Board Policy Committee Meeting

Friday, May 29, 2026 CANCELED
KIBSD Central Office, 722 Mill Bay Road, Kodiak, Alaska 99615

1.	**Preliminaries**	
1.a.	Call to Order	**Speaker(s):** Board President
2.	**Community Comments**	
2.a.	Community Comments	**Speaker(s):** Board President
3.	**Action Items**	
4.	**Adjournment**	
4.a.	Adjournment	
5.	**Preliminaries**	
5.a.	Call to Order	**Speaker(s):** Board President
6.	**Community Comments**	
6.a.	Community Comments	**Speaker(s):** Board President
7.	**Action Items**	
7.a.	Review BP 6174.1 *Education of Native/Indian Children*	
7.b.	Review BP 8200 *Powers and Duties*	
7.c.	AI Policy Discussion and Development	
7.d.	Review BP 5131.9 *Academic Honesty*	
7.e.	Review Comprehensive Update to Article 4 - *Personnel*	
8.	**Adjournment**	
8.a.	Adjournment	

EDUCATION OF NATIVE/INDIAN CHILDREN BP 6174.1(a)

Community and Parental Involvement

Note: Title 20 of the United States code mandates that school districts receiving Impact Aid funds have a policy ensuring all parents and community members, including IRA and traditional councils, have the opportunity to submit their views and active consultation relating to the district's education and cocurricular programs. It is the law's intent to encourage the maximum participation by Alaska Natives in the planning and management of Alaska Native education programs.

Note: Under the Every Student Succeeds Act, "affected" school district are required to consult with local tribes or tribal organizations prior to submitting a plan or application for federally covered education programs. Affected districts are those that either: 1) have 50% or more of its student enrollment made up of Alaska Native students; or 2) received an Indian education formula grant under Title VI in the previous year that exceeds $40,000. Consultation must be done "in a manner and in such time that provides the opportunity for such appropriate officials from Indian tribes or tribal organizations to meaningfully and substantively contribute to plans under covered programs." Federal programs requiring consultation between tribes and affected school districts include:

- Title I, Part A (Improving Basic Programs Operated by State and Local Educational Agencies)
- Title I, Part C (Education of Migratory Children)
- Title I, Part D (Prevention and Intervention Programs for Children and Youth who are Neglected, Delinquent, or At-Risk)
- Title II, Part A (Supporting Effective Instruction)
- Title III, Part A (English Language Acquisition, Language Enhancement, and Academic Achievement Act)
- Title IV, Part A (Student Support and Academic Enrichment Grants)
- Title IV, Part B (21st Century Community Learning Centers)
- Title V, Part B, subpart 2 (Rural and Low-Income School Program)
- Title VI, Part A, subpart 1 (Indian Education Formula Grants to Local Educational Agencies)

The School Board recognizes that all parents and community members, including IRA and Traditional Councils, have a special interest in the education programs and cocurricular programs provided their children. To provide an opportunity for them to be meaningfully involved in the development, implementation, and evaluation of each school's educational and cocurricular program, all interested parties will mutually enter into Indian Policies and Procedures (IPP's), which are incorporated into and adopted as the policy of the School Board. The policies must be drafted in accord with 20 USC 7704 and 34 CFR 222.94. In addition, the following procedures will be used:

Note: Where "Advisory Committee" appears, the board may wish to specify/designate what body will be responsible for implementing this policy based on the needs of your district.

1. At a meeting of a School Board Advisory Committee called for that specific purpose, the principal will present a detailed description of that school's education program including curriculum (course description, scope and sequence) and program evaluation procedures as well as the co-curricular program provided. At least two weeks prior to that meeting public notice will be given through newspapers, public posting, and radio announcements, where appropriate, stating the agenda and purpose of the meeting. To further insure community involvement a written invitation will be sent to the IRA and/or Traditional Council.

2. During the planning and development of local education programs all parents and community members including IRA and Traditional Councils, will be actively consulted in the following manner:

   a. At each Advisory Committee meeting where program applications for financial assistance are reviewed all members of the public will be given an opportunity to present their views.

   b. All members of the public will have an opportunity to present their overall views on the educational program and its operation.

   c. All members of the public will have an opportunity to make recommendations concerning the needs of their children.

   d. All members of the public will be given the opportunity to comment on the way in which they can assist their children in realizing the benefits to be derived from the educational program.

(cf. 6020 - Parent Involvement)

Nondiscrimination

The School District certifies that all children participate in the school program on an equal basis regardless of age, sex, race, creed, color, national origin, or ethnic background and shall not be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any education program or activity of the district consistent with Title IX of the Education amendments of 1972 and Title Vl of the Civil Rights Act of 1964.

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

Educational Program

Note: Under the Every Student Succeeds Act, the government is dedicated to the development of curriculum materials that reflect the cultural diversity of Alaska Natives, instructional programs that make use of Native Alaskan languages, and programs and materials designed to address the needs of rural Alaska schools. This includes supporting the unique educational needs of rural school children by incorporating qualified Alaska Native elders and seniors.

The primary purpose of the educational program is to provide experiences by which individuals will learn within the context of their needs as well as the broader needs for which the district shares a responsibility. Under this assumption, the school is viewed as a link between the individual and learning resources and experiences available to meet both short and long range needs. To encourage the strongest and most viable linkage, the School Board recommends:

1. A program which is individualized to the maximum extent and which provides as many options as possible within educational goals statement previously made.

EDUCATION OF NATIVE/INDIAN CHILDREN (continued) BP 6174.1(c)

2. An organization plan by grade level or function which considers local expectations and efficiency of operation rather than an arbitrary pattern of organization. Individualization of program for students and optimum staff utilization demands an organizational plan based upon statement performance, skill grouping, and activity grouping rather than a rigid grouping by age, sex, or other non-educational basis.

3. A staff utilization procedure which establishes specific personnel needs based upon the programs requirements. All persons, directly or indirectly effect the school operation. Certificated, classified and resource personnel, as well as students in certain circumstances, are considered in developing procedures for staff utilization.

4. A guidance and individual program planning effort which assures the widest choice of alternatives to individual students over their period of formal education. Emphasis will be upon bringing the student in direct contact with those educational experiences and resources which best meet short or long range needs.

5. An assessment program which uses both subjective and objective measures in determining student performance and the effectiveness of the school program in achieving learning objectives. This program is an integral part of the guidance function and requires both the involvement and understanding of students and parents in its development.

6. A wide range of learning materials and techniques which will meet the needs of students and of those responsible for instructional or learning activities. Special consideration must be given to unique cultural and language requirements. Audio and video materials, as well as print materials, are particularly important to the concepts- of individualization and maximum learning options.

7. A program for bringing students, schools and communities together in various educational, cultural, and recreational activities. The Alaska High School Activities Association (AHSAA) is recognized as the authority for all high school interscholastic activities. The district accepts as binding all AHSAA rules and regulations for membership and competition. All activities will be made available to students on a nondiscriminatory basis.

8. Maximum use of community resources as an integral part of the curriculum. Budgetary and administrative procedures should promote this utilization with standards established at the district and community level.

9. A continuous program of curriculum development at the community and district level. In this way the program will remain dynamic from both a content and organizational standpoint. Innovative or pilot efforts should be encouraged within whatever constraints must be applied to afford protection of students from potentially harmful experimentation.

EDUCATION OF NATIVE/INDIAN CHILDREN (continued) BP 6174.1(d)

10. That in those areas which may be viewed as controversial, instructional procedures will be confined to a body of factual information with acceptance or interpretation left to the student. Religion is recognized as an important historic element but specific religion responsibility rests with the home and church. The Advisory Committee and parents should play a major role in determining how controversial issues will be handled BEFORE SPECIFIC CONTROVERSIES OR ISSUES ARISE. Areas often found as the source of controversy are sex education, alcohol, and drug education.

11. Special programs, such as Title 1, Migrant Education, and Indian Education be designed, implemented and evaluated with input from parents and teachers of involved students. Specific activities may include but are not limited to:

    a. Notifying each child's parents and teachers in a timely manner that the child has been selected to participate in the program.

    b. Informing parents and teachers of specific objective of the program.

    c. Establishment of parent-teacher conferences.

    e. Providing materials, suggestions and training to enable parents to promote education at home.

    f. Providing timely information concerning the program's plans and evaluations.

    g. Soliciting parents and teacher suggestions in planning and operating the program.

    h. Facilitating volunteer or paid participation by parents in school activities.

    i. Establishing parent advisory committees.

Legal Reference:

UNITED STATES CODE
20 USC §§ 7541-7546, Alaska Native Educational Equity, Support, and Assistance Act
20 USC § 7704 Policies and procedures relating to children residing on Indian Lands

CODE OF FEDERAL REGULATIONS
34 CFR 222.94 What provisions must be included in a local educational agency's Indian policies and procedures?

Revised 6/2024

BP 6174.1 EDUCATION OF NATIVE/INDIAN CHILDREN

The School Board recognizes that all parents and community members, including IRA and Traditional Councils, have a special interest in the education programs and co-curricular programs provided their children. The District will provide opportunities for them to be meaningfully involved in the development, implementation, and evaluation of each school's educational and cocurricular program.

Adopted: 2/22/10

Revised:

Kodiak Island Borough School District

BP 8200 POWERS AND DUTIES

Note: Pursuant to A.S. 14.08.115 Advisory School Boards shall advise the regional school board on all matters concerning the schools in the community. A.S. 14.08.115 and A.S. 14.12.035 give school boards the authority to prescribe the powers and duties of Advisory School Boards. The following sample policy may be revised to reflect district philosophy and needs. Additionally, the role of advisory boards may be prescribed in relevant policies and regulations throughout the policy manual with a cross reference to this policy.

The powers and duties of the Advisory School Board are delegated by the School Board and may be discharged only at a legal meeting conducted according to School Board policy and administrative regulations.

Advisory School Boards shall advise the School Board and administration on all matters concerning the schools and shall perform other duties as prescribed by the School Board.

The Advisory School Board shall seek to represent the interests of the community and communicate those interests to the School Board and administration.

Within the guidelines established by the School Board, the Advisory School Board shall:

1. Develop a school philosophy aligned with that of the School District.

2. Develop goals and objectives aligned with District Plans and State and Federal mandates.

3. Participate in the development of local practices consistent with District Policy regarding the use of facilities

4. Develop the calendar of the school within the parameters set by the School Board and review the daily schedule as prepared by the principal. The Advisory School Board shall be informed of the activity program of the school.

5. Advise the principal as to the allocation of site/community generated funds earmarked for the local student activity program. In addition, administration shall review the budget process with the Advisory School Board at least once annually.

6. When categorically funded programs, such as Indian Education, Johnson O'Malley, and Title 1, take place in the school, approve the program to be implemented. The respective parent committee has responsibility for the preparation of the program but every effort should be made to coordinate all programs which take place in the school. The Advisory School Board may also act as the Parent Action Committee (PAC) for the purpose of advising the district on the goals and objectives for Indian Education, Johnson O'Malley (JOM), Title 1-A, and Title 1-C Migrant Education.

7. Review at least once per semester student achievement/behavioral/attendance data and make recommendations to administration on how to increase student achievement. Review and adopt a report prepared by the principal to be submitted prior to the end of the school year to the Advisory School Board and to the community served by the Advisory School Board. This report shall include the following:

   a. progress and achievement through the year,

   b. recommendations for achieving regional goals and objectives, student achievement,

status and projections of staffing levels,

c. status of the physical plant including suggestions for summer maintenance, and extracurricular activities carried on throughout the year.

8. Assist in the selection of the school principal by selecting a representative from the Advisory School Board to participate in interviewing candidates, or reviewing application, as part of the district interviewing team that make recommendations to the Superintendent or designee who will make the final decision.

9. Be responsible to the community by establishing a line of communication between the school and parents, assuming responsibility for the educational program of the school within the limitations established by the School Board and attending all training sessions offered for Advisory School Board development.

10. The Advisory School Board shall visit an elementary, middle, and high school classroom at least once per year.

11. Review periodically, but at least once every three years, the school's safety and disciplinary plan for the purpose of recommending and adopting changes to the plan.

12. Review the school's bilingual/bicultural program for the purpose of making recommendations to the School Board.

Note: According to AS 14.30.420, a School Board shall establish a local Native language curriculum advisory board for each school in which a majority of the students are Alaska Natives. Any school district with Alaska Native students may establish a local Native language curriculum advisory board for each school with Alaska Native students. The advisory board may recommend a Native language education program, which, if established should comply with AS 14.30.420.

13. Act as the local Native language curriculum advisory board for each school in the district in which a majority of students are Alaska Natives.

14. Review facility use requests by the public and make recommendations to the principal regarding such use in accordance with district policy and procedures.

15. Advise the principal on long-range building plans and review the status of the physical condition of the school facility.

Duties not performed by the Advisory School Board in a timely manner and in accordance with the policies and regulations of the district are to be carried out by the next responsible board or school official.

Legal Reference

ALASKA STATUTES

14.08.115 Advisory school boards in REAA

14.12.035 Advisory school boards in borough school districts

14.30.420 - Native language education

Revised 3/2015

BP 8200 POWERS AND DUTIES

The powers and duties of the Advisory School Board are delegated by the School Board and may be discharged only at a legal meeting conducted according to Board policy and administrative regulations.

Advisory School Boards shall advise the School Board and administration on all matters concerning the schools and shall perform other duties as prescribed by the School Board.

The Advisory School Board shall seek to represent the interests of the community and communicate those interests to the School Board and administration.

Within the guidelines established by the School Board, the Advisory School Board shall:

1. Be responsible to the community by establishing a line of communication between the school and parents, assuming responsibility for the educational program of the school within the limitations established by the School Board, attempting to resolve any conflicts involving the school at the local level in accordance with appropriate complaint procedures, and attending all training sessions offered for Advisory School Board development.
2. When categorically funded programs, such as Indian Education and Title 1, take place in the school, approve the program to be implemented.

Duties not performed by the Advisory School Board in a timely manner and in accordance with the policies and regulations of the District are to be carried out by the next responsible Board or school official.

Legal Reference:

ALASKA STATUTES

14.12.035 Advisory school boards in borough school districts

Adopted: 2/22/10

Revised: 5/21/12

Kodiak Island Borough School District

BP 5131.9 ACADEMIC HONESTY

The School Board believes that personal integrity is basic to all solid achievement. Students will reach their full potential only by being honest with themselves and with others.

The Board expects students to respect the educational purpose underlying all school activities. All students need to prove to themselves that they can do successful work as a result of their own efforts. The Board expects that students will not cheat, lie or plagiarize.

Each school shall provide an environment that encourages honesty. Students must know that their teachers will not ignore or condone cheating and that anyone discovered cheating will be penalized.

(cf. 5144 - Discipline)

Adopted: 2/22/10

Last Reviewed: 2024

Kodiak Island Borough School District

BP 5131.9 ACADEMIC HONESTY

Note: This optional policy may be revised or deleted as desired.

Academic honesty and personal integrity are foundational components of a student's education in both the process of learning, and individual character development.

The Board expects that students will be truthful in all academic endeavors, and likewise, experience the requisite honor of proving their capabilities to themselves and the world.

The learning community of students, parents/guardians, staff and administrators shall be responsible for creating and maintaining a positive school climate that encourages honesty.

The Board expects that students will not cheat, lie, plagiarize, or commit other acts of academic dishonesty. Students found to have committed an act of academic dishonesty shall be subject to district and school sanctions.

The Board recognizes that the advancement and availability of artificial intelligence/generative technology (AI/GT), means the learning community is very likely to utilize this new technology. Such use must meet the requirements of academic honesty and yet allow for its application as a new tool for instruction, critical thinking, exploration, and development of original thought and material. It is expected and required that use of AI/GT will be appropriately referenced and noted.

(cf. 5144 - Discipline)

Revised 9/2023

AASB POLICY REFERENCE MANUAL

9/92

AASB Policy Reference Manual

Model

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	***Deleted Administrative Regulation*** AASB recommends the deletion of the model regulation regarding COVID 19 emergency and sick leave, which is no longer applicable.
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).

WORKSHEETS for the district policy committee:
DISCARD WHEN FINISHED

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.

WORKSHEETS for the district policy committee:
DISCARD WHEN FINISHED

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~~12/2025

9/92

WORKSHEETS for the district policy committee:
DISCARD WHEN FINISHED

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~~

WORKSHEETS for the district policy committee:
DISCARD WHEN FINISHED

~~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, t~~T~~obacco, 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, t~~T~~obacco, 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.

WORKSHEETS for the district policy committee:
DISCARD WHEN FINISHED

(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~~12/2025
9/92

AASB Policy Reference Manual

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-

WORKSHEETS for the district policy committee:
DISCARD WHEN FINISHED

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~~12/2025
9/92

AASB Policy Reference Manual

BP 4021 - ~~ALL PERSONNEL –~~DRUG AND ALCOHOL TESTING FOR SCHOOL BUS DRIVERS

Purpose

Note: All persons subject to commercial driver's license requirements must be tested for alcohol, marijuana, cocaine, amphetamines, opiates (including heroin) and phencyclidine (PCP). In AS 14.09.025, the Alaska Legislature enacted its own statutory requirement for testing bus drivers, which is in effect for all Alaska districts that employ bus drivers. This area, especially post-employment testing of drivers, involves constitutional issues. School districts should refer to legal counsel in designing and implementing drug testing procedures. 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. AS 17.38 also does not prevent employers from establishing policies that restrict the use of marijuana by employees. AS 17.38.120(a). In addition, 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, possession and sale of marijuana. For purposes of the district's policy and legal obligation, marijuana is prohibited.

The Superintendent or designee shall establish and implement a drug and alcohol testing program for all bus drivers employed by the school district, in accordance with state and federal law. This testing program may be accomplished through a contract or agreement with the district's transportation services contractor. The purpose of the testing program shall be to help prevent accidents and injuries resulting from the misuse of drugs and alcohol by bus drivers. This program shall test drivers for the improper use of drugs and alcohol, and shall include random testing. Improper use of drugs and alcohol consists of use that constitutes a federal or state

criminal offense, or otherwise violates the regulations of the Department of Education and Early Development.

Prohibited conduct

No personnel employed by the school district as drivers of motorized vehicles used to transport students shall report for duty requiring the performance of safety-sensitive functions, or remain on duty, when the driver uses any controlled substance or has a prohibited concentration of alcohol in the driver's system. The only exception is when a driver has used a controlled substance pursuant to the instructions of a qualified physician who has advised the driver in writing that the substance does not adversely affect the driver's ability to safely operate a motorized vehicle for the transportation of students. Drivers shall provide a copy of the physician's written advice to the driver's supervisor prior to operating any motor vehicle for the school district.

Required Testing

Drivers shall be subject to pre-employment/pre-duty, reasonable suspicion, random, post-accident, returning to duty and follow-up alcohol and drug testing. Random alcohol testing shall be limited to the time period surrounding the performance of safety-related functions, which include just before or just after the employee performs the safety-related function for the district. Controlled substance testing may be performed at any time the driver is at work. An employee subject to this testing may not refuse to take a test when required.

Note: Under 49 CFR Part 40, the Department of Transportation has made specimen validity testing (SVT) mandatory within the regulated transportation industries. Making SVT mandatory has become necessary because of the increase in products designed to adulterate specimens, which has made tampering with specimens more prevalent.

Consequences for failing or refusing to take a required test

A refusal to take a required test shall be considered in violation of the employee's contractual obligations to the district, and may constitute grounds for the employee's termination from employment with the district. If testing confirms prohibited alcohol concentration levels or the unauthorized presence of a controlled substance, the employee shall be removed immediately from safety-related functions in accordance with law. The district may reassign the employee to non-safety-related functions until such time as the driver complies with the requirements for returning to duty.

The School Board retains the authority, consistent with state and federal law, to discipline or discharge any driver who is alcohol or chemically dependent and whose current use of alcohol or drugs impairs the employee's job qualifications or performance. Before a driver may be reinstated, if at all, the driver shall undergo an evaluation by a substance abuse professional, comply with any required rehabilitation and undergo a return-to-duty test with verified results.

Except as required by law or collective bargaining agreement, the district is not required to provide rehabilitation, pay for substance abuse treatment or to reinstate a driver who has failed a required drug or alcohol test. All employment decisions involving reassignment, reinstatement, termination or dismissal from employment shall be made in accordance with applicable district policies and procedures.

Records

The district shall keep and maintain testing records, and shall maintain the confidentiality of those records, in accordance with law. Testing records, and any information about false positive

test results, shall not be released without the written consent of the employee. The district shall not retain records of false positive test results in the employee's employment records.

Training

The district shall take steps to ensure that supervisors receive appropriate training to administer the district's drug and alcohol testing program, and that employees receive the notifications required by law.

(cf. 4020 - Drug,Tobacco, and Alcohol Free Workplace)
(cf. 3514 - Environmental Safety)
(cf. 4158/4258/4358 - Employee Security)
(cf. 5144.1 - Suspension and Expulsion/~~Due Process~~)

Legal Reference:

ALASKA STATUTES

AS 14.09.025 Drug Testing for School Bus Drivers
AS 17.38.120 Employers, driving, minors and control of property

FEDERAL LAW

Omnibus Transportation Employee Testing Act of 1991
The Drug-Free Workplace Act of 1989
The Drug-Free Schools and Communities Act of 1986, as amended
International Brotherhood of Teamsters v. Dept. of Transportation, 932 F.2d 1292 (1991).

Revised ~~3/2015~~12/2025

9/92

AASB Policy Reference Manual

AR 4021 - ~~ALL PERSONNEL -~~ DRUG AND ALCOHOL TESTING FOR SCHOOL BUS DRIVERS

School bus drivers employed by the district are subject to drug and alcohol testing pursuant to a program that complies with state and federal law. These district regulations reflect several requirements of the federal drug testing regulations, but are not intended to modify or limit the procedures for drug and alcohol testing specifically addressed in state or federal law. District personnel will adhere to the detailed provisions of these laws in administering the district's testing program.

Definitions

For purposes of these regulations, the term "tests" includes both drug and alcohol tests, unless specifically stated otherwise, in context.

The terms "drugs" and "controlled substances" have the same meaning and are interchangeable in these regulations.

"Safety-sensitive functions" include all on-duty functions performed from the time a driver begins work or is required to be ready to work until the driver is relieved from work and all responsibility for performing work as a driver. These functions include by way of example, driving, waiting to be dispatched, inspecting and servicing equipment, supervising, performing or assisting in loading and unloading, repairing or obtaining and waiting for help with a disabled vehicle, performing driver requirements related to accidents, and performing any other work for the district.

Prohibited conduct

Drivers shall be prohibited from any drug or alcohol use that could affect performance on the job, including use during the four hours before driving, during any period of time the employee is driving, and during the eight hours following an accident, should one occur.

Note: Pursuant to 49 CFR 382.213, the school district may require a driver to inform the district when using a controlled substance prescribed by a physician who had advised that the substance does not adversely affect the driver's ability to safely operate a commercial motor vehicle.

Any driver required to use a controlled substance during any of these periods shall obtain in advance a written statement from a qualified physician instructing the employee to use the controlled substance and advising the employee that the substance does not adversely affect the employee's ability to safely operate a school bus or other motor vehicle. It is the employee's responsibility to submit this document to the employee's supervisor prior to using the controlled substance during any of the prohibited periods described above, and to use the substance in accordance with the physician's instructions.

REQUIRED TESTING

Pre-employment tests

Drug and alcohol tests will be required of an applicant for a position as a bus driver only after the individual has been offered the position. Pre-employment tests shall be conducted before the first time a driver performs any safety-sensitive function for the district. Employment with the district is conditional upon the applicant successfully passing these tests.

Unless otherwise prohibited by law, exceptions may be made for drivers who have had the alcohol test required by law within the previous six months and participated in the drug testing program required by law within the previous 30 days, provided that the district has been able to make all verifications required by law.

Post-accident tests

Before any employee may operate a school bus, the district will provide the employee with information concerning post-accident testing procedures. Alcohol and drug tests will be conducted as soon after an accident as is practicable on any driver who:

1. was performing a safety-sensitive function with respect to the vehicle and the accident involved serious injury or the loss of human life.
2. received a citation under any state or local law for a moving traffic violation arising out of the accident.

Drivers shall make themselves readily available for drug and alcohol testing after an accident, absent the need for immediate medical attention. No driver involved in any accident, whether or not there was serious injury or death, may use alcohol or a controlled substance for eight hours after the accident, or until the employee has undergone a drug and alcohol test, whichever is first.

If an alcohol test is not administered within two hours after the accident, or a drug test is not administered within 32 hours after the accident, the district will prepare and maintain records explaining why the test was delayed or not conducted.

Reasonable suspicion tests

Note: Pursuant to 49 CFR 382.603, persons designated to determine whether reasonable suspicion exists must receive at least 60 minutes of training that covers the physical, behavioral, speech and performance indicators of alcohol misuse and an additional 60 minutes of training that covers these indicators of controlled substance use.

Whenever a supervisor or district official has a reasonable suspicion that a bus driver has violated the district's prohibitions against the improper use of alcohol or drugs, the district may conduct a test of that driver. This reasonable suspicion must be based on specific, contemporaneous, articulated observations concerning the driver's appearance, behavior, speech or body odors. These observations also may include indications of chronic use or the withdrawal effects of controlled substances.

Alcohol tests will be authorized for reasonable suspicion only if the required observations are made during, just before, or just after, the period of the work day when the driver must comply with these prohibitions. If an alcohol test is not administered within two hours of a determination of reasonable suspicion, the district will prepare and maintain a record explaining why a test was not conducted within that time. Attempts to conduct an alcohol test will terminate after eight hours.

A supervisor or district official who makes a finding of reasonable suspicion also must make a written record of the observations made that lead to a reasonable suspicion. This written record must be made within 24 hours of the time the test is given, or before the test results are released, whichever is first. The individual making the reasonable suspicion shall not be the individual conducting the test, unless other persons qualified to administer the test are not reasonably available and there is danger that a proper test will not be conducted.

Random tests

Note: The random tests described below must be conducted throughout the calendar year, not just at one time. Further, they should not be conducted at the same time each calendar year, and employees should be tested the same day as the tests are announced. The Omnibus Transportation Employee Testing Act of 1991 regulations were revised in 2001 to reduce from 25% to 10% the minimum percentage of employees required to be randomly tested for alcohol.

Drug and Alcohol tests of bus drivers shall be conducted on a random basis at unannounced times throughout the year. Tests for alcohol or drugs shall be conducted just before, during or just after the performance of safety-sensitive functions. The number of random alcohol tests annually must equal 10% of the average number of driver positions. The number of random drug tests annually must equal 50% of the average number of driver positions. Drivers shall be selected by a scientifically valid random process, and each driver shall have an equal chance of being tested each time selections are made.

