

## **BP 4115 – CERTIFICATED PERSONNEL - EVALUATION/SUPERVISION**

Note: [AS 14.20.149](#) requires school districts to have a certificated employee evaluation system. The School Board is required to consider information from students, parents, community members, classroom teachers, affected collective bargaining units, and administrators in the design and periodic review of the system. The evaluation must be based on observation of the employee in the employee's work place. In addition, the law mandates a number of requirements for the system including the establishment of district performance standards, a minimum number of evaluations each year, the preparation and implementation of a plan of improvement, and opportunity for students, parents, community members, teachers, and administrators to provide information on the performance of the person being evaluated. Department of Education and Early Development regulations require a district's certificated employee evaluation system to evaluate a teacher or administrator's performance on applicable professional content standards as exemplary, proficient, basic, or unsatisfactory. In addition, overall performance must be evaluated with these same four ratings. No later than July 1, 2016, a district shall adopt for teachers and administrators standards for performance based on student learning data. [4 AAC 04.205](#). A district shall report to the department not later than September 15<sup>th</sup> of each year evaluation results as to tenured and non-tenured teachers, administrators and special service providers and performance levels, as prescribed in [4 AAC 19.055](#). The Educator Evaluation regulations are found at [4 AAC 19.010-19.099](#).

The School Board believes that evaluations can provide important information relevant to employment decisions, ~~can~~ help staff improve their professional skills, ~~can~~ improve the effectiveness of instruction, and raise student achievement levels. In accordance with the district's certificated employee evaluation system, the Superintendent or designee shall evaluate certificated personnel annually, including teachers, administrators, and special service providers. The evaluation system shall evaluate whether the certificated employee is exemplary, proficient, basic, or unsatisfactory on applicable content standards and in overall performance. The district's certificated employee evaluation system will incorporate those procedures and mandates required by law.

The district shall provide ~~annual~~ in-service training to all certificated employees subject to the evaluation system. The training will assure inter-rater reliability and address the evaluation procedures, the standards used by the district in evaluating performance, and other information that may be helpful to a thorough understanding of the evaluation system.

Individuals conducting an evaluation must hold a type B administrator certificate or be a site administrator under the supervision of a person with a type B certificate, be employed by the school district as an administrator, and complete training in the use of the district's evaluation system.

A certificated employee has a right to ~~timely~~ comment within 10 days on the evaluation and may not be retaliated against for doing so.

The certificated employee evaluation system will be periodically reviewed. The district will consider input from students, parents, community members, classroom teachers, affected collective bargaining units, and administrators. The district will make a form, template, or checklist that the district uses in the evaluation of certificated employees available to the public, including posting the form, template, or checklist on the district's website. The posting will explain how the district has considered the input of these groups in the design of the evaluation system.

(cf. 4116 - Probationary/Permanent Status [Nontenured/Tenured](#))

(cf. 4117.4 - Dismissal)  
(cf. 4117.6 - Nonretention)  
(cf. 4315.1 - Competence in Evaluation of Teachers)  
Legal Reference:

ALASKA STATUTES

[14.20.149](#) Employee Evaluation

[14.08.111](#) Duties

[14.14.090](#) Duties of school boards

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

ALASKA ADMINISTRATIVE CODE

[4 AAC 19.010-4 AAC 19.099](#) Evaluation of professional employees

[4 AAC 04.200](#) Professional content and performance standards

[4 AAC 04.205](#) District performance standards

Revised ~~3/2017~~[12/2025](#)

9/92

**AASB Policy Reference Manual**

## **BP 4117.2/4217.1/4317.2 - ~~CERTIFICATED-ALL~~ PERSONNEL – RESIGNATION**

Note: The following sample policy sets forth two options regarding authority to accept resignations and should be revised as needed.

### **OPTION 1**

The Superintendent or designee is authorized to accept the written resignation of any employee on behalf of the School Board, and the resignation shall become effective immediately upon acceptance by the Superintendent or designee. A resignation presented to and accepted by the Superintendent or designee may not be withdrawn by the employee.

