, if the teacher is reemployed by the same district that employed the teacher upon retirement, the teacher must certify that there was no prearranged agreement with the school district to hire the teacher after retirement.

Prior to the hire of retired teachers under this statute, the school board must adopt a policy that permits the employment of retired teachers who are qualified to teach in those disciplines or specialties in which a shortage of teachers exists. The policy must describe the circumstances that constitute the shortage.

This optional policy may be utilized by districts desiring to hire retired teachers in cases of teacher shortages, as authorized by [AS 14.20.136](#).

It is the policy of the Board that teacher vacancies be filled in a timely manner by qualified personnel. The District administration is authorized to employ retired teachers in accordance with [AS 14.20.136](#) in cases of teacher shortages, and to notify the Administrator of the Teachers' Retirement System that it is hiring retired teachers pursuant to that statutory provision.

The hiring of retired teachers is authorized in those disciplines or specialties in which a shortage of teachers exists despite active recruitment efforts. A shortage is deemed to exist for those open positions that the administration has been unable to fill with qualified candidates, despite recruitment, public advertising for at least 10 business days, interviews, and the offering of positions to qualified candidates, if any.

The hiring of retired teachers under this policy is distinct from a teacher holding a retired teacher certificate under 4 AAC 12.380.

(cf. 4111/4211/4311 Recruitment and Selection)

Legal Reference

ALASKA STATUTES

[14.20.136](#) Employment of member of teachers' retirement system

[14.25.043](#) Reemployment of retired members

[14.20.165](#) Restoration of tenure rights

Revised 9/2024/2025

9/92

BP 4112.61/4212.61/4312.61 - ALL PERSONNEL - EMPLOYMENT REFERENCES

The School Board desires to provide information about district employees to prospective employers to the extent that such information is factual and does not violate an employee's privacy rights.

The Superintendent or designee is responsible for processing all requests for references, letters of recommendation, or information about employee performance, including the causes or reasons for separation regarding all district employees other than the Superintendent.

References which are not secured through the Superintendent or designee reflect the personal views or opinions of the author and do not reflect the views of the District.

(cf. 4112.6/4212.6/4312.6 - Personnel Records Files)

(cf. 4117.5/4217.5/4317.5 - Termination Agreements)

Legal References:

ALASKA STATUTES

AS 09.65.160 Job References

Revised ~~Date: 3/2019~~2/2025

9/92

Petersburg School District

BP 4113 - CERTIFICATED PERSONNEL - ASSIGNMENT

Note: The following sample policy may be revised or deleted to reflect district philosophy. This subject area is covered by collective bargaining laws.

The School Board recognizes strategic assignments are essential to supporting student success and maintaining a healthy, consistent school environment. While assignments must comply with applicable laws and credentialing requirements, the strengths, experiences, and well-being of district staff are important considerations. Since both students and staff benefit from stability, continuity, and positive relationships, assignment decisions should also consider the impact on school climate by minimizing unnecessary disruptions, and promoting consistency in student-teacher relationships. ~~respects the importance of assigning teachers in accordance with law, so as to serve the best interests of our students and the educational program.~~

The Superintendent or designee may assign certificated personnel to any position for which their preparation, certification, experience and aptitude qualify them. Teachers may be assigned to any school within the district. Teachers shall not be assigned outside the scope of their teaching certificates or their fields of study except as allowed by law.

(cf. 4112.8/[4212.8](#)/[4312.8](#) - *Employment of Relatives*)

Note: The following optional paragraph should be reviewed in conjunction with the district's collective bargaining agreement, if any, and revised or deleted as appropriate.

The assignment of certificated personnel shall comply with applicable collective bargaining provisions, agreements and alternative and charter school contracts.

Legal Reference:

ALASKA STATUTES

[14.20.147](#) *Transfer or absorption of attendance area or federal agency school*

[14.20.148](#) *Intradistrict teacher assignment*

[14.20.158](#) *Continued contract provisions*

[23.40.070](#) *Declaration of policy (PERA)*

UNITED STATES CODE, TITLE 20

Every Student Succeeds Act, [P.L. 114-95](#)

Revised ~~4/2022~~2/2025

9/92

Petersburg School District

BP 3312 CONTRACTS

The Superintendent or designee may enter into contracts and memorandum of agreements on behalf of the district. All contracts and memorandum of agreements, with a value of ~~\$10,000~~ **\$30,000** or greater, must be approved or ratified by the School Board.

(cf. 3300 - Expenditures/Expending Authority)

Contracts between the district and outside agencies shall conform to standards required by law and shall be prepared under the direction of the Superintendent or designee. Contracts, where appropriate, shall be submitted to the legal advisor of the district for review and approval.

The district shall not enter into any contract with a person, agency, or organization if it has knowledge that such person, agency or organization discriminates on the basis of race, color, creed, sex, religion, ancestry, national origin, age or nonjob-related handicap or disability, either in employment practices or in the provision of benefits or services to students or employees.

(cf. 0410 - Nondiscrimination in District Programs and Activities)

Legal References:

ALASKA STATUTES

[14.08.101](#) Powers

ALASKA ADMINISTRATIVE CODE

4 AAC 27.085 Competitive pupil transportation proposals

4 AAC 27.100 Contractor's duties

[4 AAC 31.065](#) Selection of designers and construction managers

[4 AAC 31.080](#) Construction and acquisition of public school facilities

Revised 9/97

ADOPTED: June 21, 2005

REVISED: May 19, 2009

REVISED: **Feb. 2026**

Petersburg City School District