Return to duty tests

Prior to being permitted to return to performing safety-sensitive functions for the school district, a driver shall be administered a drug or alcohol test, as appropriate. Employees whose conduct involved misuse of drugs or alcohol may not return to duty in a safety-sensitive function until the return-to-duty drug test produces a verified negative result or the return-to-duty alcohol test produces a verified result that meets federal and district standards.

Note: Pursuant to 49 CFR 382.605, an employee whose conduct involved alcohol cannot return to duty in a safety-sensitive function until the employee undergoes a return-to-duty alcohol test with an alcohol concentration of less than 0.02. However, more restrictive statutory and regulatory provisions also may apply in addition to the DOT regulations. Under the Drug-Free Workplace Act, for example, a school district employee cannot be under the influence of alcohol on school grounds.

Note: Pursuant to 49 CFR 40.67(b), direct observation of follow-up and return-to-duty drug tests are now mandatory rather than discretionary to minimize cheating in drug tests. However, where additional testing methodologies are approved by DHHS and adopted by DOT, DOT intends to make these methods available as an alternative to direct observation urine testing.

Follow-up tests

A driver who violates the district's drug or alcohol prohibition and is subsequently identified by a substance abuse professional as requiring assistance in resolving a drug or alcohol problem will be subject to unannounced follow-up testing as directed by the professional, in accordance with law. Follow-up alcohol testing will be conducted just before, during or just after the time when the driver is performing safety sensitive functions.

Note: Pursuant to 49 CFR 40.67(b), direct observation of follow-up and return-to-duty drug tests are now mandatory rather than discretionary to minimize cheating in drug tests. However, where additional testing methodologies are approved by DHHS and adopted by DOT, DOT intends to make these methods available as an alternative to direct observation urine testing.

Enforcement

Note: 49 CFR Section 382 provides that a driver who is tested and found to have an alcohol concentration of 0.02 or greater, but less than 0.04, may not perform or continue to perform safety-sensitive functions including driving a commercial motor vehicle until the start of the driver's next regularly scheduled duty period, but not less than 24 hours after the test was administered. Under 49 CFR 382, this is the only action the employer can take based solely on an alcohol concentration of 0.02 or greater, but not less than 0.04. However, pursuant to 49 CFR Section 382.505, this does not prohibit an employer with authority independent of Part 382 from taking any action otherwise consistent with law.

Any driver who refuses to submit to a post-accident, random, reasonable suspicion or follow-up test shall not perform or continue to perform safety-sensitive functions.

Drivers who test positive for alcohol or drugs in violation of this policy or law shall be subject to disciplinary action up to, and including, dismissal.

Records

Employee drug and alcohol test results and records shall be maintained under strict confidentiality and released only in accordance with law. Upon written request, a driver shall receive copies of any records pertaining to the employee's use of drugs or alcohol, including any records pertaining to the employee's drug or alcohol tests.

Records shall be made available to a subsequent employer or other identified persons only as permitted by law and expressly requested, in writing, by the driver.

Note: Where state law requires, employers and third party administrators may disclose drug and alcohol violations of employees holding commercial drivers licenses (CDL) to state CDL authorities. Such disclosure is not permitted in Alaska. Under Alaska Statute 23.10.660, drug

testing results may not be disclosed except 1) to the tested employee, 2) individuals designated by an employer to evaluate test results or hear the explanation of the employee, or 3) as ordered by court or governmental agency.

Notifications

Note: Pursuant to 49 CFR 382.601, the school district must provide the following information to all drivers. Materials supplied to drivers may also include information about other policies and disciplinary consequences based on the district's authority under state and other law, and described as such. The school district must ensure that each driver signs a statement certifying that the employee has received a copy of these materials.

Each driver shall receive copies of educational materials that explain the requirements of the Code of Federal Regulations (CFR), Title 49, Part 382, together with copies of any other required materials and a copy of the district's policy and regulations for meeting these requirements. Representatives of employee organizations shall be notified of the availability of this information. The information shall identify:

1. the person designated by the district to answer driver questions about the materials;
2. the categories of drivers who are subject to the Code of Federal Regulations, Title 49, Part 382;
3. sufficient information about the safety-sensitive functions performed by drivers to make clear what period of the work day the driver is required to comply with Part 382;
4. specific information concerning driver conduct that is prohibited by Part 382;
5. the circumstances under which a driver will be tested for drugs and alcohol under Part 382;
6. the procedures that will be used to test for the presence of drugs and alcohol, protect the driver and the integrity of the testing processes, safeguard the validity of test results and ensure that test results are attributed to the correct driver;
7. the requirement that a driver submit to drug and alcohol tests administered in accordance with Part 382;
8. an explanation of what constitutes a refusal to submit to a drug or alcohol test and the attendant consequences;
9. the consequences for drivers found to have violated the drug and alcohol prohibitions of Part 382, including the requirement that the driver be removed immediately from safety-sensitive functions and the procedures for referral, evaluation and treatment;
10. the consequences for drivers found to have an alcohol concentration of 0.02 or greater but less than 0.04; and
11. information concerning the effect of drugs and alcohol on an individual's health, work and personal life; sign and symptoms of a drug or alcohol problem (the driver's or a coworker's), and available methods of intervening when a drug or alcohol problem is suspected, including confrontation, referral to an employee assistance program or referral to management.

Each driver shall sign a statement certifying that the employee has received a copy of the above materials.

Note: 49 CFR 382.113 requires the school district the inform the employee, before tests are performed, that the tests are required by 49 CFR 382. 49 CFR 382.113 also states that employers shall not falsely represent that a test administered under their own or other authority is being administered under the authority of the Federal Highway Administration. If the school

district establishes a testing program before the compliance date required by federal regulations, the following paragraph should be deleted until after the compliance date.

Before any employee operates a commercial motor vehicle for the school district, the district shall provide the employee with post-accident procedures that will make it possible for the employee to comply with post-accident testing requirements.

Prior to performing drug and alcohol tests, the district shall inform drivers that the tests are given pursuant to the Code of Federal Regulation, Title 49, Part 382. This notice shall be provided only after the compliance date specified in law.

The district shall notify a driver of the results of a pre-employment drug test if the driver requests such results within 60 calendar days of being notified of the disposition of the employees employment application.

The district shall notify a driver of the results of random, reasonable suspicion and post-accident drug tests if the test results are verified positive. The district shall tell the driver which controlled substances were verified as positive.

Revised ~~1/09~~12/2025

9/92

AASB Policy Reference Manual

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-200d-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 REGUATIONS
- *29 C.F.R. §1635.8 Acquisition of genetic information*

Revised ~~3/2017~~12/2025
9/92

WORKSHEETS for the district policy committee:
DISCARD WHEN FINISHED

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 12/2025*

9/92

WORKSHEETS for the district policy committee:
DISCARD WHEN FINISHED

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.

WORKSHEETS for the district policy committee:
DISCARD WHEN FINISHED

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

WORKSHEETS for the district policy committee:
DISCARD WHEN FINISHED

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~~12/2025
9/92

AASB Policy Reference Manual

~~BP 4111.1/4211.1/4311.1 - ALL PERSONNEL - AFFIRMATIVE ACTION~~

~~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 following sample policy may be revised or deleted as appropriate.~~

~~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.~~

WORKSHEETS for the district policy committee:
DISCARD WHEN FINISHED

(cf. 4030 - Nondiscrimination in Employment)

Legal Reference:

ALASKA STATUTES
14.18.070 Affirmative action

ALASKA ADMINISTRATIVE CODE
4 AAC 06.510 Discrimination in hiring practices

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.

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

Revised 9/97
9/92

AASB Policy Reference Manual

WORKSHEETS for the district policy committee:
DISCARD WHEN FINISHED

BP 4111.2/4211.2/4311.2 – ALL PERSONNEL - LEGAL STATUS REQUIREMENT

Note: Employers are required to comply with the federal Immigration and Nationality Act as amended by the Immigration Reform and Control Act of 1986 and the Immigration Act of 1990. On an individual basis, an employer may hire a citizen rather than an alien, if desired, provided the two individuals are equally qualified. However, an employer may not adopt a blanket policy of always preferring a qualified citizen over a qualified alien.

The district shall hire only citizens and aliens who are lawfully authorized to work in the United States. The district will verify the identity and employment eligibility of all individuals hired to work. The district will not continue the employment of an individual upon knowledge that he or she is no longer lawfully authorized to work in the United States.

District employment practices shall not discriminate on the basis of citizenship status or national origin, nor shall they discriminate against any refugees, grantees of asylum, or persons qualified for permanent or temporary residency.

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

Note: Employers may be subject to fines and/or imprisonment if they fail to request evidence of employment eligibility or if they knowingly hire or continue to employ undocumented workers. Under 2009 amendments to federal regulations, the term "knowing" includes not only actual knowledge but also knowledge which may fairly be inferred through notice of certain facts and circumstances which would lead a person, through the exercise of reasonable care, to know about a certain condition. Constructive knowledge may include, but is not limited to, situations where an employer: (i) fails to complete or improperly completes the Employment Eligibility Verification Form, I-9; (ii) has information available to it that would indicate that the alien is not authorized to work, such as Labor Certification and/or an Application for Prospective Employer; or (iii) acts with reckless and wanton disregard for the legal consequences of permitting another individual to introduce an unauthorized alien into its work force or to act on its behalf. Knowledge that an employee is unauthorized to work may not be inferred from an employee's foreign appearance or accent.

All new employees shall show appropriate documents which certify that they are legally eligible to work in the United States, as required by law. Nothing in this policy is intended to preclude the employment of teachers under the Exchange Visitor program in 22 C.F.R § 62.24. *Legal Reference:*

UNITED STATES CODE

8 U.S.C. 1324 Immigration and Nationality Act, as amended by Immigration Reform and Control Act of 1986 and Immigration Act of 1990

CODE OF FEDERAL REGULATIONS

8 C.F.R. Part 274(a) Control of Employment of Aliens

22 C.F.R. §62.24 Teachers

Revised ~~3/2017~~12/2025

9/92

WORKSHEETS for the district policy committee:
DISCARD WHEN FINISHED

AASB Policy Reference Manual

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 - Dismissal~~s~~)
(cf. 4117.6 - Nonretention)
(cf. 4119.21/4219.21/4319.21 - Code~~s~~ 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

WORKSHEETS for the district policy committee:
DISCARD WHEN FINISHED

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~~12/2025
9/92

AASB Policy Reference Manual

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~~12/2025
9/92

WORKSHEETS for the district policy committee:
DISCARD WHEN FINISHED

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.

Revised 9/01
9/92

AASB Policy Reference Manual

WORKSHEETS for the district policy committee:
DISCARD WHEN FINISHED

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

WORKSHEETS for the district policy committee:
DISCARD WHEN FINISHED

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)
Revised ~~1/09~~12/2025
9/92

AASB Policy Reference Manual

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.

WORKSHEETS for the district policy committee:
DISCARD WHEN FINISHED

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~~12/2025

AASB POLICY REFERENCE MANUAL
9/92

AASB Policy Reference Manual

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.

WORKSHEETS for the district policy committee:
DISCARD WHEN FINISHED

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~~12/2025
9/92

AASB Policy Reference Manual

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)

WORKSHEETS for the district policy committee:
DISCARD WHEN FINISHED

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~~12/2025

AASB POLICY REFERENCE MANUAL
9/92

AASB Policy Reference Manual

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 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 ~~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

WORKSHEETS for the district policy committee:
DISCARD WHEN FINISHED

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.

WORKSHEETS for the district policy committee:
DISCARD WHEN FINISHED

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 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 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 ~~2/11~~12/2025

9/92

AASB Policy Reference Manual

WORKSHEETS for the district policy committee:
DISCARD WHEN FINISHED

~~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)

WORKSHEETS for the district policy committee:
DISCARD WHEN FINISHED

Revised ~~9/97~~12/2025
9/92

AASB Policy Reference Manual

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

Revised ~~4/2014~~12/2025
9/92

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)

WORKSHEETS for the district policy committee:
DISCARD WHEN FINISHED

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

AASB Policy Reference Manual

WORKSHEETS for the district policy committee:
DISCARD WHEN FINISHED

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.

Revised 12/2025
9/92

WORKSHEETS for the district policy committee:
DISCARD WHEN FINISHED

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.

WORKSHEETS for the district policy committee:
DISCARD WHEN FINISHED

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)

Revised ~~1/09~~12/2025
9/92

AASB Policy Reference Manual

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~~

WORKSHEETS for the district policy committee:
DISCARD WHEN FINISHED

~~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

Revised ~~10/2021~~12/2025
9/92

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;

WORKSHEETS for the district policy committee:
DISCARD WHEN FINISHED

(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.

Revised ~~4/2014~~12/2025
9/92

AASB Policy Reference Manual

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 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

AASB Policy Reference Manual

WORKSHEETS for the district policy committee:
DISCARD WHEN FINISHED

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)

Revised ~~3/2017~~12/2025
9/92

WORKSHEETS for the district policy committee:
DISCARD WHEN FINISHED

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

WORKSHEETS for the district policy committee:
DISCARD WHEN FINISHED

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
Revised ~~3/2019~~12/2025
9/92

AASB Policy Reference Manual

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)

WORKSHEETS for the district policy committee:
DISCARD WHEN FINISHED

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

AASB Policy Reference Manual

WORKSHEETS for the district policy committee:
DISCARD WHEN FINISHED

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

BP 4122 - CERTIFICATED PERSONNEL - STUDENT TEACHERS

Note: Effective August 1, 2015, a student teacher must be under the general supervision of a teacher who holds a valid teaching certificate, has at least one year of teaching experience in the district where the student teacher is serving, has at least three years total teaching experience, and meets or exceeds professional content and performance standards described in 4 AAC 04.200. Additional requirements for student teachers are stated in 4 AAC 30.020.

The School Board is legitimately interested in the quality of teacher training programs and encourages the use of student teachers in the district. Such use shall support the instructional needs of the district and may enable future teachers to fulfill state requirements, learn how to teach, and receive valuable feedback which can enhance their competence.

The Superintendent or designee may enter into agreements with accredited colleges and universities to allow student teachers to have supervised teaching experiences and/or observations within the district. The Superintendent or designee may collaborate with the program administrators of teacher preparation institutions to jointly develop, supervise and evaluate practical programs which provide training, support and evaluation for the student teacher.

The Superintendent or designee shall establish the criteria for host teacher participation in a teacher training program, such as including a minimum number of years of teaching experience and positive evaluations.

Legal Reference:

ALASKA ADMINISTRATIVE CODE

4 AAC 30.020 Student teachers

4 AAC 04.200 Professional Content and Performance Standards

Revised ~~3/2016~~12/2025

9/92

WORKSHEETS for the district policy committee:
DISCARD WHEN FINISHED

BP 4131/4231/4313 – ALL PERSONNEL - ~~CERTIFICATED~~ STAFF DEVELOPMENT

Note: Under state law, staff training is mandated in evaluative techniques, child abuse recognition and reporting, the needs of students with alcohol or drug abuse disabilities, sexual abuse and sexual assault awareness, dating violence and abuse, crisis response, crisis intervention and suicide awareness and prevention. School Districts must ensure that no less than 50 percent of the total certificated staff employed by the district receives all of the training not less than every two years and that all of the certificated staff employed by the district receives all of the training not less than every four years. AS 14.08.111(12); AS 14.14.090(11); AS 14.16.020(9). A school district shall provide suicide awareness and prevention training to each teacher, administrator, counselor and specialist who is employed by the school district to provide services to students. AS 14.30.362. Effective June 30, 2017, a school district shall establish a training program for employees relating to sexual abuse and sexual assault awareness and prevention and dating violence and abuse awareness and prevention. AS 14.30.355; AS 14.30.356. Additionally, effective June 30, 2017, a person is not eligible for a teacher certificate unless he or she has completed required training set forth in AS 14.20.020. AS 14.33.127 and 4 AAC 06.177 require that the School Board ensure that a sufficient number of school employees receive periodic training in an approved crisis intervention training program, to meet the needs of the student population. Crisis intervention programs must meet all legal requirements. The Department of Education and Early Development will maintain a list of approved crisis intervention training programs.

Under federal law, the Every Student Succeeds Act defines professional development to include sustained (not stand-alone, 1-day, or short-term workshops), intensive, collaborative, job-embedded, data-driven, and classroom focused activities that are available to all school staff, including paraprofessionals. Professional development activities should be developed with educator input and regularly evaluated. Professional development activities must be evidence-based, if reasonably available. 20 U.S.C. §§ 6601-6614.

The School Board recognizes that a competent well-trained staff is essential to carrying out its goals. Staff development is a necessary, collaborative, continuous and systematic effort to improve district educational programs by involving all employees in activities that improve their skills and broaden their perceptions. Professional development provided to teachers, principals, and other instructional leaders should focus on improving teaching and student learning and achievement.

Professional development shall be developed with educator input and regularly evaluated. If reasonably available, staff development activities shall be evidence-based. Staff should receive training on professional boundaries in accordance with BP/AR 5141.42, *Professional Boundaries for staff and students*.

In order to respond directly to the needs of all our students, staff development activities may address such issues as teacher and staff qualifications, content areas, integrating technology into instruction, using data to improve student achievement, methodology, student privacy, parent, family, and community engagement, interpersonal relations between students and faculty, student learning, growth, development, student welfare and safety, assessments and accommodations, student identification and referral, and staff communication, problem solving and decision making. The Superintendent is responsible for ensuring that all training required by law is provided in a timely fashion to appropriate staff.

WORKSHEETS for the district policy committee:
DISCARD WHEN FINISHED

(cf. 5131.6 - Alcohol and Other Drugs)
(cf. 5141.41 – Sexual Abuse, Sexual Assault and Dating Violence Awareness and Prevention)
(cf. 5141.42 - Professional Boundaries ~~for~~ of staff ~~and~~ with students)
(cf. 5141.52 – Suicide Prevention)
(cf. 5142.3 – Restraint and Seclusion)

The Superintendent or designee should provide staff with professional development that may include opportunities such as the following:

1. Release time and leaves of absence for travel and study.
2. Visits to other classrooms and other schools.
3. Conferences involving outside personnel from the district, county, state, region or nation.
4. Membership in committees drawing personnel from various sources.
5. Training classes and workshops offered by the district.
6. Further training in institutions of higher learning, including credit courses conducted in or near the district instead of on the college campus, whenever possible.
7. Access to professional literature on education issues.
8. Induction and mentoring programs.

(cf. 4116 - Nontenured/Tenured Status)

Legal Reference:

UNITED STATES CODE

The Elementary and Secondary Education Act, 20 U.S.C. §§ 6601-6614, as amended by the Every Student Succeeds Act (P.L. 114-95)

ALASKA STATUTES

14.08.111 Duties (Regional School Boards)
14.14.090 Duties of school boards
14.16.020 Operation of state boarding schools
14.18.060 Discrimination in textbooks and instructional materials prohibited
14.20.020 Requirements for issuance of certificate; fingerprints
14.20.680 Required alcohol and drug related disabilities training
14.30.355 Sexual abuse and sexual assault awareness and prevention
14.30.356 Dating violence and abuse policy, training, awareness, prevention, and notices
14.30.362 Suicide awareness and prevention training
47.17.022 Training (child protection)

ALASKA ADMINISTRATIVE CODE

4 AAC 06.530 Guidance and counseling services
4 AAC 06.550 Review of instructional materials
4 AAC 12.397 Mandatory training requirements
4 AAC 19.060 Evaluation Training
4 AAC 52.260 Personnel Development

Revised ~~4/2022~~12/2025
AASB POLICY REFERENCE MANUAL
9/92

WORKSHEETS for the district policy committee:
DISCARD WHEN FINISHED

BP 4132/4232/4332 - ALL PERSONNEL - PUBLICATION OR CREATION OF MATERIALS

The School Board recognizes the importance of creating a work environment that encourages employee innovation in creating and developing high-quality materials to improve student achievement and the efficiency of district operations.

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

(cf. 6162.6 - Use of Copyrighted Materials)

The Superintendent or designee shall oversee the development of instructional materials, computer programs, and other copyrightable materials by employees, independent contractors, and consultants. An employee, independent contractor, or consultant shall notify the Superintendent or designee of his/her intent to publish or register a work developed in whole or in part within the scope of his/her employment.

Instructional materials, computer programs, and other copyrightable materials developed by an employee within the scope of his/her employment shall be the property of the district.

(cf. 3523 – E-mail)

(cf. ~~4040 - Employee Use of District Information Technology~~ 4170/4210/4370 District Issued Portable Technology)

(cf. 6161.11 - Supplementary Instructional Materials)

(cf. 6163.1 – Library/Media Centers)

If an employee has developed copyrightable material during both work and non-working hours, and the work was within the scope of his/her employment, the Superintendent or designee shall negotiate a contract with the employee to protect the district's right as to the ownership or partial ownership of the copyright.

(cf. 3312 - Contracts)

The Superintendent or designee shall ensure that any contract with an independent contractor or consultant contains a provision specifying the district's right to ownership of the copyright of any work produced by the contractor or consultant for the district.

The Superintendent or designee may secure copyrights in the name of the district for all copyrightable works developed by the district. All royalties or revenues from these copyrights shall be used for the benefit of the district.

Legal Reference:

UNITED STATES CODE

17 U.S.C. 101-122 Subject matter and scope of copyright

17 U.S.C. 201 Copyright ownership and transfer

~~*Adoption Date: 3/19*~~*Revised 12/2025*

9/92

BP 4133/4233/4333 – ALL PERSONNEL - TRAVEL EXPENSES

Note: The following optional policy delegates duties related to employee travel and reimbursement to the Superintendent or designee and may be revised to reflect district practice.

The School Board shall pay for ~~actual and necessary~~approved expenses, including travel, incurred by any employee performing authorized services for the district. ~~Expenses~~ Approved expenses shall be reimbursed ~~within limits established by the School Board~~according to district procedures. The employee shall be on work status when on district funded travel.

The Superintendent or designee may approve employee requests to attend meetings in accordance with the ~~adopted~~ district budget.

WORKSHEETS for the district policy committee:
DISCARD WHEN FINISHED

~~The Superintendent or designee may authorize an advance of funds to cover necessary expenses.~~
The Superintendent or designee shall establish procedures for the submission and verification of expense claims.
The School Board may establish an allowance on either a mileage or monthly basis to reimburse designated employees for the use of their own vehicles in the performance of assigned duties.

Note: The following optional paragraph is offered for Boards that wish to closely monitor district expenses in this area.

All out-of-state travel must have School Board approval. ~~Travel expenses not previously budgeted also must be approved on an individual basis by the School Board.~~
(cf. 3300 - Expenditures/Expending Authority)
Revised 12/2025
9/92

BP 4135/4235/4335 – ALL PERSONNEL - SOLICITING AND SELLING

Note: The following optional policy may be revised or deleted.

Employees shall not solicit district students or their families with the intent to sell general merchandise, books, equipment or services. Any classroom activity requiring students to bring money to school for any purpose must have the principal's approval.
(cf. 1321 - Solicitation of Funds from and by Students)
Staff shall not distribute promotional, political, controversial or other noninstructional materials unless approved by the Superintendent or designee.
(cf. 1325 - Advertising and Promotion)
Staff members shall not use their status as district employees to secure information such as names, addresses and telephone numbers for use in profit-making ventures.
Educational tours may be promoted on school premises only if they are sponsored by the district. Employees engaged in planning, organizing or leading tours as a private business shall make it clear that they do not represent the school or district. All activities related to such tours must be carried on outside of school hours and off school premises.
Revised 12/2025
9/92

BP 4136/4236/4336 – ALL PERSONNEL - NONSCHOOL EMPLOYMENT

The School Board recognizes that district employees may receive compensation for outside activities as long as these activities are not inconsistent, incompatible, in conflict with, or inimical to the employee's duties or to the duties, functions or responsibilities of the district. Outside paid activities are incompatible with district employment if they require time periods that interfere with the proper, efficient discharge of the employee's duties, if they entail compensation from an outside source for activities which are part of the employee's regular duties, or if they involve using for private gain the district's name, prestige, time, facilities, equipment or supplies.

(cf. 1321 - Solicitation of Funds from and by Students)
(cf. 4119.21/4219.21/4319.21 - Codes of Ethics)
(cf. 4132/4232/4332 - Publication or Creation of Materials)
(cf. 4135 - Soliciting and Selling)

Revised 12/2025

9/92

AASB Policy Reference Manual

WORKSHEETS for the district policy committee:
DISCARD WHEN FINISHED

BP 4141/4241– CERTIFICATED AND CLASSIFIED PERSONNEL - NEGOTIATED AGREEMENT

Each agreement entered into by the School Board with a duly recognized employee organization shall constitute a commitment by the School Board to the provisions of the agreement for its duration.

The provisions of the employee agreement shall be binding on the School Board and on all employees covered by the agreement. Policies or regulations of the School Board which conflict with provisions of the negotiated employee agreement shall not be binding on those employees who are covered by the terms of such agreement.

(cf. 4143/4243 - Negotiations/Consultation)

Legal Reference:

ALASKA STATUTES

23.40.070 - 23.40.260 - Public Employment Relations Act

Revised ~~9/97~~12/2025

9/92

AASB Policy Reference Manual

BP 4141.6/4241.6 – CERTIFICATED AND CLASSIFIED PERSONNEL - CONCERTED ACTIVITY/WORK STOPPAGE

WORKSHEETS for the district policy committee:
DISCARD WHEN FINISHED

Note: The following optional policy may be revised or deleted. SB 16 (Statutes of 1992), repealed Title 14 provisions related to collective bargaining and affirmed placement of public school employees under the Public Employment Relations Act. In addition, public school employees were reclassified from class (a) (2) to class (a) (3) under AS 23.40.200 which provides them the right to strike after exhausting the advisory arbitration process. If advisory arbitration fails, a strike may not begin until at least 72 hours after notice of the strike is given. In any event, a strike may not begin on or after the first day of the school term, as that term is described in AS 14.03.030, unless at least one day in session with students in attendance has passed after notice of the strike is given by the employees. AS 23.40.080 provides public employees the right to engage in concerted activities. AASB is available for assistance in preparing contingency strike plans.

The Superintendent or designee shall maintain a plan for the safe operation of the schools in the event of a work stoppage. In the event of a strike, a walkout, a coordinated mass use of sick leave or any other concentrated refusal of staff to perform assigned duties, the Superintendent or designee shall take whatever emergency steps ~~he/she~~they deem~~s~~ necessary for the safety of students, staff and district property. Such steps shall be reported to the School Board as soon as possible.