### **OPTION 2**

~~Resignations shall be submitted in writing and directed to the School Board in care of the Superintendent. The employee shall specify the requested date of resignation. The Board shall fix the effective date of resignation which may not be later than the close of the school year. The resignation does not become effective until it has been formally approved by the Board and may be withdrawn by the employee prior to Board action.~~

Note: The Alaska Professional Teaching Practices Commission recommends that districts adopt a policy which addresses the situation of a teacher's request to resign during the teacher's contract term, or abandoning the position without notice. The PTPC further recommends a policy that addresses what procedures the school district will follow when recruiting a teacher currently under contract with another district, including a teacher who has not obtained a written release from that district. The PTPC will implement possible sanctions against a teacher who unilaterally breaches his or her employment contract. The following language can be revised to reflect your district's needs.

A certificated staff member should provide notice as early as possible to the district when the staff member knows that he or she does not plan to return for the following school year. The district [~~OPTION: will~~ OR may] agree to release a certificated staff member who has signed a contract, provided notice is given to the district, in writing, post-marked [~~OPTION: thirty calendar days prior to the staff member's first contract day of the school year~~ OR on or before June 30<sup>th</sup>].

If a request to release a certificated staff member from his or her contract is made [~~OPTION: when fewer than thirty calendar days remain before the staff member's first contract day, or anytime thereafter~~ OR after June 30<sup>th</sup>], the district will consider filing a Professional Teaching Practices Commission (PTPC) complaint. When considering if the filing of a PTPC complaint is warranted, the district will weigh any mitigating circumstances including, but not limited to, factors impacting the staff member's family or health, factors related to the staff member's employment or working conditions, or unforeseen changes in the circumstances impacting the staff member's ability to continue employment with the district.

If a certificated staff member is currently under contract with the district and the district learns the staff member has contracted with another district without obtaining a written release, the district will consider a PTPC complaint against the staff member.

The district will not contract with a certificated staff member under contract with another district unless the staff member provides a written release from the current employer. If the district contracts with a certificated staff member who has not disclosed that he/she is under contract with another school district, the district reserves the right to terminate the contract for material misrepresentation and to file a PTPC complaint.

*Legal Reference:*

ALASKA ADMINISTRATIVE CODE

[4 AAC 18.010](#) Teachers' and administrators' contracts  
[20 AAC 10.020](#) Code of ethics and teaching standards

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**AASB Policy Reference Manual**

## **AR-BP 4117.4 - CERTIFICATED PERSONNEL – DISMISSAL**

Note: AASB recommends that districts consult with legal counsel well before dismissal proceedings are to be instituted. The complexity of legal provisions pertaining to dismissal make such consultation imperative.

Employees shall not be deprived of their position during the school year except when cause for the dismissal can be shown. Employees shall be accorded their due process rights provided by law. Employees shall have the right to call witnesses in a pre-termination hearing held under the procedure set forth in AS 14.20.180.

(cf. 4116 - ~~Probationary/Permanent Status~~ Nontenured/Tenured)  
(cf. 4117.6 - Nonretention)

### *Legal References:*

#### ALASKA STATUTES

14.20.140 Notification of nonretention

14.20.145 Automatic re-employment

14.20.170 Dismissal

14.20.175 Nonretention

14.20.180 Procedure and hearing upon notice of dismissal or nonretention

14.20.205 Judicial review

14.20.215 Definitions

#### ALASKA ADMINISTRATIVE CODE

4 AAC 18.010 Teachers' and administrators' contracts

Nichols v. Eckers, 504 P. 2d 1359 (Alaska 1973)

Kenai Peninsula Borough Bd of Education v. Brown, 691 P. 2d 1034 (Alaska 1984)

Stirling v. North Slope Borough School District, Supreme Court No. S-18853 (Alaska 2025)

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9/92

## **BP 4117.6 - CERTIFICATED PERSONNEL - NONRETENTION**

Note: [AS 14.20.145](#) provide automatic reemployment rights to employees who do not receive notice of nonretention in accordance with [AS 14.20.140](#). This sample policy should be reviewed in conjunction with the district's collective bargaining agreement, if any, to determine whether a notice date earlier than that required by law is specified.

