THE LAKE AND PENINSULA SCHOOL DISTRICT
Work Session AGENDA
November 19, 2026, 9:00 AM

Agenda

1. Student Government Questions
2. Board Committees: Proposed Joint Borough/School Board Education Committee & Dissolution of Existing Committees
   a. Establishment of Joint Borough/School Board Education Committee 2
   b. Dissolution of Student Services & Culture & Curriculum Committee
3. 2026-2027 School Board Calendar 4
4. Policy Updates - Fall 2026 5

Section	9000 BYLAWS OF THE BOARD
Title	Joint School Board & Borough Assembly Education Committee
Status	Active
Cross Reference	BB 9130 - Board Committees

Committee Established	November 19, 2026
Last Reviewed	November 19, 2026
Last Revised	November 19, 2026

Name: Joint School Board & Borough Assembly Education Committee
Department: Board of Education
Focus Area: Education
Membership: One or two board members appointed by the board president and district administration
Type: Standing
Meeting Dates: As needed
Duration: Ongoing

The Joint Borough/School Board Education Committee serves as a permanent collaborative bridge between the Lake & Peninsula Borough Assembly and the Lake & Peninsula School Board. Stemming from the shared commitments of the May 2026 Joint Convening, the Committee is charged with breaking down institutional silos, aligning local governance with community values, and tackling regional "mountains" together through proactive communication and shared problem-solving.

The Committee reviews, strategizes, and makes joint recommendations to both governing bodies regarding:

1. **Education and Career Pathways:** Strengthening Career and Technical Education (CTE), local workforce development, entrepreneurship training, and ensuring local students are equipped for meaningful careers within the region.
2. **Community-Defined School Visions:** Supporting individual communities in defining their own unique vision for their local schools—moving away from rigid outside formulas to ensure schools reflect local culture, subsistence traditions, language, and community strengths.
3. **Collaborative Budgeting and Resource Alignment:** Fostering transparent, early-stage discussions about budget priorities, funding constraints, and capital investments before formal budget processes begin, ensuring efficient use of taxpayer and district resources.
4. **Infrastructure and Facilities Coordination:** Addressing shared challenges related to aging infrastructure, rural housing shortages, energy costs, and facility maintenance across the district's communities.
5. **Ongoing Communication and Joint Governance:** Maintaining regular dialogue between the Borough Manager and Superintendent, encouraging cross-attendance at public meetings, and designing annual joint workshops or convening sessions.

Scope of Projects

The Committee regularly identifies regional priorities for in-depth analysis and action. Projects may include reviewing regional workforce shortages (trades, mechanics, healthcare, education), exploring alternative energy and technology integration for schools, coordinating grant applications, and designing frameworks to keep young people connected to their home communities.

Recommendations brought forth by this Committee are designed to ensure that local governance acts with unified purpose, honoring the wisdom of ancestors, protecting the strengths of rural Alaskan life, and securing a sustainable, thriving future for the next generation

LPSD School Board Calendar 2026-2027

August	Welcome staff and students: September 1, 2026 (First Day for Students)
September	Board Meeting September 24, 2026 AASB Fall Boardsmanship Academy (Anchorage) September 12-13, 2026
October	Board Meeting: none
November	Board Meeting November 19, 2026 AASB Annual Conference: November 5-8, 2026 (Anchorage)
December	Board Meeting December 10, 2026 (tentative) Elect officers Review Audit Board Self-Evaluation/Board Goal Setting Review student assessment data from Spring-Fall
January	Board Meeting (Contract Approvals) January 14, 2027 (tentative) Small Schools Staffing Projection/Discussion
February	Board Meeting February 11, 2027 (tentative) AASB Legislative Fly-In and Leadership Training: February 20-22, 2027 (Juneau)
March	Board Meeting March 11, 2027 (tentative) Budget Development, 1st reading Small School Intent to Enroll Forms Go Out
April	Board Meeting (SNAP Meet) April 15, 2027 (tentative) AASB Spring Boardsmanship Academy: April 16-17, 2027 (Anchorage) Budget Approval, Final reading (to Borough by May 1) Approval of next year's school calendar Intent to Enroll - Small Schools Discussion
May	Activities Reference Sheet Review for the following year Review of Superintendent Goals/Superintendent Evaluation Board Meeting May 13, 2027 (tentative)

LAKE AND PENINSULA SCHOOL DISTRICT/SERIES 4000 - PERSONNEL

RECRUITMENT AND SELECTION - ~~CERTIFICATED~~ ALL PERSONNEL

BP 4111/4211/4311

> **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 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 an ~~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.