When students raise questions related to a work stoppage, ~~teachers~~ staff shall be expected to approach the subject in accordance with the district's policy on controversial issues. ~~Teachers~~ Staff shall not let such discussions interfere with their regular ~~teaching~~ employment responsibilities.

(cf. 6144 - Controversial Issues)

Employees shall not provide students with messages or other information that promotes or explains the position of any employee organization that is engaged in or contemplating a work stoppage.

Legal Reference:

ALASKA STATUTES

23.40.080 Right of public employees
23.40.200 Classes of public employees; arbitration

Revised ~~1/04~~12/2025

BP 4143/4243 – CERTIFICATED AND CLASSIFIED PERSONNEL - NEGOTIATIONS/CONSULTATION

The School Board will strictly construe the scope of negotiations as provided by law and also meet and negotiate on such topics as are included within the scope of negotiations by the Labor Relations Board.

The School Board may hold executive sessions with its designated representative(s) prior to and/or during ~~consultations with representatives of employee organizations~~the collective bargaining process. The purpose of these executive sessions shall be to review the School Board's position and instruct and consult with its representative(s).

(cf. 9321 - Executive Sessions)

Legal Reference:

ALASKA STATUTES

23.40.070 - 23.40.260 Public Employment Relations Act
23.40.070 Declaration of Policy
23.40.235 Public involvement in school district negotiations

WORKSHEETS for the district policy committee:
DISCARD WHEN FINISHED

44.62.310 Agency meetings public
Kenai Peninsula Borough School District v. Kenai Peninsula Education Assn., 572 P. 2d 416 (Alaska 1977)
Revised ~~9/97~~12/2025
9/92

BP 4144/4244/4344 – ALL PERSONNEL - COMPLAINTS

Note: This optional policy and regulation may be used in connection with employee complaints alleging the misapplication of policies, regulations, rules and procedures which fall outside the scope of negotiated employee contract grievance procedures.

The School Board recognizes the need for providing employees with a process for addressing concerns regarding issues which are not subject to formal grievance procedures. This complaint process applies to misapplication of policies, regulations or rules of the district.

The Superintendent or designee shall establish complaint procedures which encourage the prompt submission of complaints and resolution of conflicts.

The School Board expects that employees and supervisors will make every effort to resolve employee complaints and disagreements informally before resorting to formal complaint procedures.

(cf. 1312.3 - Complaints Concerning Discrimination)
(cf. 4119.11/4219.11/4319.11 - Sexual Harassment)
(cf. 4141/4241 - Negotiated Agreement)
Legal Reference:
ALASKA STATUTES
23.40.270 Declaration of policy (PERA)
Revised ~~9/97~~12/2025
9/92

AR 4144/4244/4344 – ALL PERSONNEL - COMPLAINTS

Note: The following sample regulation may be revised or deleted.

The following guidelines shall prescribe the manner in which complaints are handled:

1. A "complaint" shall be defined as an alleged misapplication of the district's policies, regulations, rules or procedures. Procedures for the resolution of employee complaints provide a route of appeal through administrative channels and to the School Board, if necessary. If the complaint is related to discrimination or harassment, the district's procedure for complaints concerning discrimination should be used.

(cf. 1312.3 - Complaints Concerning Discrimination)

2. So as not to interfere with school schedules, meetings related to a complaint shall be held before or after the complainant's regular working hours.
3. All matters related to a complaint shall be kept confidential. Only those individuals directly involved in resolving the complaint shall be informed of the complaint.
4. All documents, communications and records dealing with the complaint shall be placed in a district complaint file. No such material shall be placed in an employee's personnel file.
5. No reprisals shall be taken against any participant in a complaint procedure by reason of such participation.
6. Time limits specified in these procedures may be reduced or extended in any specific instance by written mutual agreement of the parties involved. If specified or adjusted time limits expire, the complaint may proceed to the next step.
7. Any complaint not taken to the next step within prescribed time limits shall be considered settled on the basis of the answer given at the preceding step.

Informal Complaints

Employees are encouraged to resolve complaints informally. Formal complaint procedures shall not be initiated unless informal efforts to resolve the complaint have been exhausted and the complainant has provided a written description of such efforts.

Formal Complaint Procedure - Step 1

If a complaint has not been satisfactorily resolved by informal procedures, the complainant may file a written complaint with the immediate supervisor or principal within 60 days of the act or event which is the subject of the complaint.

Within five working days of receiving the complaint, the immediate supervisor or principal shall conduct any necessary investigation and meet with the complainant in an effort to resolve the complaint.

The immediate supervisor or principal shall present all concerned parties with a written answer to the complaint within ten working days after the meeting.

Formal Complaint Procedure - Step 2

If a complaint has not been satisfactorily resolved at Step 1, the complainant may file the written complaint with the Superintendent or designee within five working days of receiving the answer at Step 1. All information presented at Step 1 shall be included with the complaint, and the immediate supervisor or principal shall submit to the Superintendent or designee a report describing attempts to resolve the complaint at Step 1.

WORKSHEETS for the district policy committee:
DISCARD WHEN FINISHED

Within five working days of receiving the complaint, the Superintendent or designee shall conduct any necessary investigation and meet with the complainant in an effort to resolve the complaint.
The Superintendent or designee shall present all concerned parties with a written answer to the complaint within ten working days after the meeting.
If a complaint has not been satisfactorily resolved at Step 2, the complainant may file a written appeal to the School Board within five working days of receiving the answer at Step 2. All information presented at Steps 1 and 2 shall be included with the appeal, and the Superintendent or designee shall submit to the School Board a report describing attempts to resolve the complaint at Step 2.
An appeal hearing shall be held at the next regularly scheduled School Board meeting which falls at least 12 days after the appeal is filed. This hearing shall be held in executive session if the complaint relates to matters properly addressed in executive session.
(cf. 9321 - Executive Sessions)
The School Board shall make its decision within 30 days of the hearing and shall mail its decision to all concerned parties. The School Board's decision shall be final.
Revised 12/2025
9/92

AASB Policy Reference Manual

BP 4151/4251/4351 – ALL PERSONNEL - SALARY GUIDES - EXEMPT EMPLOYEES

Note: The Fair Labor Standards Act (FLSA) is a federal law that requires most employees in the United States to be paid at least the federal minimum wage for all hours worked, and overtime pay at time and one-half the regular rate of pay for all hours worked over 40 hours in a workweek. However, Section 13(a)(1) of the FLSA provides an exemption from both minimum wage and overtime pay for employees employed as bona fide executive, administrative, or professional employees. Sections 13(a)(1) and 13(a)(17) also exempt certain computer employees. To qualify for exemption, employees generally must meet certain tests regarding their job duties and be paid on a salary basis at not less than $~~455~~ 684 per week. These salary requirements do not apply to teachers. Exempt computer employees may be paid at least $~~455~~ 684 on a salary basis or on an hourly basis at a rate not less than $27.63 an hour. Job titles do not determine exempt status. In order for an exemption to apply, an employee's specific job duties and salary must meet all the requirements of the Department of Labor's regulations.

The School Board is committed to compliance with the salary basis requirements of the Fair Labor Standards Act. Improper deductions from the salaries of exempt employees are prohibited.
(cf. ~~BP~~ 4253 Overtime Pay/Compensatory Time Off)
Salary Basis Requirement
An exempt employee must meet certain tests regarding their job duties and be paid on a salary basis. Being paid on a "salary basis" means an employee regularly receives a predetermined amount of compensation each ~~pay period on a weekly, or less frequent, basis~~day. The

predetermined amount cannot be reduced because of variations in the quality or quantity of the employee's work. Subject to exceptions listed below, an exempt employee must receive the full salary for any workweek in which the employee performs any work, regardless of the number of days or hours worked. Exempt employees do not need to be paid for any workweek in which they perform no work.

Permissible Deductions

Note: Under 2004 amendments to the federal regulations, employers can dock pay of exempt employees, without losing their exempt status, for disciplinary suspensions for one or more full days if employees break workplace conduct rules. To be able to take advantage of this provision, employers *must* adopt a written policy applicable to all employees that states that violating workplace conduct rules may result in a suspension.

Deductions from pay are permissible when an exempt employee: is absent from work for one or more full days for personal reasons other than sickness or disability; for absences of one or more full days due to sickness or disability if the deduction is made in accordance with a bona fide plan, policy or practice of providing compensation for salary lost due to illness; to offset amounts employees receive as jury or witness fees, or for military pay; or for unpaid disciplinary suspensions of one or more full days imposed in good faith for violations of district policies or procedures.

The district is not required to pay the full salary in the initial or terminal week of employment; for penalties imposed in good faith for infractions of safety rules of major significance, or for weeks in which an exempt employee takes unpaid leave under the Family and Medical Leave Act. In these circumstances, either partial day or full day deductions may be made.

Complaint Procedure for Improper Deductions

Note: Under the 2004 safe harbor provision, employers will not lose exempt status for employees as a result of improper deductions, so long as several steps are taken. First, your district must have a clearly communicated policy prohibiting improper pay deductions. Second, the policy must contain a complaint procedure. Third, if an employer makes an improper deduction, it must reimburse employees for the improper deduction and make a good faith commitment to comply in the future. Finally, if the employer "willfully" violates the policy by continuing to make improper deductions after a complaint, it will lose exempt status for all employees in the same job classification working for the same managers responsible for the improper deductions for the time period in which the improper deductions were made.

~~If you believe that~~Employees who believe an improper deduction has been made to ~~your~~ their salary ~~, you~~ should immediately report this information to ~~your~~ their direct supervisor, or to ~~[insert alternative complaint mechanism(s)]~~the human resources department.

Reports of improper deductions will be promptly investigated. If it is determined that an improper deduction has occurred, you will be promptly reimbursed for any improper deduction made.

Legal Reference:

Fair Labor Standards Act, 29 U.S.C. § 201, et seq.

~~*Added*~~ *Revised* ~~*12/04*~~*12/2025*

9/92

WORKSHEETS for the district policy committee:
DISCARD WHEN FINISHED

AASB Policy Reference Manual

BP 4154/4254/4354 – ALL PERSONNEL - HEALTH AND WELFARE BENEFITS

The district shall provide health and welfare benefits for certificated and classified employees in bargaining units. Benefits for employees who are not in bargaining units shall be the same unless otherwise specified by School Board action or individual contract in accordance with negotiated employee agreements.

The Superintendent or designee shall advise all employees of their rights and responsibilities related to continuing their health insurance benefits when their eligibility changes.

(cf. 3530 - Risk Management)
(cf. 4141/4241 - Negotiated Agreement)
Legal Reference:

ALASKA STATUTES
23.40.070 Declaration of Policy (PERA)
CONSOLIDATED OMNIBUS RECONCILIATION ACT
Public Law 99-272

Revised 12/2025
9/92

AASB Policy Reference Manual

AR 4154/4254/4354 – ALL PERSONNEL - HEALTH AND WELFARE BENEFITS

Federal Consolidated Omnibus Reconciliation Act (COBRA)

WORKSHEETS for the district policy committee:
DISCARD WHEN FINISHED

Note: COBRA (The Federal Consolidated Omnibus Reconciliation Act) mandates certain group health coverage requirements designed to alleviate lapses in coverage due to employee termination, death, separation or divorce, reduction in hours, or eligibility for Medicare. See Exhibit 4154/4254/4354 for a summary of COBRA imposed notice responsibilities.

Under COBRA, district employees may retain health insurance coverage when they reduce their working hours and/or are separated from employment. Continued coverage through the district shall also be made available to an employee's spouse and dependents upon the employee's death, separation or divorce, eligibility for Medicare or upon termination of a child's dependent status under the district health insurance program. Employees who are fired for gross misconduct may not retain health insurance coverage.

Note: The cost of continuation coverage may be charged to the employee or beneficiary, but it may not exceed 102% of the cost charged to active employees and their beneficiaries under the district health plan.

Persons who choose to retain health insurance coverage shall be charged the full costs of coverage within legal limits. Those who have reduced their working hours or who have been released from employment may retain the coverage for no more than 18 months. All other qualifying persons may retain the coverage for no more than 36 months. Coverage will end if the employee or beneficiary 1) fails to pay the insurance premium; 2) secures health insurance coverage through subsequent employment or remarriage; or 3) becomes eligible for Medicare benefits.

Revised 12/2025

9/92

AASB Policy Reference Manual

E 4154/4254/4354 – ALL PERSONNEL - INSURANCE/HEALTH AND WELFARE BENEFITS

Note: The following is a chronological summary of the notice responsibilities required under COBRA for continued health benefits coverage.

	Responsibility	Timeline
Plan Administrator	Provide written notice to all employees of coverage under COBRA	At commencement of coverage

District	Notify Plan Administrator of employee death, termination, retirement, Medicare eligibility or reduction in hours	Within 30 days of event
Plan Administrator	Notify employee/beneficiary of option to elect continued health coverage	Within 14 days
Employee/Beneficiary	Elect to accept or refuse continuation coverage	60 days
Employee/Beneficiary	Notify Plan Administrator of a divorce, legal separation or termination of a child's dependent status	Upon occurrence

Revised 12/2025
9/92

AASB Policy Reference Manual

BP 4156.2/4256.2/4356.2 – ALL PERSONNEL - AWARDS AND RECOGNITION

Note: The following sample policy may be revised or deleted as desired subject to the district's collective bargaining obligations.

The School Board believes the district's employees are its most valuable resource and encourages recognition of the services they provide. The Superintendent or designee may issue service pins, certificates, plaques or other mementos in accordance with established district procedures.
(cf. 1150 - Commendations and Awards)
(cf. 3300 - Expenditures/Expending Authority)

WORKSHEETS for the district policy committee:
DISCARD WHEN FINISHED

~~The School Board authorizes monetary awards to employees who:~~

~~1. Propose ideas or procedures which eliminate or reduce district expenditures or improve district operations.~~

~~2. Perform special acts or services in the public interest.~~

~~3. By their superior accomplishments, make exceptional contributions to the efficiency, economy, or other improvement in district operations.~~

~~Note: The following options may be used in combination and may be modified to reflect district practice.~~

~~**Option 1:** The Superintendent or designee shall recommend individuals to the School Board for such awards.~~

~~**Option 2:** The Superintendent or designee may appoint an awards committee to recommend such awards to the School Board.~~

~~**Option 3:** The School Board shall appoint an awards committee to grant awards of $200 or less and recommend to the School Board larger awards.~~

Revised 12/2025

9/92

BP 4156.3/4256.3/4356.3 – ALL PERSONNEL- REIMBURSEMENT, UNIFORMS AND ALLOWANCES

Note: This optional policy may be revised or deleted as appropriate subject to collective bargaining obligations.

OPTION 1: The School Board shall not be responsible for the reimbursement of any employee personal property which may be stolen, destroyed or maliciously damaged while being used in district schools.

OPTION 2: The School Board shall pay the cost of replacing or repairing employee personal property, except cash, which has been stolen, destroyed or maliciously damaged, through no fault of the employee, while being used in district schools.

Reimbursement for personal items used for work-related purposes shall be made only if the principal or designee approved the use of the personal property in school before the property was brought to school and at that time agreed on the value of the property.

Revised 12/2025

9/92

AASB Policy Reference Manual

WORKSHEETS for the district policy committee:
DISCARD WHEN FINISHED

BP 4157/4257/4357 – ALL PERSONNEL - EMPLOYEE SAFETY

The School Board believes that safety is every employee's responsibility. The School Board expects all employees to use safe work practices and to report and correct any unsafe conditions which may occur. Supervisors shall constantly promote safety and correct any unsafe work practice through education, training and enforcement.

No employees shall be required to work under unsafe or hazardous conditions or to perform tasks which endanger their health, safety, or well-being. Working conditions and equipment shall be maintained in compliance with standards prescribed by federal, state, and local laws and regulations.

(cf. 3514 - Environmental Safety)
(cf. 3514.1 - Hazardous Substances and Pesticides)
(cf. 4119.41/4219.41/4319.41 - Employees with Infectious Disease)
(cf. 4158/4258/4358 - Employee Security)

Revised 12/2025
9/92

AASB Policy Reference Manual

WORKSHEETS for the district policy committee:
DISCARD WHEN FINISHED

BP 4158/4258/4358 – ALL PERSONNEL - EMPLOYEE SECURITY

Note: Alaska school districts are required to adopt standards relating to when a teacher, teacher's assistant, or other person responsible for students is authorized to use reasonable and appropriate force to maintain classroom safety and discipline. Effective October 2014, the use of restraint and seclusion of students is strictly limited and in some situations prohibited by law. AS 14.33.125. Any use of restraint or seclusion by a district employee of a student must comply with all legal requirements. A teacher, teacher's assistant, principal, or another person responsible for students may not be terminated or otherwise subjected to formal disciplinary action for lawful enforcement of a school disciplinary and safety program, including behavior standards. AS 14.33.130. This group is protected from civil liability for acts or omissions arising out of enforcement of the disciplinary and safety program while in the course of employment, unless the act constitutes gross negligence or reckless or intentional misconduct. AS 14.33.140, and the Every Student Succeeds Act.

An employee may use approved methods of physical restraint if a student's behavior poses an imminent danger of physical injury to the student or others and less restrictive interventions would be ineffective at stopping the imminent danger. Restraint must be limited to that necessary to address the emergency and must be immediately discontinued when the student no longer poses an imminent danger or when a less restrictive intervention is effective to stop the danger.

(cf. 5144 - Discipline)
(cf. 5142.3 – Restraint and Seclusion)

Note: A teacher, teacher's assistant, administrator, or other employee responsible for students who, during the course of employment, observes a student committing a crime must report the crime to local law enforcement. AS 14.33.130. The obligation to report to law enforcement resides with the staff member observing the crime. "Crime" means an offense for which a sentence of imprisonment is authorized; a crime is either a felony or a misdemeanor. AS 11.81.900.

Employees shall promptly report any ~~student attack,~~ assault or threat against them to the Superintendent or designee. The employee and the principal or other immediate supervisor ~~both~~ shall promptly report such instances to the appropriate local law enforcement agency, as appropriate. The Superintendent or designee shall be made aware of all police reports made by district personnel.

(cf. 1410 – Interagency Cooperation for Student and Staff Safety)
Legal Reference:
ALASKA STATUTES
11.81.430 Justification, use of force, special relationships

WORKSHEETS for the district policy committee:
DISCARD WHEN FINISHED

11.81.900 Definitions
14.33.120-.140 School disciplinary and safety program
ALASKA ADMINISTRATIVE CODE
4 AAC 07.010-4 AAC 07.900 Student rights and responsibilities
UNITED STATES CODE
Every Student Succeeds Act, P.L. 114-95
Revised ~~4/2022~~12/2025
AASB POLICY REFERENCE MANUAL
9/92

AASB Policy Reference Manual

BP 4159/4259/4359 – ALL PERSONNEL - EMPLOYEE ASSISTANCE PROGRAMS

Note: The following **optional** policy may be revised or deleted as desired to reflect district philosophy, needs and resources.

The School Board supports the well-being of all employees and recognizes the benefit to the school system and students of a healthy workforce. The Board also recognizes that school district employees may have personal ~~problems~~ issues which can have detrimental effects upon job performance and student safety. Many personal ~~problems~~ issues are easier to resolve when they are addressed early, before they reach disabling proportions. The School Board encourages employees to seek help when such ~~problems~~ issues exist and to take advantage of the resources that are available to assist them.

WORKSHEETS for the district policy committee:
DISCARD WHEN FINISHED

Employees shall have confidential access to information about community resources that address personal problems. This information shall be available, on a voluntary basis, to all employees, spouses and dependents.
(cf. 4020 - Drug and Alcohol-Free Workplace)
Management and supervisory staff shall be knowledgeable about the district's employee assistance program. When there are indications of declining performance, attendance problems, or on-the-job behavioral problems, supervisors shall consult with the Superintendent or designee to explore the resolution of such problems.

Note: The federal Americans with Disabilities Act, Section 104 states that an employee who uses drugs or who is an alcoholic may be held to the same job performance standards as held for other employees, even if any unsatisfactory performance is related to the drug use or alcoholism. Section 104 also states that an employer cannot discriminate against an individual who has successfully completed a supervised drug rehabilitation program or an employee who is currently participating in a supervised rehabilitation program and no longer engaging in drug use. The following optional paragraph clarifies that although participation in the assistance program is risk-free, the district reserves the right to discipline in accordance with its existing policies and procedures.

Participation in the assistance program will not jeopardize the employee's employment or career advancement, nor will it protect the employee from disciplinary action for substandard job performance.
(cf. 4115~~/4215/4315~~ - Evaluation/Supervision)
(cf. 4215 - Evaluation/Supervision)
(cf. 4315 - Evaluation/Supervision
(cf. 4118~~/4218~~ - Suspension/Disciplinary Action)
(cf. 4218 - Dismissal/Suspension/Disciplinary Action)
Revised 12/2025
9/92

AASB Policy Reference Manual

WORKSHEETS for the district policy committee:
DISCARD WHEN FINISHED

BP 4161/4261/4361 – ALL PERSONNEL - LEAVES

Note: This policy and our other sample leave policies are offered as models for districts. Districts should take into careful account their past practices and collective bargaining agreements when providing for leave privileges.

The School Board shall authorize employee absences as provided by law and School Board policy. The School Board recognizes the following justifiable reasons for absence:

1. Personal sickness or injury, pregnancy, jury duty, military service or emergencies beyond the employee's control.
2. Family illness, bereavement, religious observances and other personal reasons.
3. Situations stemming from occupational status such as attendance at meetings, conventions, inservice courses, seminars, etc.
4. Other situations for which leave is provided by law.

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

Note: The Alaska Family Leave Act became law September 16, 1992, and applies to employers that have employed 21 or more employees for each working day during any period of 20 consecutive workweeks in the preceding two calendar years. Family leave includes, at a minimum, "unpaid leave' for "serious" health conditions for a total of 18 weeks during any 12 month period, and unpaid leave for pregnancy and childbirth or adoption for a total of 18 work weeks within a 12 month period. Employees are entitled to apply accrued paid leave toward the unpaid leave time. Employers must allow employees to continue their existing health insurance coverage at the same level the employee had before going on leave. However, the employee

WORKSHEETS for the district policy committee:
DISCARD WHEN FINISHED

may be required to pay the premium cost for the continuation of the insurance coverage. The Commissioner of Education may approve a labor contract that does not meet the family leave requirements if the district can show a lack of qualified, available substitutes to replace a teacher on leave or a lack of available housing for replacement teachers who do not live in the community.

Legal Reference:

ALASKA STATUTES

14.14.107 Sick leave and sick leave transfer
14.20.147 Transfer or absorption of attendance area or federal agency school
23.10.500 - 23.10.550 Alaska Family Leave Act

ALASKA ADMINISTRATIVE CODE

4 AAC 09.020 Teachers entitled to pay

FAMILY AND MEDICAL LEAVE ACT, 29 U.S.C. 2601 et. seq.; 29 CFR Part 825, amend. 2008

NATIONAL DEFENSE AUTHORIZATION ACT for fiscal year 2008, Public Law 110-181, § 585(a)

Revised ~~3/2012~~12/2025

9/92

AASB Policy Reference Manual

WORKSHEETS for the district policy committee:
DISCARD WHEN FINISHED

AR 4161/4261/4361 ALL PERSONNEL - EMERGENCY COVID-19 SICK AND FAMILY LEAVE

Note: The following AR implements the federal Families First Coronavirus Response Act, which is in effect from April 1, 202

As a result of the 2020 COVID-19 pandemic, employees may have additional rights to sick leave and family leave under the provisions below.

I. Sick Leave for COVID-19 Qualifying Reasons

Employees are entitled to additional paid sick leave if the employee is unable to work (or unable to telework) due to a need for leave because the employee:

1. is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;
2. has been advised by a health care provider to self-quarantine related to COVID-19;
3. is experiencing COVID-19 symptoms and is seeking a medical diagnosis;
4. is caring for an individual subject to an order described in (1) above, or self-quarantine as described in (2) above;
5. is caring for a child whose school or place of care is closed (or child care provider is unavailable) for reasons related to COVID-19; or
6. is experiencing any other substantially-similar condition as specified by the United States Department of Health and Human Services.

Duration of COVID-19 Sick Leave

A full-time employee is eligible for up to 80 hours of COVID-19 sick leave. A part-time employee is eligible for the number of hours of leave that the employee works on average over a two-week period.

Calculation of Sick Leave Rate of Pay

For leave reasons (1), (2), or (3), above: employees taking leave shall be paid at their regular rate of pay, up to $511 per day and $5,110 in the aggregate (over a 2-week period).

For leave reasons (4), (5), or (6), above: employees taking leave shall be paid at 2/3 their regular rate, up to $200 per day and $2,000 in the aggregate (over a 2-week period).

Procedure for Requesting Leave

Employees must notify their supervisor of the need and specific reason for leave under this policy. Employees should make the request for leave as soon as practically possible. Verbal notice will otherwise be accepted until written notice can be provided.

Employees are required to provide documentation to confirm the type of COVID-19 leave for which they are eligible.

Interaction with Other Paid Leave

The employee may use COVID-19 paid sick leave under this policy before using any other accrued sick leave, family leave, annual leave, or donated leave. COVID-19 sick leave does not carry over to 2021. COVID-19 sick leave cannot be cashed out.

All other policies and procedures for use of sick leave remain applicable, except as specifically modified by this AR and the federal Families First Coronavirus Response Act.

(cf. 4161.1 - Sick Leave)
(cf. 4161.2 - Personal Leaves)

II. Family and Medical Leave Act Expansion to Care for Children due to COVID-19

WORKSHEETS for the district policy committee:
DISCARD WHEN FINISHED

The qualifying reasons for taking family and medical leave ("FMLA Leave") have been expanded to provide leave for employees unable to work because they must care for a child whose school or place of childcare is closed (or child care provider is unavailable) for reasons related to COVID-19. This is a new qualifying reason for taking leave under the Family and Medical Leave Act. It is not an expansion of the total amount of leave availability under FMLA. Employees must have been employed for at least 30 days to be eligible for expanded FMLA leave.

(cf. 4161.4/4261.1/4361.4 - Family and Medical Leave))

Duration of Expanded Childcare FMLA Leave

Full-time employees are eligible for up to 12 weeks of leave at 40 hours a week, assuming the employees have FMLA Leave available. Part-time employees are eligible for leave for the number of hours they are normally scheduled to work over that period, again assuming leave is available. Employees are only entitled to 12 weeks of annual FMLA leave, regardless of the reason.