The Superintendent or designee shall provide the School Board with his/her recommendations regarding the nonretention of certificated employees.

The School Board may decide not to rehire a nontenured employee at the end of his/her first, second or third year and give written notice of its decision to the employee at any time during the year. If the School Board does not give nontenured teachers written notice of nonretention by the last day of the school term, the employee shall be offered a contract for the following year.

Note: [AS 14.20.175](#) mandates School Boards to provide by regulation or bylaw procedures by which nontenured teachers may request and receive an informal School Board hearing regarding nonretention.

Nonretention of nontenured teachers may be based on any cause deemed adequate by the Superintendent or designee or, if an informal School Board hearing is held, any cause deemed adequate by the School Board. The Superintendent or designee shall establish administrative regulations providing for an informal hearing before the School Board upon teacher request. The nonretention of tenured teachers shall comply with the cause and procedural requirements specified in law, including notice of nonretention before May 15.

(c.f. 4112.1 - Contracts)

(cf. 4117.4 - Dismissal)

(cf. 4116 - Nontenured/Tenured Status)

(cf. 4117.3 - Personnel Reduction)

Legal Reference:

### ALASKA STATUTES

[14.20.140](#) Notification of nonretention

[14.20.145](#) Automatic re-employment

[14.20.175](#) Nonretention

[14.20.180](#) Procedure and hearing upon notice of dismissal or nonretention

[14.20.210](#) Authority of school board or department to adopt bylaws

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## **BP 4118 - CERTIFICATED PERSONNEL - SUSPENSION/DISCIPLINARY ACTION**

The School Board expects its employees to perform their duties in accordance with state law and School Board policy and administrative regulations.

(cf. 4119.21/[4219.21/4319.21](#) - Codes of Ethics)

(cf. 4117.4 - Dismissal)

(cf. 4117.6 - Nonretention)

The Superintendent or designee may take disciplinary action, including: 1) verbal warning, 2) written warning, ~~reassignment~~3) letter of reprimand, 4) suspension ~~with or~~ without pay, and 5) dismissal, as he/she deems appropriate, and may deviate from the progressive order of disciplinary actions in light of the particular facts and circumstances involved.

Note: A teacher may be suspended pending an investigation to determine whether cause exists for dismissal. However, the teacher's regular compensation must be continued during the temporary suspension. [AS 14.20.170](#).

The Superintendent or designee shall document all disciplinary actions thoroughly and accurately and shall ensure that such actions are taken in a consistent, nondiscriminatory manner. Certificated management and supervisory personnel who are not covered by a collective bargaining agreement are subject to the disciplinary procedures set forth in BP 4218, except for discipline involving dismissal or nonretention. The District will provide the statutory and policy rights afforded to all certificated staff for dismissal and nonretention actions.

(cf. 4218 – Dismissal/Suspension/Disciplinary Action)

(cf. 4300 – Management Employee Definitions)

Legal Reference:

### ALASKA STATUTES

[14.20.030](#) Causes for revocation and suspension

[14.20.170](#) Dismissal

[14.20.175](#) Nonretention

[14.20.180](#) Procedures upon notice of dismissal or nonretention

### ALASKA ADMINISTRATIVE CODE

[20 AAC 10.020](#) Code of ethics and teaching standards

Revised ~~3/2018~~[12/2025](#)

9/92

## **BP 4119.3/4219.3/4319.3 - ALL PERSONNEL - DUTIES OF PERSONNEL**

Note: By requiring employers to reasonably accommodate persons with disabilities who are capable of performing the job, the Americans with Disabilities Act spotlights the need for complete, specific job descriptions. Job descriptions are expected to play an important part in implementing this federal law.

