

**AASB POLICY REFERENCE MANUAL UPDATE SERVICE
2025 PERSONNEL SERIES
INSTRUCTION SHEET**

NOTE: This packet includes only those policy manual pages that have been revised, deleted or newly established. Full text pages are included and are to be substituted as indicated below.

This update constitutes a housecleaning of the **4000 Series – Personnel**. Many updates include minor grammatical/titling/explanatory note changes that do not require Board approval. Titles of the series have been updated to better clarify whether they apply to certificated personnel, classified personnel, or supervisory/management personnel. This is accomplished by titling each policy with the appropriate label:

1. All Personnel
2. Certificated Personnel (4100 Numbers)
3. Classified Personnel (4200 Numbers)
4. Management and Supervisory Personnel (4300 Numbers)

If the policy applies to more than one employee group, it has been assigned a policy number for each group.

The following polices do **not** require formal board adoption:

Formal Adoption Not Required – Grammatical/Titling/Explanatory Note Changes Only

BP 4000	BP 4020	AR 4021	BP 4030
E 4030	BP 4111.2/4211.2/4311.2	BP 4112.1/4312.1	AR 4112.5/4212.5/4312.5
BP 4112.10	BP 4112.61/4212.61/4312.61	BP 4117.6	BP 4119.11/4219.11/4319.11
E 4119.21	BP 4119.41/4219.41/4319.41	E 4119.42/4219.42/4319.42	BP 4131/4231/4313
BP 4132/4232/4332	BP 4135/4235/4335	BP 4136/4236/4336	BP 4141/4241
BP 4141.6/4241.6	BP 4143/4243	BP 4144/4244/4344	AR 4144/4244/4344
BP 4151/4251/4351	BP 4154/4254/4354	AR 4154/4254/4354	E 4154/4254/4354
BP 4156.3/4256.3/4356.3	BP 4157/4257/4357	BP 4161/4261/4361	AR 4161.1
BP 4161.3	BP 4161.4/4261.4/4361.4	AR 4161.4/4261.4/4361.4	E 4161.4/4261.4/4361.4
BP 4161.7/4261.7/4361.7	BP 4170/4270/4370	BP 4180/4280/4380	AR 4180/4280/4380
BP 4213	BP 4215	BP 4216	BP 4218
BP 4222	AR 4222	BP 4231	BP 4253
BP 4300	BP 4313.2	BP 4315	BP 4315.1
BP 4361.1			

The following policies **do** require board approval:

REPLACE/ADD	FORMAL ADOPTION REQUIRED	DESCRIPTION
BP 4021	Yes	This update clarifies that school bus driver testing may be accomplished through contracting with the transportation services provider.
BP 4111/4211/4311	Yes	***Merge BP 4111 and BP 4211*** This update clarifies language regarding inquiries into protected information when hiring. It also authorizes the board to delegate the authority to make classified hires to the superintendent. This policy merges the previous BP 4211 into a single policy.
BP 4111.1/4211.1/4311.1	Yes	***Deleted Board Policy*** AASB recommends the deletion of the affirmative action policy, which includes problematic language regarding hiring preferences. Districts are encouraged to consult with legal counsel to discuss any proposed hiring preferences.
BP 4112.5/4212.5/4312.5	Yes	This update clarifies that school district volunteers must be subject to a background check, and that an omission on an application can be grounds for denial of hire (or dismissal).
BP 4112.6/4212.6/4312.6	Yes	This update clarifies when and how board members may review employee records and information.
BP 4113	Yes	This update provides additional guidance regarding the assignment of certificate personnel.
BP 4115	Yes	This update adds language to clarify that employees evaluating certificated personnel in the District must hold a Type B administrator certificate.
BP 4117.2/4217.1/4317.2	Yes	***Merge BP 4117.2 and BP 4217.2*** This update simplifies the process by which an employee resigns. It also merges the classified and certified resignation policies.
BP 4117.4	Yes	This update codifies the requirement established by the Alaska Supreme Court that certified employees may call witnesses at a pre-termination hearing.
BP 4118	Yes	This update clarifies what constitutes progressive discipline, and that reassignment is not necessarily disciplinary.
BP 4119.3/4219.3/4319.3	Yes	This update requires that, as a best practice, job descriptions should be reviewed and updated annually.
BP 4119.12/4219.12/4319.12	Yes	This update updates harassment language to fit best practices, including that it relates to all school district activities and facilities.
BP 4119.22/4219.22/4319.22	Yes	This update simplifies the model dress code policy, and applies it to all personnel.
BP 4119.23/4219.23/4319.23	Yes	This update clarifies best practices regarding the release of unauthorized District information.
BP 4119.25/4219.25/4319.25	Yes	This update clarifies that the District may regulate political activity on school property at any time (not just during the instructional day) in accordance with law.
BP 4122	Yes	This update requires that the superintendent establish criteria for a student teacher program.
BP 4133/4233/4333	Yes	This update provides clearer guidelines on employee use of travel expenses.
BP 4156.2/4256.2/4356.2	Yes	This update removes specific language regarding the use of monetary awards for employees, while still allowing latitude to provide employee awards, as appropriate.
BP 4158/4258/4358	Yes	This update requires that the superintendent or designee is made aware of all police reports made by personnel in the course of their duties.

REPLACE/ADD	FORMAL ADOPTION REQUIRED	DESCRIPTION
BP 4159/4259/4359	Yes	This update includes best practice language regarding employee mental health support.
AR 4161/4261/4361	Yes	<p>***Deleted Administrative Regulation***</p> <p>AASB recommends the deletion of the model regulation regarding COVID 19 emergency and sick leave, which is no longer applicable.</p>
BP 4161.1	Yes	This update revises BP 4161.1 to clarify and better align it with state law.
BP 4161.2/4261.2/4361.2	Yes	This update clarifies that personnel leave is generally a bargained for benefit. It also removes a restriction tying it to sick leave, which is an independent type of leave.
BP 4212	Yes	Related to BP 4111/4211/4311, this update clarifies that the Board may delegate the hire of classified employees to the superintendent.
BP 4314	Yes	This update simplifies language regarding the assignment of management and supervisory staff, while removing the recommendation that management personnel routinely apply for transfers (or be involuntarily rotated).