Rate of Pay for Expanded Childcare FMLA Leave

The first ten days of expanded childcare FMLA leave is unpaid. However, employees may take the COVID-19 paid sick leave during this time or substitute any accrued paid leave. Alternatively, the District may require that COVID-19 paid sick leave be used during the first 10 days of normally unpaid FMLA leave.

After the first ten days of expanded childcare FMLA leave, employees taking leave shall be paid at 2/3 their regular rate, up to $200 per day and $12,000 in the aggregate (over a 12-week period – two weeks of paid sick leave followed by up to 10 weeks of paid expanded family and medical leave under the Family and Medical Leave Act).

Note: The above provisions for paid leave under FMLA are only applicable when leave is taken because the employee must care for a child whose school or place of care is closed due to COVID-19 related reasons. FMLA has not been expanded to provide for paid leave for other qualifying reasons, such as personal illness of the employee or family member.

Procedure for Requesting Leave

Employees must follow the existing procedures for taking and requesting family and medical leave. Employees are required to provide documentation to confirm eligibility for expanded childcare FMLA leave.

(cf. 0400 - Personnel)

Legal Reference:

Public Law No: 116-127 (03/18/2020)

Added 4/2020

9/92

AASB Policy Reference Manual

WORKSHEETS for the district policy committee:
DISCARD WHEN FINISHED

BP 4161.1 – CERTIFICATED PERSONNEL - SICK LEAVE

Every certificated employee ~~working five school days each week~~who works the majority of a contractual month is entitled to one and one-third days of sick leave for that ~~a~~ month. ~~Such leave for employees working less than five days per week shall be proportionately less.~~ Unused days of sick leave shall be accumulated from year to year without limitation.

The Superintendent or designee shall establish procedures for reporting and verifying such absences.

Teachers are subject to disciplinary action, up to and including termination, for misusing sick leave, including providing false information regarding the use of, or need for, sick leave.

Certificated employees may transfer accumulated sick leave between districts and the Department of Education and Early Development. Employees are responsible for initiating a transfer of sick leave credits within 90 days of commencing employment at the district.

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

Sick Leave Bank

Note: AS 14.14.105 provides that the School Board may establish a sick leave bank independently or jointly with ~~teachers~~certificated employees. The following optional language may be revised or deleted as appropriate.

The School Board authorizes the establishment of a sick leave bank to provide ~~teachers~~ certificated employees sick leave benefits in unusual circumstances. ~~Teachers~~ Certificated employees may draw not more than twice the number of days of sick leave the teacher has accumulated before the first day of school in any school year, or 24 days, whichever is greater~~draw up to twice the number of days leave he/she has accumulated before the first day of school up to a maximum of 24 days~~. The School Board may grant additional leave in cases of severe illness or external hardship.

Legal Reference:

ALASKA STATUTES

14.14.105 Sick leave bank
14.14.107 Sick leave and sick leave transfer
14.20.147 Transfer or absorption of attendance area or federal agency school
23.10.500 - 23.10.550 Alaska Family Leave Act

ALASKA ADMINISTRATIVE CODE

4 AAC 15.040 Sick leave
4 AAC 15.900 Definitions

FAMILY AND MEDICAL LEAVE ACT, 29 U.S.C. 2601 et. seq.; 29 CFR Part 825, amend. 2008

Revised ~~3/201~~12/2025
9/92

AR 4161.1 – CERTIFICATED PERSONNEL - SICK LEAVE

Note: The following sample regulation may be revised or deleted as appropriate.

After any absence due to illness or injury, the employee shall verify the absence by submitting a completed and signed district absence form to his/her immediate supervisor.

The district may additionally require written verification by the employee's doctor or practitioner. Such verification may be required whenever an employee's absence record shows chronic absenteeism or a pattern of absences immediately before or after weekends and/or holidays or whenever clear evidence indicates that an absence is not related to illness or injury. Chronic absenteeism may be indicated when an employee has exhausted his/her entire ten-day sick leave benefit during three or more of the past five years.

At its expense, the district may require an employee to visit a physician selected by the district in order to receive a report on the nature and severity of an illness or injury. If the report concludes that the employee's condition does not warrant continued absence, the Superintendent or designee, after giving notice to the employee, may deny further leave.

Before returning to work, an employee who has been absent for surgery, hospitalization or extended medical treatment may be asked to submit a letter from his/her doctor stating that

he/she is able to return and stipulating any recommended restrictions or limitations. The district may, at district expense, require the opinion of a physician chosen by the district.

Employee Notifications of Absence

Employees shall notify the district of their need to be absent as soon as such need is known, so that substitute services may be secured. This notification shall include an estimate of the expected duration of absence. If the absence becomes longer than estimated, the employee shall again notify the district of the need for a substitute. If the duration of absence is unknown or becomes shorter than estimated, the employee shall notify the district of his/her intent to return by at least 3 p.m. of the working day preceding the day he/she returns. If failure to so notify the district results in a substitute being secured, the cost of the substitute shall be deducted from the employee's pay.

Revised 12/2025

9/92

AASB Policy Reference Manual

BP 4161.2/4261.2/4361.2 – ALL PERSONNEL - PERSONAL LEAVES

Personal Necessity

Note: 4 AAC 15.040 authorizes the School Board to limit the use of sick leave because of death, illness or welfare of a person in the teacher's immediate family. The following sample policy may be revised or deleted as appropriate.

~~Certificated employees may use no more than seven days of their accrued sick leave during each contract year for reasons of personal necessity.~~

Personal leave is generally subject to collective bargaining. In the absence of collectively bargained personal leave, the Superintendent may authorize for following reasons:~~Acceptable reasons for the use of personal necessity leave include:~~

1. Death of a member of the immediate family.
2. An accident involving the employee's property or the person or property of a member of the immediate family.
3. An illness of a member of the employee's immediate family.
4. Fire, flood, or other immediate danger to the home of the employee.
5. Required court appearance other than those court appearances for which the employee is obligated to be absent from duty and compensation is required by law.
6. Personal business of a serious nature which the employee cannot disregard.

Leave for personal necessity may be allowed for other reasons at the discretion of the Superintendent or designee. However, no such leave shall be granted for purposes of personal convenience, for the extension of a holiday or vacation period, or for matters which can be taken care of outside of working hours.

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

WORKSHEETS for the district policy committee:
DISCARD WHEN FINISHED

Note: Pursuant to 4 AAC 15.040, "immediate family" includes at least husband and wife, father and son or daughter, mother and son or daughter, and brother and sister.

Legal Reference:

ALASKA STATUTES

23.10.500 - 23.10.550 Alaska Family Leave Act

ALASKA ADMINISTRATIVE CODE

4 AAC 09.020 Teachers entitled to pay

4 AAC 15.040 Sick leave

Revised ~~3/2012~~12/2025

9/92

AASB Policy Reference Manual

WORKSHEETS for the district policy committee:
DISCARD WHEN FINISHED

BP 4161.3 – CERTIFICATED PERSONNEL - SABBATICAL

The School Board recognizes the importance of professional development and may grant a sabbatical leave of one school year to ~~teachers~~ certificated employees who have seven years or more years of service with the district. Such leaves may be approved if they serve an educational purpose and meet all requirements of law.

The selection of ~~teachers~~ certificated employees to receive sabbatical leave shall be based on the potential benefit to the district, the subject field and contribution of the ~~teacher~~ certificated employee to education in the state, and seniority in the district.

When granting sabbatical leave, the School Board shall determine the amount of leave which shall be paid by the district. The School Board may grant a teacher credit on the salary schedule for any leave which the School Board determines was educationally or professionally beneficial to the teacher or district.

The Superintendent or designee shall establish procedures for ~~procession~~ processing and approving requests for sabbatical leave, in accordance with state statutes.

Legal Reference:

ALASKA STATUTES

14.20.280-14.20.350 Sabbatical leave
14.20.280 Basis of leave
14.20.290 Application
14.20.330 Selection of teachers
14.20.310 Amount of sabbatical leave and compensation
14.20.320 Responsibility of teacher
14.20.330 Position, tenure, and retirement
14.20.340 Military service and previous leaves of absence
14.20.345 Leave of absence without pay
14.20.350 Definition

Revised 12/2025

9/92 **AASB Policy Reference Manual**

BP 4161.4/4261.4/4361.4 – ALL PERSONNEL - FAMILY AND MEDICAL LEAVE

Note: Your district may be a "covered employer" under both the federal Family and Medical Leave Act (FMLA) and the Alaska Family Leave Act (AFLA). Covered employers must provide its employees with the benefits of these laws. FMLA covers public school district employers, regardless of the number of employees. AFLA covers public school district sites which have had at least 21 employees within 50 road miles during any period of 20 consecutive workweeks in the preceding two calendar years. Accordingly, some smaller districts may be covered by FMLA only. Additionally, some sites may be exempt from AFLA coverage while other sites in a district are covered. School districts can adopt a more generous policy by allowing employees who meet the hours-worked requirements to be eligible for family leave, regardless of the number of employees within a given radius.

The Board is committed to providing employees with family and medical leave in compliance with the Family and Medical Leave Act (FMLA) and the Alaska Family Leave Act (AFLA), as applicable. When both laws apply, the provisions more generous to the employee will govern.

WORKSHEETS for the district policy committee:
DISCARD WHEN FINISHED

This policy briefly describes rights and responsibilities under FMLA and AFLA but does not spell out all obligations.

In recognition that FMLA and AFLA provide some employer options for implementation of leave, the Board directs that leave under these laws will be implemented as set forth below. To the extent an employee only qualifies for AFLA leave, and AFLA does not contain specific requirements for implementation of that leave, the Board adopts by policy those procedures and employer rights set forth in FMLA and its regulations. The Superintendent shall develop regulations, in accordance with this policy, setting forth the qualifications, entitlements, and procedures for leave in compliance with these laws.

(cf. 4161/4261/4361 - Leaves)

Covered Employees

Note: FMLA and AFLA are triggered when an employee has worked the requisite number of hours for a school district. AFLA protections will apply sooner than FMLA protections, especially for new employees or part-time employees. Accordingly, any employee who qualifies under FMLA due to length of service will qualify under AFLA. Because AFLA provides greater leave entitlements, school district employees will usually be entitled to 18 weeks of leave.

Eligibility for FMLA and AFLA leave, as applicable, shall be based entirely on eligibility criteria established by these laws. This policy is not intended to expand eligibility for FMLA or AFLA leave beyond that which is legally required.

Under FMLA, an employee who has worked for the District for at least one year, and for 1,250 hours over the previous twelve months, is entitled to up to 12 weeks of leave for qualifying events. Under AFLA, an employee who has worked for the District for at least 35 hours a week in the last six consecutive months, or at least 17.5 hours a week during the preceding twelve months, is entitled to up to 18 weeks of leave for qualifying events. Leave which qualifies under both FMLA and AFLA is to be used simultaneously.

Unused family and medical leave does not accumulate from year to year.

Reasons for Taking Leave

Note: FMLA provides for two forms of military-related leave that are not covered by AFLA. Qualifying exigency leave and military caregiver leave are set forth in items 6 and 7 below. Districts not covered by FMLA may choose to provide similar military family leave.

Covered employees will be granted leave for the following reasons:

1. To care for the employee's infant child during the first 12 months following birth;
2. To care for a child during the first 12 months following placement with the employee for adoption or foster care;
3. To care for a spouse, son, daughter, or parent with a serious health condition;
4. For incapacity due to the employee's pregnancy, prenatal medical care or child birth;
5. Because of the employee's own serious health condition that renders the employee unable to perform the employee's job;
6. If FMLA is applicable, for qualifying exigency leave if the employee's spouse, son, daughter, or parent is a military member and is on covered active duty; or
7. To care for a covered servicemember under the terms set forth in FMLA.

Notices

Required notices shall be posted by the District so that employees are aware of their rights and responsibilities when the need for family or medical leave arises.

WORKSHEETS for the district policy committee:
DISCARD WHEN FINISHED

All requests for family and medical leave shall be made in writing on a District form. The employee shall provide sufficient information to determine whether the leave qualifies for FMLA and/or AFLA leave.

The employee is required to provide advance notice, consistent with these laws, and leave may be denied if notice requirements are not met. The employee must ordinarily provide 30 days advance notice when the leave is foreseeable.

Concurrent Use of Paid Leave

Note: Both FMLA and AFLA are unpaid leaves. However, these laws permit employees and employers to substitute paid leave for unpaid leave. The policy language below requires employees to use all applicable paid leave in conjunction with FMLA/AFLA leave. If such a policy is not adopted, an employee may take his or her full entitlement of FMLA/AFLA leave, and then take any additional paid leave to which he or she is entitled. The policy helps minimize cumulative absences from work.

FMLA and AFLA are unpaid leaves. However, the District has elected to require employees to substitute paid leave for unpaid leave taken for an FMLA or AFLA qualifying event. Paid leave substitutions will include personal leave and annual leave; and sick leave if the employee requests leave because of the employee's own serious health condition or for another event for which sick leave may be used under District policies or negotiated agreements.

An employee's FMLA or AFLA leave runs concurrently with other types of paid leave and the District will give proper notice to the employee that FMLA or AFLA leave is being utilized. The substitution of paid leave for unpaid leave does not extend the maximum FMLA or AFLA leave period. When paid leave is exhausted, the remaining absences will continue to be FMLA or AFLA leave, as applicable, but will be unpaid.

(cf. 4161.1 - Sick Leave)

(cf. 4161.2/4261.2/4361.2 - Personal Leaves)

Medical Certification and Fitness for Duty

The District requires medical certification and recertification of any serious health condition of the employee or qualifying family member. Failure to provide timely certification when requested will result in denial of leave.

Employees on FMLA or AFLA leave must periodically report on their status and intent to return to work.

Employees are required to provide a fitness-for-duty certificate upon returning from FMLA or AFLA leave when the leave is taken because of the employee's own serious health condition.

"Calendar Year" for Purposes of Leave Entitlement

Note: FMLA allows employers to choose their calendar year for determining the amount of leave to which an eligible employee is entitled. This can include the actual calendar year, the District's fiscal year, or a rolling calendar year. The rolling calendar year is recommended as it allows the employer to look back and eliminate the potential for employees to stack FMLA leave entitlements between two calendar years.

For purposes of determining total leave availability for an eligible employee, the District utilizes a rolling twelve-month period measured backwards from the date leave is used, to avoid stacking of back-to-back leave entitlements.

Intermittent Leave

An employee will be denied intermittent leave or leave on a reduced leave schedule to care for an immediate family member with a serious health condition, of for the employee's own serious

health condition, when the employee fails to establish, through medical certification, that there is a medical need for such leave, as distinguished from voluntary treatments and procedures, and/or the employee has failed to establish, through medical certification, that it is medically necessary for the leave to be taken intermittently on a reduced leave schedule.

Instructional Employees

Both the District, and its instructional employees, will comply with the special rules for instructional employees set forth in law. These rules shall be included in the regulations developed by the Superintendent.

Job Benefits and Protection

Note: For the duration of FMLA leave, the employer must maintain the employee's health coverage under any group plan. There is a similar requirement under AFLA, except that school districts can require the employee to pay the full costs of coverage during periods of unpaid AFLA leave. For periods when the employee is concurrently on paid leave, health coverage requirements would apply consistent with what is provided to district employees on paid leave.

To the extent required by law, the District will maintain the employee's health coverage under any group plan. The employee will be required to continue making employee contributions as required by the plan. An employee who fails to return to work after expiration of his or her available leave may be required to reimburse the District for those benefits paid, as allowable by law.

The District will restore a returning employee to his or her original or an equivalent position, with equivalent pay, benefits, and other employment terms, unless restoration is not required by law. The employee will not lose any employment benefit that accrued prior to the start of the employee's leave.

The District will not interfere with, restrain, or deny to a qualifying employee any right provided by FMLA or AFLA. Nor will the District discriminate or retaliate against any person for utilizing leave, enforcing leave rights, or opposing any practice made unlawful by FMLA or AFLA, or for being involved in any proceeding related to these laws.

(cf. 0410 - Nondiscrimination in District Programs & Activities)
(cf. 4030 - Nondiscrimination in Employment)

No Alternative Employment

Note: Having a second job while on FMLA or AFLA leave does not violate these laws. However, employers may have and enforce a policy prohibiting its employees from outside work while on leave from the District.

The District prohibits employees who are on approved family and medical leave from engaging in other employment during the dates and times the employee would otherwise have been working for the District. Upon written request by the employee, the Superintendent may, in his or her sole discretion, grant an exception to this provision.

Enforcement of Rights

Employees who believe their rights under FMLA or AFLA have been violated are encouraged to bring this to the attention of the Superintendent or designee for investigation and resolution. Any employee may file a complaint with the U.S. Department of Labor for violations of FMLA, or the Alaska Department of Labor for violations of AFLA. An eligible employee may bring a civil action against an employer for violations.

The District reserves the right to take disciplinary action, up to and including termination, against any employee who abuses the rights, duties, and obligations of FMLA or AFLA.

WORKSHEETS for the district policy committee:
DISCARD WHEN FINISHED

Legal References:

ALASKA STATUTES

30.20.500-.550 Alaska Family Leave Act

UNITED STATES CODE

Family and Medical Leave, 29 U.S.C. 2601, et seq.

Family and Medical Leave Act of 1993, 29 C.F.R. 825.100-825.702 (Amend 2015)

Revised ~~3/2016~~12/2025

9/92

AASB Policy Reference Manual

AR 4161.4/4261.4/4361.4 – ALL PERSONNEL - FAMILY AND MEDICAL LEAVE

Note: Unless the Board has decided to apply the protections of FMLA and AFLA to all school sites, regardless of the number of employees within a certain radius, the District should conduct a regular review of the eligibility of its sites.

All school sites are covered by the Family & Medical Leave Act of 1993 (FMLA). The Superintendent or designee shall determine which sites are covered by Alaska's Family Leave Act (AFLA). Employees at those sites shall be notified of the coverage determination through reasonable means. The determination of site coverage will be reviewed on a periodic basis.

A. Eligibility for Leave

Note: Different rules apply under FMLA and AFLA. Accordingly, it is important to determine which of these laws apply to an individual employee. If both apply, the employee is entitled to the more generous protections.
Note: If an employee is an active duty or reserve military member who has been absent from work due to service covered by USERRA (Uniformed Services Employment and Reemployment Rights Act), all periods of USERRA absence are counted towards the employee's eligibility for FMLA leave.

Employees are eligible for FMLA leave if they:

Have been employed by the District for at least a year and have worked at least 1,250 hours in the preceding 12 calendar months immediately preceding the request for leave. Employers are required to count any service an employee had with an employer prior to a break in service of up to seven years toward his or her 12-month employment eligibility threshold.

Employees are eligible for AFLA leave if they:

1. Have worked for the District at least 35 hours per week for at least six consecutive months, or at least 17.5 hours per week for at least twelve consecutive months, preceding the request for leave.

and

2. Are employed at a work site that has employed at least 21 employees within 50 road miles during any period of 20 consecutive workweeks in the preceding two calendar years. Employees with questions about their eligibility for FMLA or AFLA leave should contact [title of leave administrator] for more information.

B. Qualifying Reasons for Basic FMLA and AFLA Leave

Note: FMLA provides for "basic leave" as well as for military family leave.

Employees who meet the eligibility requirements described above are eligible to take leave for the following reasons:

1. To care for the employee's infant during the first 12 months following birth;
2. To care for a child during the first 12 months following the employee's adoption of the child or foster care placement of the child with the employee;
3. To care for a spouse, child, or parent with a serious health condition;
4. For incapacity due to the employee's pregnancy, prenatal medical care, or childbirth; or
5. Because of the employee's own serious health condition that renders the employee unable to perform an essential function of his or her position.

Definitions

For purposes of the above:

"**Child**" means the employee's biological child, adopted child, stepchild, foster child, or legal ward, so long as the child is under 18 or, if 18 or older, is incapable of self-care because of mental or physical disability. However, under AFLA, "child" does not include stepchild for purposes of caring for the child following adoption.

"**Parent**" under AFLA means a biological or adoptive parent, parent-in-law, or stepparent. "Parent" under FMLA means biological, adoptive, step or foster parent, or any other individual who stood "in loco parentis" (in the role of a parent) to the employee when the employee was a child; it does not include parent-in-law.

"**Serious health condition**" means an illness, injury, impairment, or physical or mental condition that involves (1) inpatient care in a hospital, hospice, or residential health care facility; or (2) continuing treatment or supervision by a health care provider.

"Spouse" means a husband or wife. Husband or wife refers to the other person to whom the employee is legally married, including a same-sex spouse. It may also include a common law spouse if common law marriage is recognized in the state where the marriage took place and the individuals qualified as common law spouses before leaving that state.

C. Total Amount of Leave Availability

FMLA provides up to 12 weeks of unpaid leave during any 12-month period, as defined by the District.

AFLA provides a total of 18 weeks of unpaid leave during any 24-month period because of a serious health condition of the employee or qualifying family member.

AFLA provides a total of 18 weeks of unpaid leave during any 12-month period because of pregnancy and childbirth or adoption. The right to take leave for this reason expires one year after the birth or placement of the child. The District can require that an employee using leave for this reason take the leave in a single block of time.

The District defines its 12-month period for determining total leave availability by use of the rolling calendar. The 12-month period is measured backwards from the first date for which leave is requested, to avoid stacking of back-to-back leave entitlements.

Married Couples

Special rules apply to married couples who are employed by the District:

FMLA: Under FMLA, two spouses together may take a *combined* total of 12 weeks leave during any 12-month period for birth or adoption of a child, or to care for the same parent with a serious health condition.

AFLA: Under AFLA, the District is not required to grant simultaneous leave to both spouses to care for a parent or child with a serious health condition.

D. Military Family Leave

FMLA provides for two types of Military Family Leave.

1. Qualifying Exigency Leave

Employees meeting FMLA eligibility requirements may be entitled to use up to 12 weeks of their basic FMLA leave entitlement to address certain qualifying exigencies. Leave may be used if the employee's spouse, son, daughter, or parent is a military member and is on covered active duty or called to covered active duty status in the National Guard or Reserves in support of a contingency operation.

"Military member" includes members of the National Guard and Reserves and the Regular Armed Forces.

"Covered active duty" means deployment to a foreign country.

Qualifying exigencies may include:

- Short-notice deployment (up to 7 days of leave)
- Attending certain military events
- Childcare and school activities
- Addressing certain financial and legal arrangements
- Periods of rest and recuperation for the servicemember (up to 15 days of leave)
- Attending certain counseling sessions
- Attending post-deployment activities (available for up to 90 days after the termination of the servicemember's active duty status)
- Caring for the military member's parent who is incapable of self-care when the care is necessitated by the member's covered active duty.
- Other activities arising out of the servicemember's active duty or call to active duty and agreed upon by the District and the employee.

2. Leave to Care for a Covered Servicemember

Employees meeting FMLA eligibility requirements may take up to 26 weeks of leave to care for a covered servicemember during a single 12-month period.

A "covered servicemember" is a current member of the Armed Forces - including a member of the National Guard or Reserves, or a member of the Armed Forces who is on the temporary disability retired list - with a serious injury or illness incurred in the line of duty while on active duty, which may render the servicemember medically unfit to perform his or her duties, and for which the servicemember is undergoing medical treatment, recuperation, or therapy; or otherwise is in outpatient status.

A "covered servicemember" also includes covered veterans who are undergoing medical treatment, recuperation, or therapy for a serious injury or illness. A covered veteran is an individual who was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran.

When both husband and wife work for the District, the aggregate amount of leave that can be taken by the husband and wife to care for a covered servicemember is 26 weeks in a single 12-month period.

E. Use of Leave, Including Intermittent And Reduced-Schedule Leave

An employee does not need to use FMLA or AFLA leave in a single block. Rather, leave can be taken intermittently or on a reduced leave schedule *when medically necessary*. Leave because of a serious health condition, or either type of family military leave under FMLA, may be taken intermittently (in separate blocks of time due to a single health condition) or on a reduced-schedule leave (reducing the usual number of hours worked per workweek or workday), so long as medically necessary.

If leave is unpaid, the District will reduce the employee's salary based on the amount of time actually worked. In addition, while an employee is on an intermittent or reduced-leave schedule, the District may temporarily transfer the employee to an available alternative position that better accommodates the recurring leave and which has equivalent pay and benefits.

Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the District's operations. Leave may not be taken on an intermittent basis when used to care for the employee's own child during the first year following birth, or to care for a child placed with the employee for foster care or adoption, unless both the employer and employee agree to such intermittent leave.

Military family leave due to qualifying exigencies may also be taken on an intermittent basis.

F. Right to Transfer for Pregnant Employee (Provided by AFLA Only)

A pregnant employee entitled to AFLA protections may request a transfer to a suitable position. A position is suitable if: 1) it is an existing unfilled position in the same administrative division in which the employee is currently employed and is less strenuous or less hazardous than the employee's current position; 2) the transfer is recommended by a licensed healthcare provider; 3) the employee is qualified and immediately available to perform the duties of the position; and 4) the transfer will not subject the District to liability for violating a collective bargaining agreement or employment contract.

If an employee has requested transfer to a suitable position, the District may not fill the position with someone other than the requesting employee until the District has offered the position to the employee and the employee has refused.

An employee who transfers under this provision shall be compensated at the lesser of: 1) the employee's compensation immediately before requesting the transfer; or 2) the compensation of the position into which the employee transfers.

G. Pay, Benefits, and Protections During FMLA Leave

FMLA and AFLA leave is unpaid. While on FMLA or AFLA leave, employees may be eligible for short- or long-term disability payments and/or workers' compensation benefits, if leave is taken because of an employee's own serious health condition.

Substitution of paid time off for unpaid leave. The District requires employees to substitute accrued paid leave for unpaid FMLA and AFLA leave, as determined by the terms and conditions of the District's normal leave policies or negotiated agreements.

If an employee requests leave because of birth, adoption, or foster care placement of a child, any accrued annual leave, personal leave, or other applicable leave, first will be substituted for unpaid family/medical leave.

If an employee requests leave because of the employee's own serious health condition, or to care for a covered family member with a serious health condition, any accrued paid annual leave, personal leave, sick leave, or other applicable leave, first will be substituted for any unpaid family/medical leave. The same rules apply for qualifying exigency leave or to care for a servicemember.

The substitution of paid leave for unpaid leave does not extend the total leave entitlement provided by FMLA or AFLA. Furthermore, in no case can the substitution of paid leave for unpaid leave result in the receipt of more than 100 percent of an employee's salary. An employee's family medical leave runs concurrently with other types of leave. FMLA and AFLA leave also run concurrently.

The employer will not provide paid sick leave or paid medical leave in any situation in which the employer would not normally provide such paid leave.