The School Board recognizes the importance of having adequate job descriptions for every district employee. Student safety, the district's fiscal stability, and the success of the educational program all depend on employees' fully understanding their responsibilities and duties.

The Superintendent or designee shall prepare and regularly update job descriptions for all positions. Job descriptions shall clearly specify all essential and peripheral/marginal functions and duties of the position, the degree of responsibility the position entails, the type and extent of training required, and the position of the person to whom the employee reports. As a best practice, job descriptions should be reviewed annually as part of the evaluation process.

All employees shall fulfill the duties and responsibilities set forth in their job descriptions and shall comply with School Board policies, administrative regulations, applicable employee agreements, and local, state and federal laws.

*(cf. 4030 - Nondiscrimination in Employment)*

*(cf. 4115/4215/4315 - Evaluation/Supervision)*

*(cf. 4215 - Evaluation/Supervision)*

*(cf. 4118/4218/4318 - Suspension/Disciplinary Action)*

*(cf. 4218 - Dismissal/Suspension/Disciplinary Action)*

*Legal Reference:*

AMERICANS WITH DISABILITIES ACT, P.L. 101-336

42 U.S.C. 12101 et seq.

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## **BP 4119.11/4219.11/4319.11 - ALL PERSONNEL - SEXUAL HARASSMENT**

Note: The United States Supreme Court in [Meritor Savings Bank, FSB v. Vinson et al.](#), found that an employer could be held liable in a sexual harassment lawsuit. The bank's complaint procedure required the employee first to report the complaint to his/her supervisor who, in this case, was the accused party. We suggest that districts adopt a sexual harassment policy requiring the immediate supervisor of the offending employee and or personnel officer to receive the complaint.

The School Board is committed to the elimination of sexual harassment in district schools and activities. Sexual harassment is strictly prohibited and will not be tolerated. This policy prohibits sexual harassment of students or staff by other students, staff, School Board members or third parties. "Third parties" include, but are not limited to, school volunteers, parents, school visitors, service contractors or others engaged in district business.

| (cf. 4119.21/[4219.21/4319.21](#) - [Codes of Ethics](#))

(cf. 4030 - *Nondiscrimination in Employment*)

(cf. 4117.4 - *Dismissal*)

| (cf. 9020 - [Board Standards](#))

(cf. 9271 - *Code of Ethics*)

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

1. Submission to the conduct is made either an explicit or implicit condition of employment, status or promotion.
2. Submission to or rejection of the conduct is used as the basis for an employment decision affecting the harassed employee.
3. The harassment substantially interferes with an employee's work performance or creates an intimidating, hostile, or offensive work environment.
4. Submission to, or rejection of, the conduct is the basis for any decision affecting benefits, services, honors, programs or other available activities.

An employee or School Board member who feels that he/she is being harassed should immediately report the incident to the immediate supervisor of the accused employee or the appropriate personnel department official, without fear of reprisal. All complaints about behavior that may violate this policy shall be promptly investigated. The personnel department shall be informed of all such complaints and will assist in the investigation and resolution of complaints. An employee making a complaint of sexual harassment shall not be required to resolve the complaint directly with the offending person.

Note: Ellison v. Brady provides directives to employers responding to sexual harassment claims in order to shield themselves from liability, including taking immediate and appropriate action to address the harassment which entails investigation and discipline calculated to reflect the severity of the conduct, stop the harassment, and deter others from acting in the same manner.

The initiation of a complaint in good faith about behavior that may violate this policy shall not adversely affect the terms or conditions of employment or the work environment of the complainant. There shall be no retaliation by the district against any person who, in good faith, reports, files a complaint or otherwise participates in an investigation or inquiry of sexual harassment.