RECRUITMENT AND SELECTION - ~~CERTIFICATED~~ ALL PERSONNEL

BP 4111/4211/4311

Before considering the hire of 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

RECRUITMENT AND SELECTION - ~~CERTIFICATED~~ ALL PERSONNEL

BP 4111/4211/4311

Board ~~shall make the final decision on the selection of all employees.~~ has the 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. 10000 - Concepts 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 ~~03/2016~~ 10//2026

07/12

~~**LAKE AND PENINSULA SCHOOL DISTRICT/SERIES 4000 - PERSONNEL**~~

~~**RECRUITMENT AND SELECTION - CLASSIFIED PERSONNEL BP 4211**~~

~~In order to secure quality personnel, the district shall maintain an effective recruitment program based upon alertness to good candidates, initiative that results in prompt action and good personnel practices in dealing with applicants.~~

~~The Superintendent or designee shall determine the personnel needs of the district. He/she shall locate suitable candidates and make recommendations to the School Board for employment.~~

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

~~*(cf. 4111.1/4211.1 - Affirmative Action)*~~

~~*(cf. 4111.2/4211.2/4311.2 - Legal Status Requirement)*~~

~~The Superintendent or designee shall ensure that persons nominated for employment meet all qualifications established by law and by the School Board.~~

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

~~*(cf. 4212.5 - Security Check)*~~

~~07/12~~

LAKE AND PENINSULA SCHOOL DISTRICT/SERIES 4000 - PERSONNEL

AFFIRMATIVE ACTION - ALL PERSONNEL BP 4111.1/4211.1/4311.1

Note: Pursuant to AS 14.18.070, the State Board of Education may require an affirmative action program if the district is found to be out of compliance with state laws against sex and race discrimination. Affirmative Action plans should be developed with advice from legal counsel. Unless the district has specific evidence of past discrimination by the district, which the program can be tailored to remedy, the district should base its program on an appropriate statistical analysis of the qualified people currently available in the relevant recruiting area for each job group. An affirmative action program should be remedial, fair to minority and nonminority group members, and also temporary.

The Superintendent or designee shall determine whether the following groups are underrepresented within the district work force based on the relevant job market: men, women, whites, blacks, Hispanics, Asians, American Indians or other minorities. Where under-representation exists, the affirmative action program shall specify remedial action to be taken, including hiring goals and timetables.

The Superintendent or designee shall maintain an affirmative action program as required by law. The affirmative action program shall be temporary and shall be fashioned in response to a demonstrated need for remedial action. The Superintendent or designee shall update the affirmative action program not less than every five years. The program shall not unnecessarily hinder the employment of any group member.

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

The Superintendent or designee shall report to the School Board annually regarding the extent to which program goals are being achieved.

(cf. 4030 - Nondiscrimination in Employment)

Legal References:

ALASKA STATUTES

14.18.070 Affirmative action

ALASKA ADMINISTRATIVE CODE

4 AAC 06.510 Discrimination in hiring practices

UNITED STATES CODE

VOCATIONAL REHABILITATION ACT OF 1973 29 U.S.C. 794

~~*AGE DISCRIMINATION IN EMPLOYMENT ACT 29 U.S.C. 621-624*~~

~~*VIETNAM ERA VETERANS' ACT 38 U.S.C. 2012 et seq.*~~

~~*COURT DECISIONS*~~

~~*United Steel Workers v. Weber 443 U. S. 193 (1979)*~~

~~*Revised: 9/97*~~

~~*07/12*~~

LAKE AND PENINSULA SCHOOL DISTRICT/SERIES 4000 - PERSONNEL

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

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~~ reflect the highest standards of integrity and professionalism, and are deemed appropriate for ~~individuals~~ working with children. ~~Effort will be made to~~ The District will 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 ~~09/01~~ 10/2026