Medical and other benefits. During an approved FMLA leave, the District will maintain the employee's group health plan coverage as if the employee continued to be actively working. If paid leave is substituted for unpaid family medical leave, the District will continue to deduct the employee's portion of the health plan premium as a regular payroll deduction. If leave is unpaid, the employee must pay his or her portion of the premium through [the District should specify the method they will use].

If only AFLA leave applies, or if the employee qualifies for both FMLA and AFLA leave and FMLA leave has been exhausted, the District [will or may] require that the employee pay the full costs of health plan coverage as a condition of maintaining those benefits during any period of unpaid AFLA leave. Premium payments will be paid by the employee as set forth above.

An employee's healthcare coverage will cease if the employee's premium payment is more than 30 days late. If the payment is more than 15 days late, the District will send the employee a letter to this effect. If the District does not receive the payment within 15 days after the date of that letter, the employee's coverage may cease. If the employee elects not to return to work for at least 30 calendar days at the end of the leave period, the employee will be required to reimburse the District for the cost of the premiums paid by the District for maintaining coverage during the unpaid leave, unless the employee cannot return to work because of a serious health condition or other circumstances beyond the employee's control.

Use of FMLA or AFLA leave will not result in the loss of any employment benefit that accrued prior to the start of the employee's leave.

Return to job at end of FMLA leave. Upon return from FMLA or AFLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms.

H. Instructional Employees (FMLA Leave Only)

Special rules apply to school districts regarding FMLA leave. In cases where the special rules for instructional employees apply, the Superintendent may apply those special rules or the general FMLA rules as best serves the interests of the District.

"Instructional employees" are those employees whose principal function is to teach and instruct students in a class, small group or an individual setting. The term does not include administrators, teacher assistants or aides who do not have as their principal job actual teaching or instruction, nor does it include positions such as counselors, psychologists or curriculum specialists. It also does not include cafeteria works, maintenance workers, or bus drivers.

Summer months. For all District employees, instructional and non-instructional, whose positions do not work during the period between school years (the summer months), FMLA leave will only apply to scheduled work days and is not counted over the summer break. Employees who end the school year on FMLA can continue FMLA at the beginning of the next school year, provided the employee has not used all of the twelve (12) weeks of their annual FMLA leave as allowed by law.

Medical treatment impacting on instructional time. If an instructional employee wants to take foreseeable intermittent leave or reduced-schedule leave because of planned medical treatment, and the leave is more than twenty (20) percent of the total number of working days in the period over which the leave would extend, the District may require the employee to take the entire period of leave in a block, or may transfer the employee to an alternative placement for the period of planned leave. This decision is at the discretion of the District.

Leave towards the end of the school term. If an instructional employee begins FMLA leave more than five (5) weeks before the end of the term, and the leave lasts at least three (3) weeks, the District has the right to require the instructional employee to remain on leave for the rest of the school term.

If an instructional employee begins FMLA leave five (5) weeks or less before the end of the term, and the leave will last more than two (2) weeks for a reason other than his or her own health condition, the District has the right to require the instructional employee to remain on leave for the rest of the school term.

If an instructional employee begins FMLA leave with three (3) weeks or less before the end of the term and the leave will last more than five (5) working days for a reason other than his or her own health condition, the District has the right to require the instructional employee to remain on leave for the rest of the school term.

In the cases above where the District has exercised its right to extend the leave time, the leave is unpaid and is not charged against the employee's annual FMLA entitlement.

I. Employee Responsibilities When Requesting Leave

FMLA Requirements: If the need to use FMLA leave is foreseeable, the employee must give the District at least 30 days prior notice of the need to take leave. When 30 days notice is not possible, the employee must give notice as soon as practicable (within 1 or 2 business days of learning of the need for leave except in extraordinary circumstances). Failure to provide such notice may be grounds for delaying the start of FMLA leave. Employees can be asked to explain why providing 30 days notice of leave was not practicable.

AFLA Requirements: If the need to use AFLA leave is foreseeable based on an expected birth or adoption, or on planned medical treatment, the employee shall provide prior notice of the expected need for leave in a manner that is reasonable and practicable.

If the leave is foreseeable based on planned medical treatment, the employee shall make a reasonable effort to schedule the treatment so as not to unduly disrupt the District's operations, subject to the approval of the healthcare provider of the employee or the employee's child, spouse, or parent. Employees should attempt to schedule medical treatment around work so as to permit employees to work as much of their workday as possible.

Requests for family and medical leave should be submitted to [Human Resources or title of FMLA administrator] using the Request for Family/Medical Leave form available from [Human Resources; title of FMLA administrator].

When submitting a request for leave, the employee must provide sufficient information for the District to determine if the leave might qualify as FMLA/AFLA leave. The employee must also provide information on the anticipated date when the leave will start as well as the duration of the leave. Sufficient information may include that the employee is unable to perform job functions; that a family member is unable to perform daily activities; that the employee or family member needs hospitalization or continuing treatment by a healthcare provider; or the circumstances supporting the need for military family leave. Employees also must inform the District if the requested leave is for a reason for which FMLA/AFLA leave was previously taken or certified. Employees are required to provide a certification and periodic recertification supporting the need for leave for a serious health condition.

J. Employer Responsibilities

When an employee requests leave, the District will advise the employee within five (5) business days whether he or she is eligible under FMLA and/or AFLA leave, assuming the employee has provided the required information to allow the District to make this determination. If the employee is eligible, the employee will be given a written notice that includes details on any additional information he or she will be required to provide, including medical certification. If the employee is not eligible, the District will provide the employee with a written notice indicating the reason for ineligibility.

The District will designate all qualifying leaves as FMLA or AFLA leave, even if the employee has not made a family and medical leave request, for example, when requesting sick leave, requesting annual leave to care for a sick family member, or taking workers' compensation leave. Any leave for a serious health condition of more than three days may qualify for FMLA/AFLA leave. If an employee takes leave for a medical condition involving more than three consecutive calendar days of incapacity and needs to have two visits to a healthcare provider, those visits must occur within 30 days of the period of incapacity for the condition to be classified as a serious health condition. Also, for a chronic serious health condition to be present, an employee must make at least two visits per year to a healthcare provider. If leave will be designated as FMLA or AFLA leave, the District will inform the employee in writing and provide information on the amount of leave that will be counted against the employee's leave entitlement under these law.

K. Medical Certification

If the employee is requesting leave because of the employee's own or a covered family member's serious health condition, the employee and the relevant healthcare provider must

supply appropriate medical certification. This is at the employee's expense. Employees may obtain Medical Certification forms from [the Human Resources Department]. When the employee requests leave, the District will notify the employee of the requirement for medical certification and when it is due, which shall be no more than 15 days after the leave request. If the employee provides at least 30 days notice of medical leave, he or she should provide the medical certification before leave begins. Failure to provide requested medical certification in a timely manner may result in denial of leave until it is provided. The District, at its expense, may require an examination by a second healthcare provider designated by the District, if it reasonably doubts the medical certification initially provided. If the second healthcare provider's opinion conflicts with the original medical certification, the District, at its expense, may require a third, mutually agreeable, healthcare provider to conduct an examination and provide a final and binding opinion. The District requires subsequent medical recertification, at the employee's expense. Recertification shall be not more often than every 30 days, unless the law provides for more frequent recertification. Failure to provide requested recertification within 15 days, except in extraordinary circumstances, may result in the delay of further leave until it is provided. For employees on intermittent leave, the District will require recertification every six (6) months.

L. Status Reporting While on Leave

If an employee takes leave because of the employee's own serious health condition or to care for a covered family member, the employee must contact the District on [the first and third Tuesday of each month, for example] regarding the status of the condition and his or her intention to return to work. In addition, the employee must give notice as soon as practicable (within 2 business days, if feasible) if the dates of the leave change, are extended, or were unknown initially.

M. Moonlighting Prohibited

The District prohibits employees who are on approved family and medical leave from engaging in other employment during the dates and times the employee would otherwise have been working for the District. Should an employee desire an exception, the employee must submit a written request to the Superintendent. The written request must explain why the employee seeks to engage in work for another employer or entity and why such work is feasible when the employee is unable to work for the District. The Superintendent may grant, deny, or grant in part, the employee's request, within the Superintendent's discretion.

Revised ~~3/2016~~12/2025

9/92

AASB Policy Reference Manual

WORKSHEETS for the district policy committee:
DISCARD WHEN FINISHED

E 4161.4/4261.4/4361.4 – ALL PERSONNEL - FAMILY MEDICAL LEAVE

View or print FAMILY MEDICAL LEAVE exhibit.

AASB Policy Reference Manual

WORKSHEETS for the district policy committee:
DISCARD WHEN FINISHED

BP 4161.7/4261.7/4361.7 – ALL PERSONNEL - CIVIC LEAVE

The School Board encourages employees to fulfill their civic responsibilities and will accommodate these responsibilities as provided for below. If a conflict exists between a provision of this policy and a legally permissible provision in a collective bargaining agreement, the provision of the collective bargaining agreement will take precedence.

Jury or Witness Duty

Note: Subject to the terms of a collective bargaining agreement, AS 39.20.270 provides for court leave for any full time employee, whether permanent, nonpermanent, or temporary. The employee is entitled to administrative leave with pay; however, any compensation received for service as a juror or witness shall be deducted from the employee's normal compensation. Alaska Statute 09.20.030 excuses from jury duty during the school term any teacher who is teaching in a school that is designated as a low performing school under regulations adopted by the State Board of Education and Early Development. Effective March 6, 2015, regulations provide that a teacher employed by a school that is identified as a one-or two-star school is eligible for the jury service exemption in AS 09.20.030.

Any regularly contracted teacher or other full-time employee of the district who is required to be absent from duty pursuant to a court order, either as a witness or juror, shall receive regular salary/wage for such period of absence less any amounts received for such service. The payroll adjustment will be made at the first payroll period following such service.

Employees must show the jury duty summons or court order to their supervisor as soon as possible so that the supervisor may make arrangements to accommodate their absence.

Employees are expected to report for work whenever the court schedule permits.

Military Leave

WORKSHEETS for the district policy committee:
DISCARD WHEN FINISHED

Note: AS 39.20.340 provides that an employee, with the approval of the city council or borough assembly, who is a member of a reserve or auxiliary component of the United States Armed Forces is entitled to a leave of absence without loss of pay on all days during which the employee is ordered to training duty, as distinguished from active duty, or for instruction, or when under direct military control in the performance of a search and rescue mission. The leave of absence may not exceed 16 1/2 working days in any 12 month period. If an employee is called to active duty by the governor, the employee is entitled to five days leave of absence without loss of pay.

Any regular full-time employee who is a reservist in any branch of the armed forces or a National Guard member shall be granted time off for military training or temporary military service required during the school year, as in AS 39.20.4340. An employee requiring such leave must notify his or her supervisor of the training schedule as far in advance as possible. An employee requiring such leave will receive regular pay during such service, less any military pay earned during that time, for a period authorized by law.

Any regular full-time employee with an active military obligation will be granted a leave of absence without pay if called to active duty within the U.S. armed services. However, eligible employees may use any available paid time off for the absence. Employees called for active duty will be entitled to reinstatement in accordance with all applicable state and federal laws.

Legal Reference:

ALASKA STATUTES

09.20.030 Exemptions
14.20.340 Military service and previous leaves of absence
26.05.075 Reemployment rights of the organized militia
39.20.270 Court leave
39.20.340 Leave of absence for reserve or auxiliary members of armed services
39.20.350 Restoration of reserve members to former positions

ALASKA ADMINISTRATIVE CODE

4 AAC 06.883 Jury Service exemption
4 AAC 06.835 Star ratings

Revised ~~3/2015~~12/2025
9/92

AASB Policy Reference Manual

WORKSHEETS for the district policy committee:
DISCARD WHEN FINISHED

BP 4170/4270/4370 – ALL PERSONNEL - DISTRICT ISSUED PORTABLE TECHNOLOGY

The School Board believes that technology resources facilitate communication, innovation, resource sharing, access to information, and student learning. Employees who are trained in and comfortable with technology devices and their applications are better able to support the use of technology as an educational strategy in the instructional program.

As approved by the School Board, the Superintendent or designee shall oversee the acquisition and distribution of portable technology devices, including laptop computers, to district employees. This equipment is provided to improve and develop the job-related capabilities of district's employees, including certificated and support personnel. District employees who are issued portable technology devices are permitted to transport this equipment between home and office, and on other travel as appropriate. The equipment remains at all times district property. Employees are permitted to use this equipment outside of the instructional or work-day for district business only. Familiarity and competence in the multitude of technological applications and resources assists employees in maintaining and improving present job performance. All use of district-issued portable technology shall be in compliance with the district's equipment and Internet use policies.

(*cf .3400 - Management of District Assets/Accounts*)
(*cf. 3512 - Equipment*)
(*cf. 6161.4 - Internet*)
(*cf. 6161.5 - Web Sites/Pages*)

~~*Added 1/09*~~ *Revised 12/2025*

9/92

AASB Policy Reference Manual

BP 4180/4280/4380 – ALL PERSONNEL - RESIDENCY AND REMOTE WORK

Note: This model policy is adopted from a policy created by the Dillingham City School District.

The Board recognizes the educational and economic benefits that result from district personnel residing within the boundaries of the school district. The Superintendent or designee may

WORKSHEETS for the district policy committee:
DISCARD WHEN FINISHED

determine that the best candidate for certificated or administrative position does not plan to maintain primary residency within the boundaries of the school district. In order to hire or continue the employment of such a candidate, the Superintendent or designee shall seek approval from the Board. The Superintendent or designee shall develop procedures to implement this policy.

~~*Created 6/25*~~ *Revised 12/2025*

AASB POLICY REFERENCE MANUAL
9/92

AASB Policy Reference Manual

AR 4180/4280/4380 – ALL PERSONNEL - RESIDENCY AND REMOTE WORK

Note: This model regulation is adopted from a policy created by the Dillingham City School District.

Purpose

To establish a process by which the District may allow an employee to work from home or another approved location on a full-time or part-time basis, hereafter referred to as "remote work" or "telecommuting."

The District requires its employees to report to their designated work location. However, the Superintendent may decide that the best candidate for a certificated or administrative position

may not reside or plan to reside within the boundaries of the district. Pursuant to BP 4180/4280/4380, the Superintendent may seek approval from the Board to hire or continue the employment of such a candidate.

Procedure

Any employee seeking to remote work or telecommuting must enter into a written remote work agreements. A request for remote work or telecommuting will be evaluated based upon the following factors:

- The essential job duties of the employee's position;
- The employee's reasonable likelihood to be able to successfully perform the essential job duties and responsibilities from an alternate work site; and
- The supervisor's reasonable likelihood to ensure the employee completion of the essential job duties and responsibilities at an alternate worksite.

Remote work or telecommuting is not designed to be a substitute for childcare or care of a dependent family member. Any employee approved for remote work or telecommuting is obligated to perform the essential job duties and responsibilities of the employee's position.

A remote work agreement must be in writing, and signed by the employee, their immediate supervisor, and be approved by the Superintendent. The agreement must specify the number of days and hours worked each week. During working hours, the employee shall be accessible by phone and email within a reasonable time period during the agreed upon work schedule based on Alaska Standard Time. The district will not pay for voice and/or data communication charges.

Unless otherwise specified in the written agreement, a remote work employee is responsible for providing office equipment and workspace and is responsible for maintenance and repair of any office equipment. Any district materials in the alternate work site remain the property of the district and must be kept secure and confidential. Any materials containing student records or personnel records must be maintained in a lockable file cabinet or other location that cannot be accessed by any family, guests, or other occupants at the approved alternate worksite.

The district retains the right to inspect remote work site locations for the purpose of determining that the site is secure and safe, and that the employee is performing the essential job duties and responsibilities of the employee's position and complying with the terms of the remote work agreement.

Out-of-pocket expenses for office supplies will not be reimbursed unless the employee obtains prior, written authorization from a supervisor.

The district assumes no liability for injuries occurring in the employee's approved alternate worksite outside the agreed-upon work hours. The district is not liable for loss, destruction, or injury that may occur in or to a remote work employee's alternate work site. This includes family members, visitors, or others that may become injured within or around a remote work employee's alternate work site.

It is the responsibility of a remote work employee to determine any income tax implications of a remote work agreement. The district will not provide tax guidance to remote work employees and does not assume any additional tax liabilities through the approval of a remote work agreement. All employees are encouraged to consult with a qualified tax professional to discuss any potential income tax implications from remote work agreements.

Created ~~6/25~~12/2025

AASB POLICY REFERENCE MANUAL
9/92

WORKSHEETS for the district policy committee:
DISCARD WHEN FINISHED

AASB Policy Reference Manual

~~**BP 4211 RECRUITMENT AND SELECTION**~~

~~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)*~~

~~**9/92**~~

~~**AASB Policy Reference Manual**~~

WORKSHEETS for the district policy committee:
DISCARD WHEN FINISHED

BP 4212 – CLASSIFIED PERSONNEL - APPOINTMENT AND CONDITIONS OF EMPLOYMENT

The Superintendent or designee will ~~recommend the~~ appoint~~ment~~ ~~of~~ and report the hire of all regular full-time and part-time and regular hourly employees to the School Board. Selection will be based upon competence and will be in accordance with School Board policy and administrative regulations, and state and federal laws ~~of the State~~and regulations.

Temporary, substitute, short-term and student help may be appointed by the Superintendent or designee. The position and the pay rate shall be reported at a regular meeting of the School Board.

The district personnel policies and regulations apply only to the extent that they are not in conflict with any collective bargaining agreement between the district and an employee organization officially recognized to meet and negotiate with the School Board.

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

Revised ~~9/97~~12/2025

9/92

AASB Policy Reference Manual

WORKSHEETS for the district policy committee:
DISCARD WHEN FINISHED

BP 4213 – CLASSIFIED PERSONNEL - ASSIGNMENT/CLASSIFICATION

Classified employees shall be assigned by their immediate supervisors with the approval of the Superintendent or designee. They shall be required to perform those duties prescribed by the School Board for the position the employee holds.

(cf. 4119.3/4219.3/4319.3 - Duties of Personnel)

Legal Reference:

ALASKA STATUTES

23.40.070 Declaration of policy (PERA)

Revised 12/2025

9/92

AASB Policy Reference Manual

BP 4215 – CLASSIFIED PERSONNEL - EVALUATION/SUPERVISION

WORKSHEETS for the district policy committee:
DISCARD WHEN FINISHED

The School Board endorses a continuous program of evaluation of all individuals employed by this district. The basic objective of the evaluation program is the improvement of performance of service to the district.

Legal Reference:

ALASKA STATUTES

23.40.070 Declaration of policy (PERA)

Revised 12/2025

9/92

AASB Policy Reference Manual

BP 4216 – CLASSIFIED PERSONNEL - PROBATIONARY/PERMANENT STATUS

Note: District may designate below a probationary period for classified personnel subject to collective bargaining obligations.

Employees newly hired in regular positions or promoted to higher level positions within the classified service shall be considered probationary employees until having satisfactorily completed the designated probationary period of _____.

WORKSHEETS for the district policy committee:
DISCARD WHEN FINISHED

Regular classified employees who have satisfactorily completed the designated probationary period shall become permanent classified employees of the district.

Legal Reference:

ALASKA STATUTES

23.40.070 Declaration of policy (PERA)

Revised 12/2025

9/92

AASB Policy Reference Manual

~~BP 4217.2 RESIGNATION~~

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

~~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.~~

~~**OPTION 1:** The School Board retains the right to accept resignations of any employee and may fix the time when the resignations shall take effect. A resignation, once submitted, shall remain in full force and effect unless rescinded, in writing, by the employee who submitted it prior to action on the resignation by the School Board.~~

~~**OPTION 2:** 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.~~

~~**9/92**~~

BP 4218 – CLASSIFIED PERSONNEL- DISMISSAL/SUSPENSION/DISCIPLINARY ACTION

Probationary Employees

At any time prior to the expiration of the probationary period, the Superintendent or designee may, at his/her discretion, dismiss a probationary classified employee from district employment. A probationary employee shall not be entitled to a hearing.

Permanent Employees

Permanent classified employees shall be subject to personnel action (including, but not limited to, reprimand, suspension without pay, demotion, reduction of pay step in class, dismissal) only for cause. This policy also applies to classified management and supervisory employees unless otherwise provided by law.

(cf. 4300 – Management Employee Definitions)

In addition to any disqualifying or actionable causes otherwise provided for by statute or by policy or regulation of this district, each of the following constitutes cause for personnel action against a permanent classified employee:

1. falsifying any information supplied to the school district, including, but not limited to, information supplied on application forms, employment records, or any other school district records
2. incompetency
3. inefficiency
4. neglect of duty
5. insubordination
6. dishonesty
7. possessing or consuming alcohol, tobacco, controlled substances, including marijuana, or other illegal drugs or synthetic drugs while on duty or on District premises whether or not on duty; or being under the influence of these prohibited substances while on duty
8. conviction of a felony, conviction of any sex offense made relevant by provisions of law, or conviction of a misdemeanor which is of such a nature as to adversely affect the

employee's ability to perform the duties and responsibilities of his/her position. A plea or verdict of guilty, or a conviction following a plea of nolo contendere is deemed to be a conviction within the meaning of this section. Applicants and employees must inform the Superintendent of any conviction so that a determination can be made by the district regarding its applicability to employment. For existing employees, reporting must occur within 48 hours of conviction.

9. absence without leave
10. immoral conduct
11. discourteous treatment of the public, students, or other employees
12. improper political activity
13. willful disobedience
14. misuse, theft, or destruction of district property
15. violation of district, School Board or departmental rule, policy, procedure, or violation of federal, state, or local statute, regulation, or ordinance
16. physical or mental disability, which disability precludes the employee from the proper performance of his/her essential duties and responsibilities as determined by competent medical authority, except as otherwise provided by a contract or by law regulating the accommodation of disabilities or the retirement of employees
17. failure to possess or keep in effect any license, certificate, or other similar requirement specified in the employee's class specification or otherwise necessary for the employee to perform the duties of the position
18. unlawful discrimination, including harassment, on the basis of race, religion, creed, color, national origin, ancestry, physical or mental disability, marital status, sex, pregnancy, or age against the public, students, or other employees
19. unlawful retaliation against any other district officer or employee, student, or member of the public who, in good faith, reports, assists, discloses, divulges, or otherwise brings to the attention of any appropriate authority, whether an outside person, agency, or school district official, any information relative to actual or suspected violation of any law or district policy or procedure occurring on the job or directly related thereto
20. any other failure of good behavior either during or outside of duty hours which is of such nature that it causes discredit to the district or his/her employment

Disciplinary Procedures

The following procedures will govern personnel action unless an applicable collective bargaining agreement provides different procedures. In such event, the collective bargaining agreement will govern and employees must utilize the negotiated grievance procedures to appeal any discipline. In cases involving a personnel action, the Superintendent or designee shall prepare a written statement of the personnel action which shall be served upon the employee either personally or by registered or certified mail, return receipt requested, at the employee's last known address. The statement shall include:

1. A statement of the nature of the personnel action (the disciplinary action being imposed).
2. A statement of the cause or causes for the discipline.
3. A statement of the specific acts or omissions upon which the causes are based. If violation of rule, policy, or regulation of the district is alleged, the rule, policy, or regulation violated shall be identified.
4. A statement of the employee's right to appeal the recommendation and the manner and time within which his/her appeal must be filed.

WORKSHEETS for the district policy committee:
DISCARD WHEN FINISHED

In the event the Superintendent or designee determines that an employee should be removed from duty while an investigation into alleged misconduct is conducted, the employee will be placed on administrative leave with pay.
In cases where the Superintendent or designee has determined that a permanent classified employee should be dismissed, termination of employment will be effective upon delivery to the employee of the statement of personnel action.
For all discipline short of dismissal, demotion in a reduction in pay, or unpaid suspension of five (5) or more days, a permanent employee may, within five calendar days after receiving the statement of personnel action described above, file a written appeal to the Superintendent. If the Superintendent did not decide the original discipline, the Superintendent shall hear and decide the appeal. Otherwise, the Superintendent will appoint another district administrator to hear and decide the appeal. The appeal may be conducted without a hearing, based upon a review of the personnel action and the written appeal. At the Superintendent or designee's sole discretion, an informal hearing may be held if determined to be necessary to inform the decision maker. The decision on appeal is final.
A permanent employee who has been dismissed, demoted with a reduction in pay, or placed on unpaid suspension of five (5) or more days, may, within five calendar days after receiving the statement of personnel action described above, file a written appeal to the School Board by submitting his/her request to the Superintendent. The appeal may include a formal hearing before the School Board, in the event this is requested by the employee. If not, the appeal may be conducted without a hearing, based on the School Board's review of the statement of the personnel action and the written appeal. The School Board shall determine the procedures for the hearing, giving the employee advanced notice of the procedures. The decision of the School Board is final.
If an employee fails to appeal personnel action within the time specified in these rules, the employee shall be deemed to have waived his/her right to an appeal.
At any time before an employee's appeal is finally submitted to the Superintendent or School Board for decision, the Superintendent or designee may serve on the employee and file with the decision maker an amended or supplemental statement of personnel action.
The Superintendent, designee, or School Board who is hearing an appeal may affirm, modify or revoke the personnel action.
Revised ~~3/2018~~12/2025
9/92

AASB Policy Reference Manual

BP 4222 – CLASSIFIED PERSONNEL- TEACHER AIDES/PARAPROFESSIONALS

Note: Under the Every Student Succeeds Act, NCLB's requirements establishing minimum professional standards for paraprofessionals have been repealed. Instead, paraprofessionals in Title I supported programs must meet licensure or certification requirements as adopted by the State of Alaska. Alaska's qualifications, found at 4 AAC 04.220, reflect NCLB's past

requirements for paraprofessionals working in Title I programs. Additionally, content, knowledge, disposition, and performance standards for all paraprofessionals are set out in the *Alaska State Paraprofessional Performance Standards*.

The School Board favors the use of paid and volunteer teacher aides/paraprofessionals and considers them to be members of a professional team dedicated to the best interests of students. By relieving teachers of duties that do not require professional training, noncertificated persons allow teachers to dedicate their skills, knowledge and efforts primarily to teaching. Paraprofessionals also can help teachers to provide individualized student instruction and an enriched educational program.

(cf. ~~1240~~ 1250 - Volunteer Assistance)

The district shall use paraprofessionals in those classes where they will provide the greatest benefit to students, taking into consideration such factors as large class size, student age group and teacher workload.

The Superintendent or designee shall ensure that all paraprofessionals have appropriate training and supervision, including the training set forth in BP/AR 5141.42, *Professional Boundaries for staff and students*.