It is the intent of the School Board that appropriate corrective action will be taken by the district to stop the sexual harassment, prevent its recurrence and address negative consequences. Employees in violation of this policy shall be subject to discipline, up to and including dismissal and/or additional sexual harassment awareness training, as appropriate. Other individuals whose behavior is found to be in violation of this policy shall be subject to appropriate sanctions as determined and imposed by the Superintendent or designee or School Board.

The Superintendent or designee shall ensure prompt and strict enforcement of School Board policy.

*(cf. 0410 – Nondiscrimination in District Programs and Activities)*  
*(cf. 1312.3 - Public Complaints Concerning Discrimination)*  
*(cf. 1312.1 - Complaints Concerning School Personnel)*

*Legal Reference:*

*Meritor Savings Bank, FSB v. Vinson et al.,*  
*477 U.S. 57 (1986)*  
*Ellison v. Brady, 924 F.2d 872 (9th Cir. 1991)*

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**9/92**

## **BP 4119.12/4219.12/4319.12 - ALL PERSONNEL - HARASSMENT**

~~The School Board recognizes that harassment can cause embarrassment, feelings of powerlessness, loss of self-confidence, reduced ability to perform school work, and increased absenteeism or tardiness. The School Board shall not tolerate the harassment of any student by any other student or district employee. Any student or employee who is found guilty of harassment shall be subject to disciplinary action.~~ The School Board is dedicated to providing a safe environment. Harassment disrupts a student's ability to learn and a school's ability to educate. Personnel are expected to demonstrate positive character traits and values. Conduct and speech must be civil and respectful.

Personnel are prohibited from engaging in any form of harassment in any school-related setting, including but not limited to: school property, during school hours, on school buses, at bus stops, and at school-sponsored activities, events, or functions.

Harassment means and includes, but is not limited to, intimidation by threats of or ~~actual~~ physical violence; the creation ~~by whatever means~~ of a climate of hostility or intimidation; or the use of language, conduct, or symbols in such a manner as to convey hatred, contempt, or prejudice or to have the effect of insulting or stigmatizing an individual. Harassment includes, but is not limited to, harassment on the basis of race, sex, creed, color, national origin, religion, marital status, or disability.

*(cf. 5131.43 – Harassment, intimidation and bullying)*

*(cf. 4118 - Suspension/Disciplinary Action)*

*(cf. 4218 - Dismissal/Suspension/ Disciplinary Action)*

*(cf. 4119.11/4219.11/4319.11 – Sexual Harassment)*

*(cf. 4119.21/4219.21/4319.21 – Codes of Ethics)*

To promote an environment free of harassment, the principal or designee shall take appropriate actions such as removing vulgar or offending graffiti, establishing site rules, and providing staff inservice or student instruction and counseling. Principals shall discuss this policy with their employees and shall assure them that they need not endure any form of harassment.

The School Board encourages students or staff to immediately report incidences of harassment to the principal or designee. The Superintendent or designee shall promptly investigate each complaint of harassment in a way that ensures the privacy of all parties concerned. In no case shall the student or staff member be required to resolve the complaint directly with the offending person.

Notice of this policy will be circulated to all district schools and departments and incorporated in teacher and student handbooks.

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

*(cf. 1312.3 - Complaints Concerning Discrimination)*

*(cf. 4030 - Nondiscrimination in employment)*

*(cf. 5141.42 - Professional Boundaries ~~for~~ of staff ~~and~~ with students)*

*Legal References:*

ALASKA STATUTES

AS 14.18.010 - 14.18.100 Prohibition Against Sex and Race Discrimination

ALASKA ADMINISTRATIVE CODE

4 AAC 06.500 - 4 AAC 06.600 Prohibition of Gender or Race Discrimination

TITLE VI, CIVIL RIGHTS ACT OF 1964

TITLE IX, EDUCATION AMENDMENTS OF 1972  
INDIVIDUALS WITH DISABILITIES EDUCATION ACT  
AMERICANS WITH DISABILITIES ACT

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**AASB Policy Reference Manual**

## **E 4119.21 - CERTIFICATED PERSONNEL - 20 AAC 10.020 CODE OF ETHICS AND TEACHING STANDARDS**

(a) The following code of ethical and professional standards governs all members of the teaching profession. A violation of this section is grounds for discipline as provided in [AS 14.20.030](#).