07/12

PERSONNEL RECORDS - ALL PERSONNEL BP 4112.6/4212.6/4312.6

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 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

COURT DECISIONS
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)

Revised ~~01/09~~ 10/2026

07/12

Lake and Peninsula School District

LAKE AND PENINSULA SCHOOL DISTRICT/SERIES 4000 - PERSONNEL

ASSIGNMENT - CERTIFICATED PERSONNEL **BP 4113**

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 ~~respects the importance of assigning teachers in accordance with law, so as to serve the best interests of our students and the educational program~~ 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.

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 ~~11/2023~~ 10/2026
09/92

EVALUATION/SUPERVISION - CERTIFICATED PERSONNEL BP 4115

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 ~~2015-16 school year~~ July 1, 2016, a ~~teacher or administrator's performance evaluation for student learning data standards shall include an evaluation of actual student learning data~~ 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 15th 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 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 ~~copy of the evaluation instrument~~ 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. 4216 - Probationary/Permanent Status)*~~
(cf. 4116 - Nontenured/Tenured Status)
(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 ~~12/2014~~ 10/2026
07/12

LAKE AND PENINSULA SCHOOL DISTRICT/SERIES 4000 - PERSONNEL

RESIGNATION - ~~CERTIFICATED~~ ALL PERSONNEL BP 4117.2/4217.2/4317.2

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.

Note: The Alaska Professional Teaching Practices Commission recommends that districts adopt a policy which address~~ing~~es the situation of a teacher's request to ~~leave a position~~ 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 ~~terminates~~ 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 30th].

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 30th], 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 ~~expectations regarding~~ 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

Revised ~~1/03~~ 10/2026
07/12

Lake and Peninsula School District

~~**LAKE AND PENINSULA SCHOOL DISTRICT/SERIES 4000 - PERSONNEL**~~

~~**RESIGNATION - CLASSIFIED PERSONNEL BP 4217.2**~~

~~Ample notice of intention to resign should be given by an employee who plans to leave the district. Normally, no less than two weeks notice should be given.~~

~~Positive supervisorial action is required to determine if causes of employee resignation may be adjusted. Supervisors should consider factors of employee value to the district, availability of replacement, and costs of training a replacement.~~

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

~~When an employee resigns, he/she should write a letter of resignation or complete the District resignation form. In addition, if an employee was a member of the Public Employees Retirement System (PERS) Notification of Termination form #02-1806 must be completed and forwarded with the resignation to the District Office.~~

~~07/12~~

LAKE AND PENINSULA SCHOOL DISTRICT/SERIES 4000 - PERSONNEL

DISMISSAL - CERTIFICATED PERSONNEL **BP 4117.4**

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.

~~A legal review is required of all dismissal recommendations.~~

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

Revised ~~09/97~~ 10/2026
07/12

Lake and Peninsula School District

LAKE AND PENINSULA SCHOOL DISTRICT/SERIES 4000 - PERSONNEL

SUSPENSION/DISCIPLINARY ACTION - CERTIFICATED PERSONNEL BP 4118

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, 3) ~~reassignment~~ 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 ~~03/2018~~ 10/2026
9/92

LAKE AND PENINSULA SCHOOL DISTRICT/SERIES 4000 - PERSONNEL

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

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.

~~All job descriptions are available upon request.~~

(cf. 4030 - Nondiscrimination in Employment)
(cf. 4115 - Evaluation/Supervision)
(cf. 4215 - Evaluation/Supervision)
(cf. 4118 - Suspension/Disciplinary Action)
(cf. 4218 - Dismissal/Suspension/Disciplinary Action)

Legal Reference:
~~*UNITED STATES CODE:*~~
AMERICANS WITH DISABILITIES ACT, P.L. 101-336
42 U.S.C. 12101 et seq.

Revised 10/2026
07/12

LAKE AND PENINSULA SCHOOL DISTRICT/SERIES 4000 - PERSONNEL

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

~~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 of staff 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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Lake and Peninsula School District