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

Note: Special Education aides must serve under the supervision of qualified personnel and receive training in accordance with 4 AAC 52.250.

Paraprofessionals are expected to employ high ethical standards as they work with students and to respect school rules, district policies and administrative regulations.

The School Board recognizes the need for qualified teaching staff and encourages paraprofessionals to seek opportunities leading to a teaching credential. The district shall support these efforts to the extent possible, particularly as they relate to obtaining bilingual or special education credentials.

The Superintendent or designee and/or the staff development committee shall develop an appropriate professional development program for paraprofessionals.

Paraprofessionals Working in Title I Programs

Note: Under 4 AAC 04.220, paraprofessionals working in programs supported with Title I funds who do not meet the higher education requirements must: 1) take and pass the ParaPro Assessment by achieving a score of at least 459; and, 2) show, through observations and interviews conducted by qualified district personnel, mastery of all entry level requirements of the instructional content/assisting practice content standard set out in the *Alaska State Paraprofessional Performance Standards*.

Paraprofessionals working in a program supported with Title I funds must have a high school diploma or its recognized equivalent and must meet at least one of the following requirements: (1) completed at least two years of study, or 48 semester hours or equivalent, at an accredited institution of higher education; (2) obtained an Associate's or higher degree at an accredited institution; or (3) demonstrated, through formal assessment, the instructional content/assisting practice standards required by the State of Alaska.

Exceptions to the above requirements may be made for paraprofessionals who act as translators, who have instructional-support duties that consist solely of parent involvement activities, or who have only non-instructional duties.

WORKSHEETS for the district policy committee:
DISCARD WHEN FINISHED

Note: Non-instructional duties include providing computer technical support, personal care duties, and clerical duties. 4 AAC 04.220(e).

Legal Reference:

ALASKA ADMINISTRATIVE CODE

4 AAC 04.220 Paraprofessional standards
4 AAC 05.080 School curriculum and personnel
4 AAC 52.250 Special education aides
4 AAC 52.255 Interpreters

UNITED STATES CODE

Elementary and Secondary Education Act, 20 U.S.C. § 6311, as amended by the Every Student Succeeds Act, (P.L. 114-95 (December 10, 2015)

Revised ~~10/2021~~12/2025
9/92

AASB Policy Reference Manual

AR 4222 – CLASSIFIED PERSONNEL - TEACHER AIDES/PARAPROFESSIONALS

Note: The following sample regulation may be revised or deleted as desired

Paraprofessionals are auxiliary personnel who work directly with professional educators to assist them in discharging their professional duties. Instructional aides, tutors, noontime assistants, and various similar categories, both volunteer and paid, are included within the definition of paraprofessionals.

Purpose of the Paraprofessional Aide Programs -- Volunteer and Paid

Purposes of the paraprofessional aide programs are to:

1. assist teachers in providing more individualization and enrichment of instruction to their classes
2. relieve teachers of many nonteaching duties and tasks
3. build an understanding of school problems among citizens, thus stimulating widespread involvement in the total education process

Kinds of Services Provided

The kinds of services which paraprofessionals perform will vary according to local building site needs. Services generally fall into one or more of the following areas:

1. relieving the professional of clerical, noninstructional, house-keeping, and/or certain instructional tasks
2. assisting in classroom management
3. giving special aid to students with difficulties such as English as a second language, which may include acting as a translator
4. giving special aid to students with exceptional talents
5. enriching the curriculum in areas requiring special skills or unique experiences
6. providing instructional support services which may include one-on-one tutoring if scheduled at a time when the student wouldn't otherwise receive instruction from a teacher

Responsibilities of the Principal

The principal's responsibilities include:

1. responsibility for both volunteer and paid paraprofessional aide programs at his/her site
2. organization of the programs within the school
3. promotion of good staff-paraprofessional aide relationships
4. responsibility for evaluation of the paraprofessionals at his/her site

Responsibilities of the Teacher or Staff Person using a Paraprofessional

Responsibilities of staff using aides include the following:

1. become familiar with paraprofessional aide programs and their materials through orientation sessions
2. direct and supervise each aide
3. provide guidance for each aide
4. determine specific duties to be undertaken
5. work cooperatively with others in charge of the programs
6. implement the key pointers described in the handbooks for teachers and staff

Responsibilities of Paraprofessional Aides - Volunteer and Paid

Paraprofessionals are members of a professional team dedicated to working for the best interests of students. All members of the team are expected to be loyal, courteous, cooperative, industrious, dependable, and committed to the highest ethical standards.

Responsibility to the Student

Responsibility to the student imposes the following obligations:

1. assuring the school that any personal information about the student will remain confidential
2. enjoying the working relationships with students and valuing their achievements, however modest they may be

Responsibility to the Paraprofessional Programs

Responsibility to the program imposes the following obligations:

1. being able to accept differences in people, values, standards, goals, ambitions, and having respect for individual integrity
2. maintaining consistent and regular attendance
3. being reliable and flexible
4. having sufficient sense of organizational procedures to be able to accept discipline while working happily within the established structure and policies of the school
5. being willing to acquire skills needed to be of value to the school programs
6. discussing any specific problems with the supervising staff member or the principal
7. using discretion in commenting on school matters, including the performance of individual paraprofessionals or other school personnel

Responsibility to the School

The responsibility to the school imposes the following obligations:

1. recognition that the professional staff will specify the tasks aides will perform, the authority aides will be given, and the information and materials aides will use
2. understanding that regulations and procedures of the school are to be followed at all times

Responsibility to Self

Responsibility to self requires each paraprofessional to:

1. maintain positive attitudes
2. accept the responsibility to help all students develop positive self-esteem

WORKSHEETS for the district policy committee:
DISCARD WHEN FINISHED

3. be responsible for his/her own actions
4. know his/her role and be able to express what that role is to the community in a positive manner
5. maintain personal cleanliness
6. wear appropriate clothing (avoiding extremes)
7. use appropriate language
8. give full cooperation to the total school staff

Revised ~~3/2016~~12/2025
9/92

AASB Policy Reference Manual

WORKSHEETS for the district policy committee:
DISCARD WHEN FINISHED

BP 4231 – CLASSIFIED PERSONNEL - CLASSIFIED STAFF DEVELOPMENT

The Superintendent or designee may approve professional development opportunities for classified staff to improve job skills, to improve instructional program, to provide training in areas mandated by law, to prepare for more responsible opportunities within the district, and to meet qualifications as established by federal and state law.

Such opportunities may include, but are not limited to, the following:

1. Visits to other schools and school districts.
2. Local and state conferences involving other classified personnel.
3. Training classes and workshops offered by private organizations or by the district, county or other appropriate agency.

Revised ~~3/2016~~12/2025

9/92

AASB Policy Reference Manual

BP 4253 – CLASSIFIED PERSONNEL - OVERTIME PAY/COMPENSATORY TIME OFF

WORKSHEETS for the district policy committee:
DISCARD WHEN FINISHED

Note: The Fair Labor Standards Act (FLSA) is a federal law that requires certain "covered" employees who work more than 40 hours a week in a seven-day period to be paid at one-and-a-half times their basic hourly rate for the time they work over 40 hours. Covered employees include most nonteaching, nonadministrative employees, such as cafeteria workers, bus drivers, and paraprofessionals. Teachers, administrators, and other professional employees are exempt from the law. Covered employees cannot waive, or give up, their rights to overtime under the FLSA. A violation of the law can result in criminal and civil penalties.

The School Board is committed to compliance with the overtime pay, compensatory time, and record-keeping requirements of the Fair Labor Standards Act (FLSA). The FLSA requires that overtime be paid to nonexempt employees either in the form of monetary compensation or compensatory time, as described below at the rate of 1.5 times the regular hourly rate of pay for the number of hours worked in excess of 40 hours per week.

1. Covered employees. Employees in the following job classifications are covered under the FLSA: assistant teachers, bookkeepers, clerks, custodians, food service workers, maintenance personnel, receptionists, secretaries, bus drivers, mechanics, and security personnel. This list of job classifications is not exhaustive. Some employees in the above positions may be exempt from coverage if they have supervisory responsibilities and their supervisory duties exceed 50 percent of their work time or for other reasons.

2. Exempt employees. Certain employees are exempt under the FLSA and are not subject to compensation for overtime work. Exempt employees include executive, administrative, and professional employees, such as teachers, counselors, supervisors, and administrators. Employees or supervisors who are unsure if an employee is exempt from coverage shall consult the ~~district's~~ Superintendent or designee.

(cf. ~~BP~~ 4151/4251/4351 Salary Guides - Exempt Employees)

3. Hours worked. The district's workweek begins on Sunday and ends of Saturday. Employees are expected to arrive and depart at or about the time specified by the district, unless requested to work overtime by their immediate supervisor. Covered employees shall accurately record hours worked during each week, including the exact time of arrival and departure from work and all overtime, by time sheet or time card. Supervisors and principals shall review, approve, and submit all time sheets or time cards to the payroll office by the established deadline prior to each pay period.

4. Overtime pay. Employees covered by the FLSA shall be paid no less than 1.5 times their regular rate of pay for all hours worked over 40 in a week. For those employees working two or more jobs for the district, overtime pay shall be calculated on the basis of a blended hourly rate on all jobs worked ~~by a formula set by the district.~~by the employee that, when combined, exceeded 40 hours in the week.

5. Compensatory time. The district reserves the right to grant compensatory time in lieu of paying employees monetary compensation. Prior to employees' overtime work, the district and employees must agree to compensatory time arrangement. Employees may accumulate a maximum of 240 compensatory time hours while employed by the district. Employees must get their supervisor's approval on when to take the compensatory time and must take the time off during the pay period immediately following when it was earned, if possible.

6. Authorization for overtime required. Employees shall not work overtime without prior permission from their immediate supervisors, except in cases of emergency. Each

employee responsible for the supervision of employees subject to the FLSA shall receive authorization from the Superintendent or designee prior to authorizing overtime.

7. Overtime work without prior approval. Employees covered by FLSA who work overtime without prior approval will be allowed to claim the hours worked in accordance with the FLSA. If the supervisor determines that the work was unforeseen or emergency in nature, it will be approved. If the supervisor determines that the performance of the work was unnecessary at the time it was performed, the employee will receive pay for the hours worked, but disciplinary action may be taken for failure to follow established policy.

8. Record keeping and posters. All records on wages, hours, and other items listed in the record-keeping regulations will be kept by the business office for the time specified by the FLSA. The district will display minimum wage posters at each district work site where employees will be likely to see them.

Legal Reference:

ALASKA STATUTES

23.40.070 Declaration of policy (PERA)

UNITED STATES CODE

Fair Labor Standards Act 29 U.S.C. 201-216

Department of Labor Regulations 29 C.F.R. Parts 511-800

Revised ~~12/04~~12/2025

9/92

AASB Policy Reference Manual

BP 4300 – MANAGEMENT AND SUPERVISORY PERSONNEL – MANAGEMENT EMPLOYEE DEFINITIONS

Note: Pursuant to state law, the Superintendent, Assistant Superintendent, and other employees who exercise significant responsibilities for the district in the area of collective bargaining formulation and implementation are excluded from the bargaining units of other certificated or classified employees.

Management and supervisory employees are excluded from the bargaining units of other certificated or classified employees.

Management employees are those employees who have significant responsibilities for formulating district policies or administering district programs and who have been designated as management by the School Board.

Supervisory employees are those employees who have the authority to make recommendations to the Superintendent or designee concerning the employees under their supervision. This authority extends to the following areas: hiring, transfer, suspension, layoff, recall, promotion, discharge, assignment, reward, discipline, direction, work assignment and discipline.

Note: The following optional paragraphs may be useful when situations arise for which the district has not adopted policies specifically governing management and supervisory employees. Policies related to supervisory employees should be reviewed in conjunction with any applicable employee agreements.

WORKSHEETS for the district policy committee:
DISCARD WHEN FINISHED

School Board policies and administrative regulations in the 4100 series for certificated personnel apply to certificated management and supervisory employees unless otherwise specified by law, School Board policies or administrative regulations, or School Board action.
School Board policies and administrative regulations in the 4200 series for classified personnel apply to classified management and supervisory employees unless otherwise specified by law, School Board policies or regulations, or School Board action.

Legal Reference:

ALASKA STATUTES

23.40.090 Collective bargaining unit

23.40.250 Definitions

ALASKA ADMINISTRATIVE CODE

8 AAC 97.990 Definitions

Revised ~~9/97~~12/2025

9/92

AASB Policy Reference Manual

WORKSHEETS for the district policy committee:
DISCARD WHEN FINISHED

BP 4313.2 - MANAGEMENT AND SUPERVISORY PERSONNEL - PROMOTION/DEMOTION/RECLASSIFICATION

The Superintendent or designee may promote, demote, and reclassify certificated and classified management employees when such action is determined to be in the best interest of the district. All decisions concerning promotion, demotion and reclassification shall be based upon the recommendation of the Superintendent or designee and prior consultation with district legal counsel.

The Superintendent or designee shall ensure that the promotion, demotion and reclassification of management employees, complies with applicable statutory deadlines and procedures.

Legal Reference:

ALASKA STATUTE

14.14.130 Chief School Administrator
14.20.158 Continued contract provisions
14.20.140 Notification of layoff or nonretention

Revised ~~9/97~~12/2025
9/92

AASB Policy Reference Manual

WORKSHEETS for the district policy committee:
DISCARD WHEN FINISHED

BP 4314 - MANAGEMENT AND SUPERVISORY PERSONNEL - TRANSFER/REASSIGNMENT

The Superintendent or designee shall assess the needs of the district and to assign management personnel to positions which will meet those needs.

~~**VOLUNTARY CHANGE OF ASSIGNMENT**~~

~~Note: The following philosophy statement is optional and may be modified to reflect the beliefs of the School Board.~~

~~In order to promote administrative professional growth and career development, broaden management background, and share administrative and personnel skills within the district, the School Board encourages management personnel at all levels to apply for transfers and reassignments.~~

INVOLUNTARY REASSIGNMENT OF CERTIFICATED ADMINISTRATORS

Involuntary reassignment within the administrator's classification (same job title) may be initiated upon the recommendation of the Superintendent or designee in the best interests of the district.

Note: The following optional language is provided for districts which practice lateral rotation of administrators and may be modified to reflect district practice. Fill in the appropriate number of years in the blank below. Legal counsel should be consulted regarding procedure for lateral rotation.

Administrators in job-alike and equal compensation positions shall be subject to rotation of assignments on a lateral basis. ~~The Superintendent or designee shall rotate administrators every years upon approval by the School Board.~~

~~The lateral end-of-year rotation of administrators shall be made only after a meeting between the management employee involved and the Superintendent or designee.~~

Legal Reference:

ALASKA STATUTE

14.20.158

Revised ~~9/97~~12/2025

9/92

AASB Policy Reference Manual

WORKSHEETS for the district policy committee:
DISCARD WHEN FINISHED

BP 4315 - MANAGEMENT AND SUPERVISORY PERSONNEL - EVALUATION/SUPERVISION

Note: Effective July 1, 1997, all School Boards must adopt a certificated employee evaluation system for the evaluation of teachers and administrators. The evaluation system must apply to all certificated employees except the Superintendent or designee. In designing and periodically reviewing the system, the School Board must consider input from students, parents, community members, teachers, administrators, and affected bargaining units. AS 14.20.149

CERTIFICATED MANAGEMENT PERSONNEL

The School Board shall establish and define job responsibilities for administrative personnel. The evaluation of administrative personnel shall be based on observation of the employee and assessment of the following criteria:

1. The administrator's progress toward agreed-upon goals, objectives and tasks.
2. General expectations of performance, as set forth in the district's performance standards, which recognize professional responsibility, accountability and attitude.
3. The fulfillment of responsibilities contained in the specific job descriptions adopted by the School Board.
4. Evaluations from teachers who the administrator supervises, as well as from students, parents, community members and other administrators.
5. Additional factors as determined by the Superintendent or designee.

(cf. 4315.1 - Competence in Evaluation of Teachers)

The evaluation shall recognize the worth and needs of the individual in the total working environment and shall provide direction toward the improvement of his/her effectiveness.

Each administrator shall be evaluated formally at least once every school year. Evaluation is a continuous process and may occur between scheduled periods at the request of the administrator, the administrator's immediate supervisor or any higher supervisor.

CLASSIFIED MANAGEMENT PERSONNEL

Classified management personnel will be evaluated according to the procedures developed by the Superintendent or designee and approved by the School Board. The evaluation shall include recommendations for improvement if needed.

Legal Reference:

ALASKA STATUTE

14.20.149 Employee evaluation

ALASKA ADMINISTRATIVE CODE

4 AAC 19.010-4 AAC 10.060 Evaluation of professional employees

4 AAC 04.200 Professional content and performance standards

Revised ~~9/97~~12/2025

9/92

BP 4315.1 - MANAGEMENT AND SUPERVISORY PERSONNEL - COMPETENCE IN EVALUATION OF TEACHERS

Note: Pursuant to 4 AAC 19.030 teacher evaluations must be approved by a person who possesses an administrative credential issued under 4 AAC 12.030. Under AS 14.20.149, a person may not conduct a certificated employee evaluation unless: the person holds a type B certificate or is a site administrator under the supervision of a person possessing a type B certificate; the person is employed as an administrator; and the person has completed training in the use of the district's evaluation system.

The School Board believes that the Superintendent or designee is competent to evaluate the professional staff and determine the competence of other administrators to evaluate teachers whom they supervise. All persons designated as competent to evaluate certificated personnel shall complete training in the use of the district's teacher evaluation system.
Competence in evaluation shall be a factor in the evaluation of administrators who are assigned to evaluate teachers.

WORKSHEETS for the district policy committee:
DISCARD WHEN FINISHED

Note: 4 AAC 19.060 and AS 14.20.149 mandates inservice training in evaluative techniques for all certificated staff.

The superintendent or designee shall provide appropriate inservice training in evaluative techniques.

(cf. 4115 - Evaluation/Supervision)

Legal Reference:

ALASKA STATUTE

14.20.149 Employee evaluation

ALASKA ADMINISTRATIVE CODE

4 AAC 19.030 Method for evaluating professional employees

4 AAC 19.060 Evaluation training

4 AAC 04.200 Professional content and performance standards

Revised ~~9/97~~12/2025

9/92

AASB Policy Reference Manual

WORKSHEETS for the district policy committee:
DISCARD WHEN FINISHED

BP 4361.1 - MANAGEMENT AND SUPERVISORY PERSONNEL - LEAVES

Note: Leave provisions for management staff vary greatly from district to district. In lieu of policy, districts may state these provision in individual contracts or memorandums of understanding. The following statement may be expanded by districts that adopt policy in this area.

The School Board recognizes the need to provide for leaves which management~~, supervisors and confidential~~ and supervisory personnel may take ~~for justifiable reasons~~ as set forth in state and federal law and regulation. Such leaves shall be authorized pursuant to School Board policies and/or administrative regulations, and School Board action or individual contract.

Note: The following optional paragraphs maintain equal leave provisions for all employees and should be revised or deleted as appropriate.

Certificated management and supervisory employees shall be entitled to those leave provisions provided in the applicable certificated negotiated agreement unless otherwise specified in School Board policy, administrative regulations or individual contract.

Classified management and supervisory employees shall be entitled to those leave provisions provided in the classified negotiated agreement unless otherwise specified in School Board policy, administrative regulations or individual contract.

Legal Reference:

ALASKA STATUTES

14.14.107 Sick leave and sick leave transfer
14.20.147 Transfer or absorption of attendance area or federal agency school
23.10.500 - 23.10.550 Alaska Family Leave Act

ALASKA ADMINISTRATIVE CODE

4 AAC 09.020 Teachers entitled to pay

Revised ~~9/97~~12/2025
9/92

WORKSHEETS for the district policy committee:
DISCARD WHEN FINISHED

AASB Policy Reference Manual

AR 4111 RECRUITMENT AND SELECTION

Every effort is made to find and hire fully qualified teachers for all classrooms, which includes:

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 be highly 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 candidate for interviews.
5. Interview procedures which will determine the best qualified candidate for recommendation to the Board.

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

All teachers hired on or after the first school day of the 2002-2003 school year and working in a program supported with Title I funds shall be highly qualified as defined by the No Child Left Behind Act, as well as state law. All teachers teaching in core academic subjects must be highly qualified by June 30, 2006, unless further time is permitted by law.

Before considering the hire of a certificated staff member who is currently under contract in another district, the Superintendent or designee will require the certificated staff member provide written documentation that he/she has secured a written release from the employing district.

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 populations.

No person shall be employed by the Board without the recommendation or endorsement of the Superintendent of designee. The Board shall be presented with the Superintendent's or designee's recommended candidate who may be selected or rejected by the Board. If the candidate is rejected, the Superintendent or designee shall recommend subsequent candidates until the Board selects someone to fill the position. The Board shall make the final decision on the selection of all employees.

The 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.

Date: 11/15/10

AR 4115 EVALUATION/SUPERVISION

District Performance Standards

As part of the District's evaluation and supervision of certificated staff, to assist in making employment decisions and to help staff improve their teaching skills and raise student achievement levels, the following District Performance Standards are used as a portion of that process:

- Alaska Standards for Teachers (http://www.eed.state.ak.us/standards/pdf/teacher.pdf)
- Alaska Standards for Administrators (http://www.eed.state.ak.us/standards/pdf/administrators.pdf)
- Alaska Cultural Standards for Educators (http://www.eed.state.ak.us/standards/pdf/cultural_standards.pdf)
- Professional Teaching Practices Commission Handbook for Alaska Educators (http://www.eed.state.ak.us/ptpc/pdf/EDUhandbook.pdf)
- Code of Ethics of the Education Profession (http://www.eed.state.ak.us/ptpc/pdf/COE.pdf)
- KIBSD Certificated Job Descriptions
- KIBSD Administrative Job Descriptions
- Staff Handbooks

DATE: 1/16/13

Kodiak Island Borough School District

AR 4144 COMPLAINTS

The following guidelines shall prescribe the manner in which complaints are handled:

1. A "complaint" shall be defined as an alleged misapplication of the District's policies, regulations, rules or procedures. Procedures for the resolution of employee complaints provide a route of appeal through administrative channels and to the Board, if necessary. If the complaint is related to discrimination or harassment, the District's procedure for complaints concerning discrimination should be used.
2. So as not to interfere with school schedules, meetings related to a complaint shall be held before or after the complainant's regular working hours.
3. All matters related to a complaint shall be kept confidential. Only those individuals directly involved in resolving the complaint shall be informed of the complaint.
4. All documents, communications and records dealing with the complaint shall be placed in a District complaint file. No such material shall be placed in an employee's personnel file.
5. No reprisals shall be taken against any participant in a complaint procedure by reason of such participation.
6. Time limits specified in these procedures may be reduced or extended in any specific instance by written mutual agreement of the parties involved. If specified or adjusted time limits expire, the complaint may proceed to the next step.
7. Any complaint not taken to the next step within prescribed time limits shall be considered settled on the basis of the answer given at the preceding step.

Informal Complaints

Employees are encouraged to resolve complaints informally. Formal complaint procedures shall not be initiated unless informal efforts to resolve the complaint have been exhausted and the complainant has provided a written description of such efforts.

Date: 07/30/09

REVISED: 11/15/10

Kodiak Island Borough School District

AR 4223 VOLUNTEERS

Responsibility to the Programs

Responsibility to the program imposes the following obligations:

1. Being able to accept differences in people, values, standards, goals, ambitions, and having respect for individual integrity.
2. Maintaining consistent and regular attendance.
3. Being reliable and flexible.
4. Having sufficient sense of organizational procedures to be able to accept discipline while working within the established structure and policies of the school.
5. Being willing to acquire skills needed to be of value to the school program.
6. Discussing any specific problems with the supervising staff member or the principal.
7. Using discretion in commenting on school matters, including the performance of individual paraprofessionals or other school personnel.

Responsibility to the School

The responsibility to the school imposes the following obligations:

1. Recognition that the staff will specify the tasks volunteers will perform, the authority volunteers will be given, and the information and materials volunteers will use.
2. Acknowledging that criticism of school personnel and/or school practices is an ineffective and unsatisfactory method of improving public education.
3. Understanding that regulations and procedures of the school are to be followed at all times.

Responsibility to Self

Responsibility to self requires each volunteer to:

1. Maintain positive attitudes.
2. Accept the responsibility to help all students develop self-esteem.
3. Be responsible for his/her own actions.
4. Know his/her role and be able to express what that role is to the community in a positive manner.
5. Maintain personal cleanliness.
6. Wear appropriate clothing (avoiding extremes.)
7. Use appropriate language.
8. Give full cooperation to the total school staff.

All volunteers must check in at the main office of the school and be issued a Visitor Pass each and every time they provide services.

Date: 07/30/09

REVISED: 11/15/10

AR 4111.2 LEGAL STATUS REQUIREMENT

When being hired by the district for any kind of work, prospective employees shall be informed that they will be asked, within three days of employment, to show documents which certify their work eligibility and identity.

Persons employed for three days or less must provide such documentation on their first day.

This documentation may consist of one item in group A below, or two items, one from group B and one from group C.

Group A - Documents Establishing Both Work Authorization and Identity

1. A United States passport or U.S. Passport Card.
2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551).
3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa.
4. Employment Authorization Document that contains a photograph (Form I-766).
5. In the case of a nonimmigrant alien authorized to work for a specific employer incident to status, a foreign passport with Form I-94 or Form I-94A bearing the same name as the passport and containing an endorsement of the alien's nonimmigrant status, as long as the period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form.
6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association between the United States and the FSM or RMI.

Group B - Documents Establishing Identity

1. A driver's license or I.D. card issued by a state or outlying possession of the United States, provided it contains a photograph or information such as name, date of birth, gender, height, eye color and address.
2. An I.D. card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color and address.
3. A school I.D. card with a photograph.
4. A voter's registration card.
5. A U.S. military card or draft record.
6. A military dependent's I.D. card.
7. A U.S. Coast Guard Merchant Mariner card.
8. Native American tribal documents.
9. A driver's license issued by a Canadian government authority.

For persons under age 18 who are unable to present a document listed above:

10. School record or report card
11. Clinic, doctor, or hospital record
12. Day-care or nursery school record

Group C - Documents Establishing Work Eligibility

1. A. U.S. Social Security Account Number card other than one that specifies on the face that the issuance of the card does not authorize employment in the United States.
2. Certification of Birth Abroad issued by the Department of State (Form FS-545).
3. Certification of Report of Birth issued by the Department of State (Form DS-1350)
4. An original or certified copy of a birth certificate issued by a state, county, municipal authority, or Territory of the United States, bearing an official seal.
5. A Native American tribal document.
6. A U.S. Citizen I.D. card (INS Form I-197).
7. An I.D. card for use of Resident Citizen in the United States (INS Form I-179).
8. An unexpired employment authorization document issued by the Department of Homeland Security.