(b) In fulfilling obligations to students, an educator:

- (1) repealed 10/25/2000;
- (2) may not deliberately distort, suppress or deny access to curricular materials or educational information in order to promote the personal view, interest, or goal of the educator;
- (3) shall make reasonable effort to protect students from conditions harmful to learning or to health and safety;
- (4) may not engage in physical abuse of a student or sexual conduct with a student and shall report to the commission knowledge of such an act by an educator;
- (5) may not expose a student to unnecessary embarrassment or disparagement;
- (6) may not harass, discriminate against, or grant a discriminatory advantage to a student on the grounds of race, color, creed, sex, national origin, marital status, political or religious beliefs, physical or mental conditions, family, social, or cultural background, or sexual orientation; shall make reasonable effort to assure that a student is protected from harassment or discrimination on these grounds; and may not engage in a course of conduct that would encourage a reasonable student to develop a prejudice on these grounds;
- (7) may not use professional relationships with students for private advantage or gain;
- (8) shall keep in confidence information that has been obtained in the course of providing professional service, unless disclosure serves a compelling professional purpose or is required by law;
- (9) shall accord just and equitable treatment to all students as they exercise their educational rights and responsibilities.

(c) In fulfilling obligations to the public, an educator

- (1) repealed 10/25/2000;
- (2) shall take reasonable precautions to distinguish between the educator's personal views and those of any educational institution or organization with which the educator is affiliated;
- (3) shall cooperate in the statewide student assessment system established under [4 AAC 06.710-4 AAC 06.790](#) by safeguarding and maintaining the confidentiality of test materials and information;
- (4) repealed 10/25/2000;
- (5) may not use institutional privileges for private gain, to promote political candidates, or for partisan political activities;
- (6) may not accept a gratuity, gift or favor that might influence or appear to influence professional judgment, and may not offer a gratuity, gift, or favor to obtain special advantage;
- (7) may not knowingly withhold or misrepresent material information in communicating with the school board regarding a matter before the board for its decision; and
- (8) may not use or allow the use of district resources for private purposes not related to the district programs and operation.

- (d) In fulfilling obligations to the profession, an educator:
- (1) may not, on the basis of race, color, creed, sex, age, national origin, marital status, political or religious beliefs, physical condition, family, social or cultural background, or sexual orientation, deny to a colleague a professional benefit, advantage, or participation in any professional organization, and may not discriminate in employment practice, assignment, or personnel evaluation;
  - (2) shall accord just and equitable treatment of all members of the profession in the exercise of their professional rights and responsibilities;
  - (3) may not use coercive means or promise special treatment in order to influence professional decisions of colleagues;
  - (4) may not sexually harass a fellow employee;
  - (5) shall withhold and safeguard information acquired about colleagues in the course of employment, unless disclosure serves a compelling professional purpose;
  - (6) shall provide, upon the request of the affected party, a written statement of specific reasons for recommendations that led to the denial of increments, significant changes in employment, or termination of employment;
  - (7) may not deliberately misrepresent the educator's or another's professional qualifications;
  - (8) repealed 10/25/2000;
  - (9) may not falsify a document, or make a misrepresentation on a matter related to licensure, employment, evaluation, test results or professional duties;
  - (10) may not intentionally make a false or malicious statement about a colleague's professional performance or conduct;
  - (11) may not intentionally file a false or malicious complaint with the commission;
  - (12) may not seek reprisal against any individual who has filed a complaint, provided testimony or given other assistance in support of a complaint filed with the commission;
  - (13) shall cooperate fully and honestly in investigations and hearings of the commission;
  - (14) repealed 10/25/2000;
  - (15) may not unlawfully breach a professional employment contract;
  - (16) shall conduct professional business through appropriate channels;
  - (17) may not assign tasks to unqualified personnel;
  - (18) may not continue in or seek professional employment while unfit due to
    - (A) use of drugs or alcohol that impairs the educator's competence or the safety of students or colleagues;
    - (B) physical or mental disability that impairs the educator's competence or the safety of students or colleagues;
  - (19) may not interfere with a colleague's exercise of political or citizenship rights and responsibilities.