If a minor has a work authorization document but does not have any of the identity documents in Group B, he/she may establish identity by means of a school record or report card; clinic, doctor or hospital record; or a day-care or nursery school record. If a minor, a person under the age of 18, cannot present a list A document or an identity document from List B, complete Form I-9 as follows: 1) a parent or legal guardian must complete Section 1 and write "Individual under age 18" in the space for the employee's signature; 2) The parent or legal guardian must complete the "Preparer/Translator Certification" section; 3) write "Individual under age 18" In Section 2 under List B; and 4) The minor must present a List C document showing his or he reemployment authorization. You should record the required information in the appropriate space in Section 2.

If unable to provide satisfactory documentation, the employee shall furnish a receipt indicating that the needed documents have been requested. This receipt must be presented within three days of the hire, and the document itself must be provided within 90 days of hire.

The payroll accountant shall examine the documents presented and record the expiration date as it appears on all work authorization permits. This expiration information shall be subsequently flagged as to remind the payroll accountant to verify that the permit has been renewed and that the employee is still eligible to work.

The payroll accountant shall ask the employee to complete and sign the INS Form I-9.

The payroll accountant shall complete and sign the I-9 form and shall assure that it is kept until a full year after the employee leaves the job.

All I-9 forms shall be kept for at least three years from the hiring date. I-9 forms shall be kept for all employees hired after November 6, 1986.

I-9 forms shall be available for inspection upon request by officers of the Immigration and Naturalization Service or the Department of Labor. Other personnel documents shall not be made available to government agencies unless they present a warrant or a subpoena.

The Superintendent or designee shall open the sealed envelope containing copies of an employee's work authorization documents only in connection with inquiries by the INS.

In order to avoid the loss of any employer rights, all communication received from the Immigration and Naturalization Service shall be answered within 30 days.

Date: 07/30/09

AR 4112.5 SECURITY CHECK

1. All individuals hired by the district will undergo a minimum of 4 reference checks. Notwithstanding this requirement, an employee who retires or resigns and subsequently seeks employment as a substitute in the following school year shall not be required to have reference checks redone.

2. No person who has ever been convicted, or plead guilty or no contest (including forfeiture of bail) to a felony involving violence or sexual abuse will be hired by the district.

3. An application from a 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 10 years preceding the application, will not be considered unless the Superintendent determines that the circumstances of the particular case are such that the application may be processed consistent with BP 4112.5, *Security Check*.

4. Applications from persons who have been convicted, or plead guilty or no contest (including forfeiture of bail) to any crime or violation (excluding minor traffic violations) not covered in (2) or (3) or currently on probation will be considered by the Superintendent on a case-by-case basis to determine if the application may be processed consistent with BP 4112.5, *Security Check*.

5. If criminal charges are pending against an applicant at the time of application or at any time while the application is active, the applicant must disclose the pending charges. The application shall be held pending final disposition of the charges unless the Superintendent determines that the circumstances of the particular charge are such that the applicant may be properly considered consistent with BP 4112.5, *Security Check*.

Date: 07/30/09

Revised: 11/15/10, 08/02/11

Kodiak Island Borough School District

AR 4117.6 INFORMAL HEARING FOR NONRETENTION OF NONTENURED STAFF

A non-tenured teacher may be nonretained for any cause that the employer determines to be adequate. The following procedures shall apply to the nonretention of nontenured teachers. Unless otherwise noted, all days refer to calendar days.

1. Notification: The District shall notify a nontenured teacher of nonretention in accordance with AS 14.20.140(b) and any applicable provisions of the negotiated agreement with certificated staff. Unless an earlier date is set forth in the negotiated agreement, the teacher shall be notified in writing, delivered or registered mail postmarked, on or before the last day of the school term.
2. Statement of Cause: Within ten days of receipt of the notification of nonretention, the teacher may submit a written request to the Superintendent for a written statement of cause for the nonretention. Failure to submit a timely written request constitutes a waiver of this right. On the teacher's timely written request, the Superintendent shall deliver to the teacher a written statement of cause for the nonretention within 10 days.
3. Right to Informal Hearing: Within 10 days of receipt of the notice of nonretention, a nontenured teacher may submit a written request to the Superintendent for an informal hearing before the School Board. Failure to submit a timely written request constitutes waiver of the right to an informal hearing. The Superintendent shall schedule an informal hearing and shall inform the teacher of the date, time, and place of the hearing not less than ten days prior to the informal hearing.
4. Representation: The teacher may appear individually or be represented by a person of the teacher's choosing.
5. Hearing Procedures
    a. The informal hearing shall be held in closed session, unless opened by mutual consent.
    b. The District shall record the informal hearing. On the teacher's written request, a copy shall be provided at the teacher's expense.
    c. The representatives may submit whatever written documents they feel are germane to the arguments they will present, including affidavits. No witnesses may testify, except that the teacher's representative and a representative of District administration shall have the right to make a statement or presentation to the Board. Additionally, the teacher can speak on his or her own behalf, even if represented.
    d. Any written argument or documents that the parties expect to present at the informal hearing shall be exchanged by the parties no later than three days prior to the informal hearing.
    e. The informal hearing shall be scheduled for one hour and shall proceed as follows:
        i. District administration presentation (20 min.)
        ii. Teacher presentation (20 min.)
        iii. Rebuttal presentation by District (5 min.)
        iv. Rebuttal by teacher (5 min.)
        v. District closing statement (5 min.)
        vi. Teacher closing statement (5 min.)
    f. The Board may, in its discretion, vary the proceedings.
6. Decision: Following deliberation in executive session, the Board shall render an oral decision to affirm or revoke the notice of nonretention. The decision will be made by majority vote of the Board members participating at the informal hearing. The Board shall issue written notice of its decision within ten days after the hearing.

In cases of non-retention based on lack of funds or reduced need of services, the Board may, at its discretion, hear all such cases at one time and render a joint decision covering all or part of the cases heard together.

DATE: 07/30/09

REVISED: 2/27/18

Kodiak Island Borough School District

AR 4119.41 EMPLOYEES WITH INFECTIOUS DISEASE

When informed that an employee has a disabling infectious disease, the Superintendent or designee may request that the employee sign a release form to provide confidential medical information and records.

In determining a reasonable accommodation of the employee's condition, the Superintendent or designee may consult with public health officials or physicians with expertise in the diagnosis and treatment of infectious disease. The Superintendent or designee may also communicate with the employee's physician regarding the employee's ability to perform the essential requirements of the job with reasonable accommodation and without posing significant health or safety risks to the employee or others.

The Superintendent or designee shall prepare a confidential report which includes his/her recommendation and the medical information upon which it is based. These recommendations shall take into consideration:

1. The nature of the disease and the probability of it being transmitted, including the duration and severity of the risk.
2. The physical condition of the employee, including diagnosis, treatment, and prognosis of the condition.
3. The actual requirements of the employee's job and the expected type of interaction with others in the school setting.

The job assignment of an employee with a disabling infectious disease shall be reevaluated whenever this is a change in medical knowledge or in the employee's medical regimen or health which might affect his/her assignment.

Date: 11/15/10

Kodiak Island Borough School District

AR 4119.42 EXPOSURE CONTROL PLAN FOR BLOODBORNE PATHOGENS

Definitions

Occupational Exposure means "reasonably anticipated skin, eye, mucous membrane, or parenteral contact with blood or other potentially infectious materials that may result from the performance of an employee's duties." (Title 8, Section 5193(b))

Exposure Incident means "a specific eye, mouth, other mucous membrane, nonintact skin, or parenteral contact with blood or other potentially infectious materials that results from the performance of an employee's duties." Parenteral contact means "piercing mucous membranes or the skin barrier through such events as needle sticks, human bites, cuts, and abrasions." (29 CFR 1910.1030(b))

Exposure Control Plan

The District's Exposure Control Plan shall contain at least the following components (29 CFR 1910.1030(c))

1. A determination of which employees have occupational exposure to blood or other potentially infectious materials.
2. A description of the schedule and method for implementing exposure control requirements, including, but not limited to:
    a. Universal precautions

(cf. 4119.43 - Universal Precautions)

    b. Engineering and work practice controls
    c. Personal protective equipment
    d. Housekeeping schedules
    e. Hepatitis B vaccination
    f. Post-exposure evaluation and follow-up
    g. Informing employees about biohazards, including:

        (1) Labels and signs, and

        (2) Training

    h. Maintenance of training and medical records
3. The District's procedure for evaluating circumstances surrounding exposure incidents.

The Exposure Control Plan shall be reviewed and updated at least annually and whenever necessary to:

1. Reflect new or modified tasks and procedures affecting occupational exposure.
2. Reflect new or revised employee positions with occupational exposure.

The District's Exposure Control Plan shall be accessible to employees in accordance with law. It also shall be made available to the Chief or Director of the National Institute for Occupational Safety and Health, U.S. Department of Health and Human Services, or his/her designee, upon request for examination and copying.

Exposure Determination

The District's exposure determination shall be made without regard to the use of personal protective equipment and shall include:

1. All job classifications in which all employees have occupational exposure to bloodborne pathogens.
2. Job classifications in which some employees have occupational exposure.
3. All tasks and procedures or groups of closely related tasks and procedures in which occupational exposure occurs and which are performed by employees listed in item #2 above. (29 CFR 1910.1030(c))

Hepatitis B Vaccination

Note: The hepatitis B vaccination must be made available at no cost after an employee with occupational exposure has received the required training and within 10 days of initial assignment unless the employee has been previously vaccinated, is immune or vaccine is contraindicated by other factors. If the employee declines to accept hepatitis B vaccination offered by the district, the district must ensure that he/she signs the statement reproduced as an exhibit following this regulation.

Hepatitis B vaccinations shall be provided at no cost to those employees determined to have occupational exposure to blood and other potentially infectious materials. Employees who decline to accept the vaccination shall sign the hepatitis B declination statement as required. (E 4119.42) (29 CFR 1910.1030(f)(2))

Protective Equipment

The District shall provide appropriate personal protective equipment at no cost to the employee. Protective equipment will be chosen based on anticipate exposure to blood, or other potentially infectious materials. The District shall maintain, repair, make accessible, and require employees to use and properly handle protective equipment. (29 CFR 1910.1030(c)(2))

Information and Training

The District shall provide a training program as specified by law to all employees in job classifications which have been determined to have some degree of occupational exposure. This program shall be offered at the time of initial assignment, annually thereafter, and whenever a change of tasks or procedures affect the employee's exposure.

Note: Title 29 of the Code of Federal Regulations does not apply to employees who assist in nonemployment-related first aid situations as "good Samaritans." While employees are not covered by the bloodborne standards if their exposure is unrelated to their job duties, OSHA encourages employers to offer post-evaluation and follow-up to all employees.

Exposure Incidents: Post-evaluation and Follow-up

All exposure incidents must be reported as soon as possible to the Superintendent or designee. Following a report of an exposure incident, the District shall provide the exposed employee with a confidential medical evaluation and follow-up, as required by law. The District shall maintain the confidentiality of the affected employee and the exposure source during all phases of the post-exposure evaluation. (29 CFR 1910.1030(f))

Note: Districts should obtain permission from the source individual before disclosing confidential information about that source individual, in accordance with law. Legal counsel should be consulted regarding existing rules for the contents and format of consent forms.

Records

Medical and training records shall be kept in accordance with law. Medical records shall be maintained for the duration of the employment plus three years. Training records shall be maintained for three years from the date of training. (20 CFR 1910.1030(h))

An employee's records shall be made available to that employee and to the National Institute for Occupational Safety and Health in accordance with law. (29 CFR 1910.1030(h))

Medical records for each employee with occupational exposure will be kept confidential as appropriate and transferred or made available in accordance with law. (29 CFR 1910.1030(h))

Date: 07/30/09

Kodiak Island Borough School District

AR 4119.43 UNIVERSAL PRECAUTIONS

"Universal Precautions" is an approach to infection control. According to the concept of universal precautions, all human blood and certain body fluids are treated as is known to be infectious for HIV, HBV, and other bloodborne pathogens. (29 CFR 1910.1030(b))

Human immunodeficiency virus (HIV) and hepatitis B (HBV) can be found in blood, semen, vaginal secretions, and breast milk. Other body fluids such as feces, urine, vomit, nasal secretions, sputum, and saliva may contain infectious germs that cause other diseases. It is not always possible to know when blood or body fluids are infectious; therefore, all body fluids shall be handled as if infectious.

All students and staff shall routinely observe the following universal precautions for the prevention of infectious disease:

1. Wear disposable waterproof gloves when you expect to come into direct hand contact with blood, other body fluids, or contaminated items or surfaces. This applies to incidents including, but not limited to, caring for nosebleeds or cuts, cleaning up spills, or handling clothes soiled by blood or body fluids. Do not reuse gloves. After each use, remove the gloves without touching them outside and dispose of them in a lined waste container. Gowns or smocks should also be worn if you anticipate soiling of clothes by body fluids or secretions.
2. Wash your hands and any other contacted skin surfaces thoroughly for 15 to 30 seconds with dispensable soap and warm running water, rinse under running water, and thorough dry with disposable paper towels:
    a. Immediately after any accidental contact with blood, body fluids, drainage from wounds, or with soiled garments, objects, or surfaces.
    b. Immediately after removing gloves, gowns or smocks.
    c. Before eating, drinking, or feeding.
    d. Before handling food, cleaning utensils, or kitchen equipment.
    e. Before and after using the toilet or diapering.

    When running water is not available, use antiseptic hand cleanser and clean towels or antiseptic towelettes, and use soap and running water as soon as feasible.

3. Clean surfaces and equipment contaminated with blood with soap and water and disinfect them promptly with a fresh solution of bleach (ten parts water to one part bleach) or other disinfectant. While cleaning, wear disposable gloves and use disposable towels whenever possible. Rinse mops or other nondisposable items in the disinfectant.
4. Properly dispose of contaminated materials and label them as biohazards.
    a. Place blood, body fluids, gloves, bloody dressings, and other absorbent materials into appropriately labeled plastic bags or lined waste containers.
    b. Place needles, syringes, and other sharp disposable objects in leak-proof, puncture proof containers.
    c. Bag soiled towels and other laundry. Presoak with disinfectant and launder with soap and water.
    d. Dispose of urine, vomitus, or feces in the sanitary sewer system.
5. Do not care for others' injuries if you have any uncovered bleeding or oozing wounds or nonintact skin condition.
6. Use a mouthpiece, resuscitation bag or other ventilation device when readily available in place of mouth-to-mouth resuscitation.

Staff shall immediately report any exposure incident or first-aid incident in accordance with the District's Exposure Control Plan or other procedures.

Date: 07/30/09

BP 4000 CONCEPTS AND ROLES

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

The Board believes that its personnel policies must be developed in cooperation with staff 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 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 certified and administrative school personnel.
3. Determines principles of treatment for employees, such as those in connection with sick 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.
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 District employee organization bargaining agreements.

The Superintendent or Designee

1. Nominates for employment all certificated and administrative personnel.
2. Recommends disciplinary action, including suspension and dismissal, against employees whenever there is sufficient evidence warranting any such action.
3. Along 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 agreement, and advises the Board throughout negotiations with employee organizations on all matters under negotiations.

Working Relationships between Board and Superintendent or Designee

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

The Board shall refer direct approaches from employees for Board action to the Superintendent or

designee for his/her consideration and judgment. The Board shall act as an appeals body only after receiving the recommendation of the Superintendent or designee.

(cf. 4144 - Complaints)

The Superintendent or designee shall conduct the District's personnel relations with fair and sound practices in accordance with 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; finances and buildings

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

Adopted: 2/22/10

Revised: 9/15/25

Reviewed: 9/15/25

BP 4020 DRUGS AND ALCOHOL-FREE WORKPLACE

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

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.

"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, vape or vaping devices, 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.

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 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 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. It also shall 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 they receive for a violation occurring in the workplace.

   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 statues.

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 (10) days after receiving notification from an employee, or otherwise, of any conviction for a violation occurring in the workplace.
4. Initiate disciplinary action within thirty (30) days after receiving notice from an employee, or otherwise, of a conviction for a violation in the workplace. 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 workplace 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 - Suspension/Disciplinary Action)

(cf. 4158 - Employee Security)

(cf. 5144.1 - Suspension and Expulsion)

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

Adopted: 2/22/10

Revised: 11/16/2015; 9/15/25

Reviewed: 9/15/25

Kodiak Island Borough School District

BP 4030 NONDISCRIMINATION IN EMPLOYMENT

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, sexual orientation, gender identity, 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 - Sexual Harassment)

(cf. 4161.4 - Family and Medical Leave)

Equal opportunity shall be provided to all employees and applicants in every aspect of personnel policy and practice. The School 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 - Employees with Infectious Disease)

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

(cf. 1312.3 - Public 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 board of education and early development

18.80.220 Unlawful employment practices; exception

39.90.100 Persons protected

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. §4212 et seq. Vietnam Era Veterans' Act

42 U.S.C. §§2000d-2000d-7 Title VI of the Civil Rights Act

42 U.S.C. §§20003-2000e-17 The Equal Employment Opportunities Act

42 U.S.C. §§2000ff-2000ff-11 Prohibiting Employment Discrimination on the Basis of Genetic Information

42 U.S.C. §§12101-12213 Americans with Disabilities Act

CODE OF FEDERAL REGULATIONS

29 C.F.R. §1635.8 Acquisition of genetic information

Adopted: 2/22/10

Revised: 04/16/18

BP 4040 HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT OF 1996 (HIPAA) PRIVACY POLICY

IN GENERAL

The Health Insurance Portability and Accountability Act of 1996 (HIPAA) authorized the Secretary of Health and Human Services (HHS) to establish standards for protecting the privacy of personal health information (PHI). HHS has issued regulations, with compliance which started on April 14, 2003. This policy is intended to comply with those HHS regulations. However, because the regulations are fairly complex and subject to differing interpretations, the Superintendent is directed to recommend updates to this policy as new information becomes available.

HIPAA COVERAGE

The District has determined that certain functions of the District are covered functions, making the District a covered entity under HIPAA. The District is covered in two ways. The District is a "health plan" as defined by HIPAA, and the District is a "health care provider" as defined by HIPAA. The District declares itself to be a "hybrid entity," which means that only the covered functions of the District's operations (i.e., group health plan and student health services) are subject to HIPAA.

IMPLEMENTATION PROCEDURES FOR HEALTH PLAN RECORDS

In order to comply with HIPAA's privacy standards, the District has taken the following steps:

1. Contact Person. The District has designated the Director of Finance as the contact person responsible for receiving complaints about HIPAA compliance and providing additional information about the District's HIPAA practices and procedures.
2. Privacy Officer. The District has designated the Director of Finance as the Privacy Officer for HIPAA purposes. The Privacy Officer is responsible for developing and implementing privacy policies and procedures for the District, training District staff, and monitoring compliance. The Privacy Officer shall also be responsible for receiving complaints about HIPAA violations and for providing information about matters covered by privacy notices.
3. Security of PHI Records. District officials must ensure that health plan records containing individually identifiable personal health information (PHI) are secure so that these records are readily available only to the minimum number of individuals who need them to carry out Treatment, Payment or health care Operations (TPO). The Privacy Officer shall develop reasonable administrative, technical and physical safeguards to protect the privacy of PHI. The Superintendent or designee should review these practices on a periodic basis.
4. Authorization of Disclosure of PHI. HIPAA does not require participant authorization for health plan officials to use or disclose PHI for purposes of treatment, payment or health care operations. With some exceptions, disclosure of PHI by health plan officials (except for purposes of treatment, payment or health care operations) requires written authorization signed by the individual in question. The Privacy Officer shall determine activities and transactions that require an authorization and will develop an authorization form that complies with the HIPAA Privacy Rule.
5. Notice of Privacy Practices. District officials will provide a notice to health plan participants about their privacy rights and how their PHI will be used. Such information is known as a Notice of Privacy Practices. The notice must not only be provided by the date of disclosure, except in an emergency, but the District must make a good faith attempt to obtain the individual's acknowledgment of receipt of such notice.
6. Business Associates. A "business associate" is an outside business that provides various

administrative services or assists with the District's health plan. The District shall identify its business associates and shall enter into a written contract to safeguard PHI before the District can share PHI with the Business Associate. The deadline for having agreements in place is April 14, 2004.

7. Training. The District shall train those District employees who work in areas covered by the HIPAA Privacy Rule and who have access to PHI to follow the appropriate procedures to ensure PHI is not disclosed except as allowed by law.
8. Complaints. There shall be a complaint procedure in place whereby written complaints related to PHI and HIPAA standards may be lodged. Any complainant is entitled to a hearing before the privacy officer, who has ten (10) school days to rule on such complaint. If the complainant is not satisfied with the disposition of the complaint, he/she may appeal to the Superintendent or his or her designee, who shall review the matter and make a final decision within fifteen (15) school days of receiving written notice of the appeal. The District shall not intimidate, threaten, coerce, discriminate against, or take any other retaliatory action against any individual exercising his or her HIPAA rights.

EMPLOYEE RECORDS

The HIPAA Privacy Rule does not govern a school district's obligations as an "employer" to maintain, use or disclose medical records of its "employees." Those obligations flowfrom the Americans with Disabilities Act and should be dealt with in accordance with those laws. Similarly, the HIPAA Privacy Rule prohibits the District from using PHI created or received by the group health plan for employment-related functions.

Legal Reference:

PUBLIC LAW

Health Insurance Portability and Accountability Act of 1996, Public Law 104-191

CODE OF FEDERAL REGULATIONS

45 C.F.R Part 160 General Administrative Requirements

45 C.F.R. Part 164 Security and Privacy

Adopted: 2/22/10

Revised:

BP 4111 RECRUITMENT AND SELECTION

The District shall employ the most qualified person available for each open certificated 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, 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 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.

Before considering the hire of a certificated staff member 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.

(cf. 4112.8 - Employment of Relatives)

No certificated person shall be approved for employment by the Board without the recommendation or endorsement of the Superintendent or designee. The Board shall be presented with the Superintendent or designee's recommended candidate who may be selected or rejected by the Board. If the candidate is rejected, the Superintendent or designee shall recommend subsequent candidates until the Board selects someone to fill the position. The Board shall make the final decision on the selection of all certificated employees.

The 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

Adopted: 2/22/10

Revised: 3/21/11; 9/15/25

Reviewed: 9/15/25

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 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 - 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.

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

AASB POLICY REFERENCE MANUAL

9/92

Adopted: November 21, 2022

Kodiak Island Borough School District

BP 4115 EVALUATION/SUPERVISION

The School Board believes that evaluations can provide important information relevant to making employment decisions and can help staff improve their teaching skills 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 School District shall provide annual in-service training to all certificated employees subject to the evaluation system. The training will address the procedures of the system, the standards used by the School District in evaluating performance, and other information that may be helpful to a thorough understanding of the evaluation system.

The certificated employee evaluation system will be periodically reviewed. The School District will consider input from students, parents, community members, classroom teachers, affected collective bargaining units, and administrators. The School 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 School District has considered the input of these groups in the design of the evaluation system.

(cf. 4116 - Nontenured/Tenured Status)

(cf. 4117.4 - Dismissal)

(cf. 4117.6 - Nonretention)

Legal Reference:

ALASKA STATUTES

14.20.149 Employee Evaluation

23.40.070 Declaration of policy (PERA)

ALASKA ADMINISTRATIVE CODE

4 AAC 04.200 Professional content and performance standards

4 AAC 19.010-4 AAC 19.060 Evaluation of professional employees

4 AAC 04.205 District performance standards

Adopted: 2/22/10

Revised: 9/24/12; 9/15/25

Reviewed: 9/15/25

BP 4116 NONTENURED/TENURED STATUS

The School Board recognizes that new teachers need training, assistance and evaluations designed to increase their competency as teachers and to ensure that the best qualified staff is retained by the District.

(cf. 4115 - Evaluation/Supervision)

(cf. 4117.4 - Dismissal)

(cf. 4117.6 - Nonretention)

(cf. 4131 - Staff Development)

A nontenured teacher who has been employed by the District continuously for three consecutive school years and who is offered a contract for the next succeeding school year shall achieve tenure in the District at the beginning of the fourth year, provided the teacher performs a day of teaching services in the fourth year, and further provided the teacher received a satisfactory performance evaluation in the third year.

A teacher who has acquired tenure in the District but loses tenure because of a break in service may reacquire tenure if the break in service was not the result of dismissal or nonretention and did not last longer than one year. A teacher returning from a break in service not lasting longer than one year will reacquire tenure at the beginning of the second consecutive year of reemployment, provided the teacher performs a day of teaching services in the second year, and further provided the teacher received an acceptable performance evaluation.

A teacher who has acquired tenure in another district will acquire tenure in this district if the teacher's break in service was not the result of dismissal or nonretention and did not last longer than one year. A previously tenured teacher who has been employed by the District continuously for two consecutive school years and who is then offered a contract for the next succeeding school year shall achieve tenure at the beginning of the third year, provided the teacher performs a day of teaching services in the third year, and further provided the teacher received a satisfactory performance evaluation in the second year.

Legal Reference:

ALASKA STATUTES

14.20.010 - 14.20.040 Teacher certification

14.20.147 Transfer or absorption of attendance area or federal agency school

14.20.150 Acquisition and reacquisition of tenure rights

14.20.155 Effect of tenure rights

14.20.160 Loss of tenure rights

14.20.165 Restoration of tenure rights

14.20.210 Authority of school board or department to adopt bylaws

14.20.215 Definitions

ALASKA ADMINISTRATIVE CODE

4 AAC 12.300 - 4 AAC 12.900 Certification of professional teachers

4 AAC 18.027 Acquisition and reacquisition of tenure rights: less than full-time teachers

4 AAC 18.900 Definitions

ALASKA SUPREME COURT

Fairbanks North Star Borough School District v. NEA - Alaska, 817 P.2d 923 (Alaska 1991)

State v. Redman, 491 P.2d 157 (Alaska 1971)

Adopted: 2/22/10

Revised:

Kodiak Island Borough School District

BP 4118 SUSPENSION/DISCIPLINARY ACTION

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

(cf. 4119.21 - Codes of Ethics)

(cf. 4117.4 - Dismissal)

(cf. 4117.6 - Nonretention)

The Superintendent or designee may take disciplinary action, including verbal warning, written warning, reassignment, suspension with or without pay and 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.