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## **BP 4119.22/~~4219.22~~/4319.22 - ~~CERTIFICATED-ALL~~ PERSONNEL - DRESS AND GROOMING**

Note: The following policy is **optional**. If the School Board wishes to expand the policy to proscribe or prohibit specific items of clothing, it is advisable to consult with legal counsel. In adopting such a policy, the district must ensure that its dress code is reasonable and reasonably enforced.

The School Board believes that since ~~teachers~~ staff serve as role models, they should maintain professional standards of dress and grooming. ~~Just as overall attitude and instructional competency contribute to a productive learning environment, so do appropriate dress and grooming.~~

The School Board encourages staff during school hours to wear clothing that demonstrates their high regard for education and presents an image consistent with their job responsibilities. **Clothes should be appropriate for the teaching environment.** ~~Clothes that may be appropriate for shop instructors or gym teachers may not be appropriate for classroom teachers.~~

*Legal Reference:*

*Breese v. Smith, 501 P.2d 195 (Alaska, 1979)*

*Revised ~~9/97~~ 12/2025*

**9/92**

## **BP 4119.23/4219.23/4319.23 - ALL PERSONNEL - 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 district information without appropriate authorization 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, t~~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 06.765 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)

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## **BP 4119.25/~~4219.25~~/4319.25 - ALL PERSONNEL - POLITICAL ACTIVITIES OF EMPLOYEES**

The School Board believes that district employees have an obligation to prevent the improper use of school time, materials or facilities for political or partisan purposes. The Superintendent or designee shall regulate political activities on school property ~~during the instructional day~~.

Employees are prohibited from engaging in any activity in the presence of students during performance of the employee's duties, where the activity is designed or intended to promote, further, or assert a position on any voting issue, board issue, or collective bargaining issue. This prohibition does not apply to classroom instruction that is part of the approved curriculum.

The Board respects the right of school employees to engage in political activities on their own time. When engaging in political activities, employees shall make it clear that they are acting as individuals and not as representatives of the district.

Nothing in the policy shall prevent the District or Board from disseminating factual information regarding school bond projects.

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

*Legal References:*

### ALASKA STATUTES

14.03.090 *Sectarian or denominational doctrines prohibited*

14.20.095 *Right to comment and criticize not to be restricted*

14.20.370-.510 *Professional Teaching Practices Act*

### ALASKA ADMINISTRATIVE CODE

4 AAC 06.135 *Use of school funds in elections*

20 AAC 10.010-10.900 *Professional Teaching Practices Commission*

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## **BP 4119.41/~~4219.41~~/4319.41 - ALL PERSONNEL - EMPLOYEES WITH INFECTIOUS DISEASE**

The School Board desires to promote the health of district students and staff in order to reduce absenteeism and enhance employee and student performance. The Superintendent or designee shall develop strategies to prevent the outbreak or spread of infectious diseases at district schools.

(cf. 4112.4/4212.4/4312.4 – *Health Examinations*)

(cf. 5113 - *Absences and Excuses*)

An infectious disease is one that is caused by a microorganism and is potentially transmittable to another individual, whether through airborne transmission, bloodborne transmission, skin-to-skin contact, foodborne transmission, or other casual or noncasual means. A communicable infectious disease, such as influenza or chicken pox, is contagious and can be readily transmitted by infectious bacteria or viral organisms.

To the extent required by law, job applicants shall be required to provide evidence that they are free of tuberculosis or any other communicable infectious disease prior to beginning employment.

(cf. 4112.4/4212.4/4312.4 - *Health Examinations*)

To prevent the outbreak or spread of infectious diseases, the Superintendent or designee may provide infection prevention supplies and information to employees, including information about recommended vaccinations. Employees also shall observe universal precautions to avoid contact with potentially infectious blood or other bodily fluids.

(cf. 4119.42/4219.42/4319.42 - *Exposure Control Plan for Bloodborne Pathogens*)

(cf. 4119.43/4219.43/4319.43 - *Universal Precautions*)

(cf. 4131/~~4231~~/4331 - *Staff Development*)

(cf. 4231/~~4331~~ - *Staff Development*)

Plans for addressing a communicable infectious disease outbreak, including, but not limited to, plans for addressing employee shortages during such an outbreak, shall be included in the district's emergency preparedness plan.

(cf. 6114 - ~~*Emergencies and Disaster Preparedness*~~ *Crisis Response Plan*)

(cf. 5112.2 - *Exclusions from Attendance*)

(cf. 5141.22 - *Infectious Diseases*)

(cf. 5141.31 - *Immunizations*)

The Superintendent or designee shall immediately report to the local health officer the presence or suspected presence of any communicable infectious disease.

### **Nondiscrimination/Reasonable Accommodation**

The district shall not discriminate against any employee or job applicant who has an infectious disease and is a qualifying individual with a disability under the Americans with Disabilities Act, Section 504 of the Federal Rehabilitation Act, or Alaska's Nondiscrimination in Employment Act.

Upon request, any qualified person with a disability shall be provided reasonable accommodation to perform the essential duties of his/her position in accordance with the criteria and processes described by law.

(cf. 4030 - *Nondiscrimination in Employment*)

### **Confidentiality**

The Board and the Superintendent or designee shall ensure that employee rights to confidentiality are strictly observed. The district shall disclose medical record information only to the extent required or permitted by law. The medical records of any employee with a disabling infectious disease shall be held in strict confidence.

(cf. 4040 – ~~Use and Disclosure of Employee Medical Information~~ [Health Insurance Portability and Accountability Act of 1996 \(HIPAA Privacy Policy\)](#))

*Legal References:*

UNITED STATES CODE

*Americans with Disabilities Act, [42 U.S.C. 12010](#), et seq.*

*Section 504 of the Rehabilitation Act of 1973, [29 U.S.C. 794](#), et seq.*

CODE OF FEDERAL REGULATIONS, TITLE 17

*[17 C.F.R. 2500](#) Reportable diseases and conditions*

*[17 C.F.R. 2508](#) Reporting of communicable diseases; duty of schools*

ALASKA ADMINISTRATIVE CODE

*[4 AAC 06.140](#) AIDS in school personnel*

*[4 AAC 06.150](#) Confidentiality of AIDS information*

~~*Adoption Date Revised:*~~ *3/2019 12/2025*

9/92

**E 4119.42/4219.42/4319.42 – ALL PERSONNEL - HEPATITIS B VACCINE DECLINATION**

Note: The code of Regulations, requires the district to ensure that the following statement is signed by any employee who declines to accept the hepatitis B vaccination offered by the district.

I understand that due to my occupational exposure to blood or other potentially infectious materials I may be at risk of acquiring hepatitis B virus (HBV) infection. I have been given the opportunity to be vaccinated with hepatitis B vaccine, at no charge to myself. However, I decline hepatitis B vaccination at this time. I understand that by declining this vaccine, I continue to be at risk of acquiring hepatitis B, a serious disease. If in the future I continue to have occupational exposure to blood or other potentially infectious materials and I want to be vaccinated with hepatitis B vaccine, I can receive the vaccination series at no charge to me.

Signature

Employee Name (Please print)

Date

~~added 9/93~~ Revised 12/2025

9/92