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 - 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

Adopted: 2/22/10

Revised: 10/20/25

Reviewed: 10/20/25

BP 4122 STUDENT TEACHERS

The School Board is legitimately interested in the quality of teacher training programs and encourages the use of student teachers in the District. Such use shall support the instructional needs of the District and may enable future teachers to fulfill state requirements, learn how to teach, and receive valuable feedback which can enhance their competence.

The Superintendent or designee may enter into agreements with accredited colleges and universities to allow student teachers to have supervised teaching experiences and/or observations within the District. The Superintendent or designee may collaborate with the program administrators of teacher preparation institutions to jointly develop, supervise and evaluate practical programs which provide training, support and evaluation for the student teacher.

Legal Reference:

ALASKA ADMINISTRATIVE CODE

4 AAC 30.020 Student teachers

Adopted: 2/22/10

Revised:

Kodiak Island Borough School District

BP 4131 STAFF DEVELOPMENT

The School Board recognizes that a competent well-trained staff is essential to carrying out its goals. Staff development is a necessary, collaborative, continuous and systematic effort to improve district educational programs by involving all employees in activities that improve their skills and broaden their perceptions. Professional development provided to teachers, principals, and other instructional leaders should focus on improving teaching and student learning and achievement.

Professional development shall be developed with educator input and regularly evaluated. If reasonably available, staff development activities shall be evidence-based.

In order to respond directly to the needs of all our students, staff development activities may address such issues as teacher and staff qualifications, content areas, integrating technology into instruction, using data to improve student achievement, methodology, student privacy, parent, family, and community engagement, interpersonal relations between students and faculty, student learning, growth, development, student welfare and safety, assessments and accommodations, student identification and referral, and staff communication, problem solving and decision making. The Superintendent is responsible for ensuring that all training required by law is provided in a timely fashion to appropriate staff.

(cf. 5131.6 - Alcohol and Other Drugs)

(cf. 5141.5 - Child Abuse Reporting)

(cf. 5141.41 – Sexual Abuse, Sexual Assault and Dating Violence Awareness and Prevention)

(cf. 5141.52 – Suicide Prevention)

(cf. 5142.3 – Restraint and Seclusion)

The Superintendent or designee should provide staff with professional development that may include opportunities such as the following:

1. Release time and leaves of absence for travel and study.
2. Visits to other classrooms and other schools.
3. Conferences involving outside personnel from the district, borough, state, region or nation.
4. Membership in committees drawing personnel from various sources.
5. Training classes and workshops offered by the district.
6. Further training in institutions of higher learning, including credit courses conducted in or near the district instead of on the college campus, whenever possible.
7. Access to professional literature on education issues.
8. Induction and mentoring programs.

(cf. 4116 - Nontenured/Tenured Status)

Legal Reference:

UNITED STATES CODE

The Elementary and Secondary Education Act, 20 U.S.C. §§ 6601-6614, as amended by the Every Student Succeeds Act (P.L. 114-95 (December 10, 2015)

ALASKA STATUTES

14.08.111 Duties (Regional School Boards)

14.14.090 Duties of school boards

14.16.020 Operation of state boarding schools

14.18.060 Discrimination in textbooks and instructional materials prohibited

14.20.020 Requirements for issuance of certificate; fingerprints

14.20.680 Required alcohol and drug related disabilities training

14.30.355 Sexual abuse and sexual assault awareness and prevention

14.30.356 Dating violence and abuse policy, training, awareness, prevention, and notices

14.30.362 Suicide awareness and prevention training

47.17.022 Training (child protection)

ALASKA ADMINISTRATIVE CODE

4 AAC 06.530 Guidance and counseling services

4 AAC 06.550 Reviewof instructional materials

4 AAC 12.397 Mandatory training requirements

4 AAC 19.060 Evaluation Training

4 AAC 52.260 Personnel Development

Adopted: 2/22/10

Revised: 9/23/13, 6/20/16, 10/20/25

Reviewed: 10/20/25

BP 4132 PUBLICATION OR CREATION OF MATERIALS

The School Board recognizes the importance of creating a work environment that encourages employee innovation in creating and developing high-quality materials to improve student achievement and the efficiency of district operations.

(cf. 4119.21/4219.21/4319.21 – Code of Ethics)

(cf. 6162.6 - Use of Copyrighted Materials)

The Superintendent or designee shall oversee the development of instructional materials, computer programs, and other copyrightable materials by employees, independent contractors, and consultants. An employee, independent contractor, or consultant shall notify the Superintendent or designee of his/her intent to publish or register a work developed in whole or in part within the scope of his/her employment.

Instructional materials, computer programs, and other copyrightable materials developed by an employee within the scope of his/her employment shall be the property of the district.

(cf. 3523 – E-mail)

(cf. 4040 - Employee Use of District Information Technology)

(cf. 6161.11 - Supplementary Instructional Materials)

(cf. 6163.1 – Library/Media Centers)

If an employee has developed copyrightable material during both work and non-working hours, and the work was within the scope of his/her employment, the Superintendent or designee shall negotiate a contract with the employee to protect the district's right as to the ownership or partial ownership of the copyright.

(cf. 3312 - Contracts)

The Superintendent or designee shall ensure that any contract with an independent contractor or consultant contains a provision specifying the district's right to ownership of the copyright of any work produced by the contractor or consultant for the district.

The Superintendent or designee may secure copyrights in the name of the district for all copyrightable works developed by the district. All royalties or revenues from these copyrights shall be used for the benefit of the district.

Legal Reference: (See next page)

UNITED STATES CODE

17 U.S.C. 101-122 Subject matter and scope of copyright

17 U.S.C. 201 Copyright ownership and transfer

Adopted: 2/22/10

Revised: 10/20/25

Reviewed: 10/20/25

Kodiak Island Borough School District

BP 4133 TRAVEL EXPENSES

a) Air and/or ground transportation must be prearranged by an approved travel authorization.

b) Approved lodging costs must be prearranged through a purchase order.

c) Per diem is $60 per day and will be paid provided the traveler is in a travel status for three (3) consecutive hours in accordance within the following:

12 a.m. to 10 a.m.	$12	Breakfast
10 a.m. to 3 p.m.	$18	Lunch
3 p.m. to midnight	$30	Dinner

d) Employees may request an advance if necessary.

e) If any meals are provided as part of the conference or event being attended, or if the District provides any meals, the individual will not be eligible for reimbursement for those provided meals.

f) Day trip per diem for travel on the Kodiak Island Archipelago is paid to those individuals that travel off the road system via air or boat on school district business. Overnight stays at all village sites will be reimbursed at the per diem rate per the designated times.

g) Non-approved travel expenses may be denied reimbursement.

Adopted: 2/22/10

Revised: 7/25/11

Revised: 8/17/15

Kodiak Island Borough School District

BP 4135 SOLICITING AND SELLING

Employees shall not solicit District students or their families with the intent to sell general merchandise, books, equipment or services. Any classroom activity requiring students to bring money to school for any purpose must have the principal's approval.

(cf. 1321 - Solicitation of Funds from and by Students)

Staff shall not distribute promotional, political, controversial or other non-instructional materials unless approved by the Superintendent or designee.

Staff members shall not use their status as District employees to secure information such as names, addresses and telephone numbers for use in profit-making ventures.

Educational tours may be promoted on school premises only if they are sponsored by the District. Employees engaged in planning, organizing or leading tours as a private business shall make it clear that they do not represent the school or District. All activities related to such tours must be carried on outside of school hours and off school premises.

Adopted: 2/22/10

Revised:

Kodiak Island Borough School District

BP 4136 NONSCHOOL EMPLOYMENT

The School Board recognizes that District employees may receive compensation for outside activities as long as these activities are not inconsistent, incompatible, in conflict with, or unfavorable to the employee's duties or to the duties, functions or responsibilities of the District.

Outside paid activities are incompatible with District employment if they require time periods that interfere with the proper, efficient discharge of the employee's duties, if they entail compensation from an outside source for activities which are part of the employee's regular duties, or if they involve using for private gain the District's name, prestige, time, facilities, equipment or supplies.

(cf. 1321 - Solicitation of Funds from and by Students)

(cf. 4119.21 - Codes of Ethics)

(cf. 4132 - Publication or Creation of Materials)

(cf. 4135 - Soliciting and Selling)

Adopted: 2/22/10

Revised:

Kodiak Island Borough School District

BP 4141 NEGOTIATED AGREEMENT

Each agreement entered into by the School Board with a duly recognized employee organization shall constitute a commitment by the Board to the provisions of the agreement for its duration.

The provisions of the employee agreement shall be binding on the Board and on all employees covered by the agreement. Policies or regulations of the Board which conflict with provisions of the negotiated employee agreement shall not be binding on those employees who are covered by the terms of such agreement.

(cf. 4143 - Negotiations/Consultation)

Legal Reference:

ALASKA STATUTES

23.40.070 - 23.40.260 - Public Employment Relations Act

Adopted: 2/22/10

Revised:

Kodiak Island Borough School District

BP 4143 NEGOTIATIONS/CONSULTATION

The School Board will strictly construe the scope of negotiations as provided by law and also meet and negotiate on such topics as are included within the scope of negotiations by the Labor Relations Board.

The Board may hold executive sessions with its designated representative(s) prior to or during consultations with representatives of employee organizations. The purpose of these executive sessions shall be to review the Board's position and instruct its representative(s).

(cf. 9321 - Executive Sessions)

Legal Reference:

ALASKA STATUTES

23.40.070 - 23.40.260 Public Employment Relations Act

23.40.070 Declaration of policy

23.40.235 Public involvement in school district negotiations

44.62.310 Government meetings public

ALASKA SUPREME COURT

Kenai Peninsula Borough School District v. Kenai Peninsula Education Assn., 572 P. 2d 416 (Alaska 1977)

Adopted: 2/22/10

Revised:

Kodiak Island Borough School District

BP 4144 COMPLAINTS

The School Board recognizes the need for providing employees with a process for addressing concerns regarding issues which are not subject to formal grievance procedures, as per employee agreements.

The Board expects that employees and supervisors will make every effort to resolve employee complaints and disagreements informally before resorting to formal complaint procedures.

(cf. 1312.3 - Public Complaints Concerning Discrimination)

(cf. 4119.11 - Sexual Harassment)

(cf. 4141 - Negotiated Agreement)

Legal Reference:

ALASKA STATUTES

23.40.70 Declaration of policy (Public Employment Relations Act)

Adopted: 2/22/10

Revised:

Kodiak Island Borough School District

BP 4154 HEALTH AND WELFARE BENEFITS

The District shall provide health and welfare benefits for certificated and classified employees in bargaining units. Benefits for employees who are not in bargaining units shall be the same in accordance with negotiated employee agreements.

The Superintendent or designee shall advise all employees of their rights and responsibilities related to continuing their health insurance benefits when their eligibility changes.

(cf. 3530 - Risk Management)

(cf. 4141 - Negotiated Agreement)

Legal Reference:

ALASKA STATUTES

23.40.070 Declaration of policy (Public Employment Relations Act)

PUBLIC LAW

Consolidated Omnibus Reconciliation Act, P.L. 99-272

Adopted: 2/22/10

Revised:

Kodiak Island Borough School District

BP 4157 EMPLOYEE SAFETY

The School Board believes that safety is every employee's responsibility. The Board expects all employees to use safe work practices and to report and correct any unsafe conditions which may occur. Supervisors shall constantly promote safety and correct any unsafe work practice through education, training and enforcement.

No employees shall be required to work under unsafe or hazardous conditions or to perform tasks which endanger their health, safety, or well-being. Working conditions and equipment shall be maintained in compliance with standards prescribed by federal, state, and local laws and regulations.

(cf. 3514 - Environmental Safety)

(cf. 3514.1 - Hazardous Substances and Pesticides)

(cf. 4119.41 - Employees with Infectious Disease)

(cf. 4158 - Employee Security)

Adopted: 2/22/10

Revised:

Kodiak Island Borough School District

BP 4158 EMPLOYEE SECURITY

An employee may use approved methods of physical restraint if a student's behavior poses an imminent danger of physical injury to the student or others and less restrictive interventions would be ineffective at stopping the imminent danger. Restraint must be limited to that necessary to address the emergency and must be immediately discontinued when the student no longer poses an imminent danger or when a less restrictive intervention is effective to stop the danger.

(cf. 5144 - Discipline)

(cf. 5142.3 - Restraint and Seclusion)

Employees shall promptly report any student attack, assault or threat against them to the Superintendent or designee. The employee and the principal or other immediate supervisor both shall promptly report such instances to the appropriate local law enforcement agency.

(cf. 1410 - Interagency Cooperation for Student and Staff Safety)

Legal Reference:

ALASKA STATUTES

11.81.430 Justification: Use of force, special relationships

11.81.900 Definitions

14.33.120 - 14.33.140 School disciplinary and safety program

ALASKA ADMINISTRATIVE CODE

4 AAC 07.010 - 4 AAC 07.900 Student rights and responsibilities

Adopted: 2/22/10

Revised: 10/19/15

Kodiak Island Borough School District

BP 4180 RESIDENCY AND REMOTE WORK

The Board recognizes the educational, sociological, and economic benefits that result from district personnel residing within the boundaries of the school district. The Superintendent or designee may determine that the best candidate for certificated or administrative position does not plan to maintain primary residency within the boundaries of the school district. In order to hire or continue the employment of such a candidate, the Superintendent or designee shall seek approval from the Board. The Superintendent or designee shall develop procedures to implement this policy.

Adopted: 12/08/25

Revised:

Reviewed: 12/08/25

Kodiak Island Borough School District

BP 4218 DISMISSAL/SUSPENSION/DISCIPLINARY ACTION

Probationary Employees

At any time prior to the expiration of the probationary period, the Superintendent or designee may, at his/her discretion, dismiss a probationary classified employee from district employment. A probationary employee shall not be entitled to a hearing.

Permanent Employees

Permanent classified employees shall be subject to personnel action (including, but not limited to, reprimand, suspension without pay, demotion, reduction of pay step in class, dismissal) only for cause. This policy also applies to classified management and supervisory employees unless otherwise provided by law.

(cf. 4300 – Definitions)

In addition to any disqualifying or actionable causes otherwise provided for by statute or by policy or regulation of this district, each of the following constitutes cause for personnel action against a permanent classified employee:

1. falsifying any information supplied to the school district, including, but not limited to, information supplied on application forms, employment records, or any other school district records
2. incompetency
3. inefficiency
4. neglect of duty
5. insubordination
6. dishonesty
7. possessing or consuming alcohol, tobacco, controlled substances, including marijuana, or other illegal drugs or synthetic drugs while on duty or on District premises whether or not on duty; or being under the influence of these prohibited substances while on duty
8. conviction of a felony, conviction of any sex offense made relevant by provisions of law, or conviction of a misdemeanor which is of such a nature as to adversely affect the employee's ability to perform the duties and responsibilities of his/her position. A plea or verdict of guilty, or a conviction following a plea of nolo contendere is deemed to be a conviction within the meaning of this section. Applicants and employees must inform the Superintendent of any conviction so that a determination can be made by the district regarding its applicability to employment. For existing employees, reporting must occur within 48 hours of conviction.
9. absence without leave
10. immoral conduct
11. discourteous treatment of the public, students, or other employees
12. improper political activity
13. willful disobedience
14. misuse, theft, or destruction of district property
15. violation of district, School Board or departmental rule, policy, procedure, or violation of federal, state, or local statute, regulation, or ordinance
16. physical or mental disability, which disability precludes the employee from the proper performance of his/her essential duties and responsibilities as determined by competent medical authority, except as otherwise provided by a contract or by law regulating the

accommodation of disabilities or the retirement of employees

17. failure to possess or keep in effect any license, certificate, or other similar requirement specified in the employee's class specification or otherwise necessary for the employee to perform the duties of the position
18. unlawful discrimination, including harassment, on the basis of race, religion, creed, color, national origin, ancestry, physical or mental disability, marital status, sex, pregnancy, or age against the public, students, or other employees
19. unlawful retaliation against any other district officer or employee, student, or member of the public who, in good faith, reports, assists, discloses, divulges, or otherwise brings to the attention of any appropriate authority, whether an outside person, agency, or school district official, any information relative to actual or suspected violation of any law or district policy or procedure occurring on the job or directly related thereto
20. any other failure of good behavior either during or outside of duty hours which is of such nature that it causes discredit to the district or his/her employment

Disciplinary Procedures

The following procedures will govern personnel action unless an applicable collective bargaining agreement provides different procedures. In such event, the collective bargaining agreement will govern and employees must utilize the negotiated grievance procedures to appeal any discipline.

In cases involving a personnel action, the Superintendent or designee shall prepare a written statement of the personnel action which shall be served upon the employee either personally or by registered or certified mail, return receipt requested, at the employee's last known address. The statement shall include:

1. A statement of the nature of the personnel action (the disciplinary action being imposed).
2. A statement of the cause or causes for the discipline.
3. A statement of the specific acts or omissions upon which the causes are based. If violation of rule, policy, or regulation of the district is alleged, the rule, policy, or regulation violated shall be identified.
4. A statement of the employee's right to appeal the recommendation and the manner and time within which his/her appeal must be filed.

In the event the Superintendent or designee determines that an employee should be removed from duty while an investigation into alleged misconduct is conducted, the employee will be placed on administrative leave with pay.

In cases where the Superintendent or designee has determined that a permanent classified employee should be dismissed, termination of employment will be effective upon delivery to the employee of the statement of personnel action.

For all discipline short of dismissal, demotion in a reduction in pay, or unpaid suspension of five (5) or more days, a permanent employee may, within five calendar days after receiving the statement of personnel action described above, file a written appeal to the Superintendent. If the Superintendent did not decide the original discipline, the Superintendent shall hear and decide the appeal. Otherwise, the Superintendent will appoint another district administrator to hear and decide the appeal. The appeal may be conducted without a hearing, based upon a review of the personnel action and the written appeal. At the Superintendent or designee’s sole discretion, an informal hearing may be held if determined to be necessary to inform the decision maker. The decision on appeal is final.

A permanent employee who has been dismissed, demoted with a reduction in pay, or placed on unpaid suspension of five (5) or more days, may, within five calendar days after receiving the statement of personnel action described above, file a written appeal to the School Board by submitting his/her request to the Superintendent. The appeal may include a formal hearing before the School Board, in the event this is requested by the employee. If not, the appeal may be conducted without a hearing, based on the School Board's review of the statement of the personnel action and the written appeal. The School Board shall determine the procedures for the hearing, giving the employee advanced notice of the procedures. The decision of the School Board is final.

If an employee fails to appeal personnel action within the time specified in these rules, the employee shall be deemed to have waived his/her right to an appeal.

At any time before an employee's appeal is finally submitted to the Superintendent or School Board for decision, the Superintendent or designee may serve on the employee and file with the decision maker an amended or supplemental statement of personnel action.

The Superintendent, designee, or School Board who is hearing an appeal may affirm, modify or revoke the personnel action.

Adopted: 10/20/25

Revised:

Reviewed: 10/20/25

BP 4222 TEACHER AIDES/PARAPROFESSIONALS

The School Board favors the use of teacher aides/paraprofessionals and considers them to be members of a professional team dedicated to the best interests of students. By relieving teachers of duties that do not require professional training, non-certificated persons allow teachers to dedicate their skills, knowledge and efforts primarily to teaching. Paraprofessionals also can help teachers to provide individualized student instruction and an enriched educational program.

(cf. 1250 - Volunteer Assistance)

The District shall use paraprofessionals in those classes where they will provide the greatest benefit to students, taking into consideration such factors as large class size, student age group and teacher workload.

The Superintendent or designee shall ensure that all paraprofessionals have appropriate training and supervision.

Paraprofessionals are expected to be courteous, discrete, cooperative and dependable, to employ high ethical standards as they work with students, and to respect school rules, District policies and administrative regulations.

The Board recognizes the need for qualified teaching staff and encourages paraprofessionals to seek opportunities leading to a teaching credential. The District shall support these efforts to the extent possible, particularly as they relate to obtaining bilingual or special education credentials.

The Superintendent or his/her designee and/or the staff development committee shall develop an appropriate professional development program for paraprofessionals.

Paraprofessionals Working in Title I Programs

Paraprofessionals working in a program supported with Title I funds must have a high school diploma or its recognized equivalent and must meet at least one of the following requirements: (1) completed at least two years of study, or 48 semester hours or equivalent, at an accredited institution of higher education; (2) obtained an Associate's or higher degree at an accredited institution; or (3) demonstrated, through formal assessment, the instructional content/assisting practice standards required by the State of Alaska.

Exceptions to the above requirements may be made for paraprofessionals who act as translators, who have instructional-support duties that consist solely of parent involvement activities, or who have only non-instructional duties.

Legal Reference:

ALASKA ADMINISTRATIVE CODE

4 AAC 04.220 Paraprofessional standards

4 AAC 05.080 School curriculum and personnel

4 AAC 52.250 Special education aides

4 AAC 52.255 Interpreters

UNITED STATES CODE

20 U.S.C. § 6311 State plans

Adopted: 2/22/10

Revised: 4/25/11

Revised: 6/20/16

Revised 1/23/17

Kodiak Island Borough School District

BP 4111.2 LEGAL STATUS REQUIREMENT

The District shall hire only citizens and non-citizens who are lawfully authorized to work in the United States. The District will verify the identity and employment eligibility of all individuals hired to work. The District will not continue the employment of an individual upon knowledge that he or she is no longer lawfully authorized to work in the United States.

District employment practices shall not discriminate on the basis of citizenship status or national origin, nor shall they discriminate against any refugees, grantees of asylum, or persons qualified for permanent or temporary residency.

(cf. 4111 - Recruitment and Selection)

All new employees shall show appropriate documents which certify that they are legally eligible to work in the United States, as required by law. Nothing in this policy is intended to preclude the employment of teachers under the Exchange Visitor program in 22 C.F.R § 62.24.

Legal Reference:

UNITED STATES CODE

8 U.S.C. 1324 Immigration and Nationality Act, as amended by Immigration Reform and Control Act of 1986 and Immigration Act of 1990

CODE OF FEDERAL REGULATIONS

8 C.F.R. Part 274(a) Control of Employment of Aliens

22 C.F.R. §62.24 Teachers

Adopted: 2/22/10

Revised: 3/21/11; 9/15/25

Reviewed: 9/15/25

BP 4111.3 RESIDENCY

The Board believes that educational and economic benefits are derived when district personnel reside within the boundaries of the school district. The Superintendent or designee may determine that the best candidate for a certificated or administrative position is an individual who does not plan to maintain primary residency in the District. In such instances, the Superintendent will seek approval from the Board of a residency waiver at the time of recommendation for hire, or continuation of employment.

Adopted: 6/19/17

Revised:

Kodiak Island Borough School District

BP 4112.1 CONTRACTS

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

The School Board shall give or mail reemployment contracts to teachers who are not dismissed or given notice of non-retention or layoff in accordance with law. If an employee fails to notify the Superintendent or designee within thirty (30) days after receipt of a contract of reemployment that he/she accepts reemployment, the 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 comply with the 30-day deadline.

(cf. 4117.4 - Dismissals)

(cf. 4117.6 - Non-retention)

(cf. 4119.21 - Code of Ethics)

Legal Reference:

ALASKA STATUTES

14.20.010 Teacher certificate required

14.20.020 Requirements for issuance of certificate; fingerprints

14.20.120 Statement of qualifications

14.20.130 Employment contracts

14.20.145 Automatic reemployment

14.20.158 Continued contract provisions

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

Adopted: 2/22/10

Revised: 5/22/14

BP 4112.4 HEALTH EXAMINATIONS

Employees may be required to pass a physical and/or psychological examination any time such an examination appears necessary to preserve the health and welfare of District students and employees, or to furnish medical proof of physical or mental ability to perform satisfactorily the assigned duties of an individual's position, or as a condition of employment.

(cf. 4119.41 - Employees with Infectious Disease)

Legal Reference:

ALASKA STATUTE

14.30.075 Physical examinations for teachers

ALASKA ADMINISTRATIVE CODE

4 AAC 18.010 Teachers' and administrators' contracts

Adopted: 2/22/10

Revised: 1/23/17; 9/15/25

Reviewed: 9/15/25

Kodiak Island Borough School District

BP 4112.5 SECURITY CHECK

The School Board desires to hire personnel whose background and behavior exemplifies a standard deemed appropriate for individuals working with children. Effort will be made to investigate the background of applicants prior to hire in the District. This investigation will include questions related to an applicant's background and criminal history and may include a fingerprint check.

Falsification 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.

Adopted: 2/22/10

Revised:

Kodiak Island Borough School District

BP 4112.6 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.

(cf. 1340 - Access to District Records)

(cf. 3580 - District Records)

(cf. 1312.1 - Public Complaints Concerning Personnel)

Only administrators and designated staff shall have access to the personnel file without written permission of the employee. Access to personnel files by the School Board shall occur only after authorization by the Board in regular or special session. Authorization must state specific files and purpose for access. Employees shall receive notice of pending action.

Legal Reference:

ALASKA STATUTES

14.20.149 Employee evaluation

23.40.070 Declaration of policy (PERA)

ALASKA ADMINISTRATIVE CODE

4 AAC 19.040 Confidentiality of the evaluation

ALASKA SUPREME COURT

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)

Adopted: 2/22/10

Revised: 3/18/13

BP 4112.8 EMPLOYMENT OF RELATIVES

In order to preclude situations which could bring about a conflict of interest for members of the administrative staff, an employee shall not be appointed to a position where a member of his/her immediate family maintains supervisory or evaluation responsibilities for the position. Immediate family members may be employed at the same department or work location with the approval of the Superintendent or designee.

The School Board recognizes that factors such as remote locations and a lack of qualified job applicants may justify the employment of family members of the Superintendent or Board.

An immediate family member of a Board member may be employed by the District if he/she is the most qualified applicant, has been approved by the Board, and such employment has received the written approval of the Commissioner of Education. An immediate family member of the Superintendent may be employed by the District with written approval of the Board (AS 14.14.140).

(cf. 9270 - Conflict of Interest)

Legal Reference:

ALASKA STATUTES

14.14.140 Restriction on employment; compensation of board members

ALASKA ADMINISTRATIVE CODE

4 AAC 18.031 Employment of members of immediate families of school board members

4 AAC 18.900 Definitions

Adopted: 2/22/10

Revised:

Kodiak Island Borough School District

BP 4117.2 RESIGNATION

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.

A certificated employee who breaks a signed contract without the agreement of the District creates a significant burden on the District and school staff. A certificated employee who breaks a signed contract without District agreement shall pay $1000 in liquidated damages to partially compensate the District for damages associated with the breach including, but not limited to, staff coverage obligations and recruitment obligations. This amount may be deducted from any amounts due to the certificated employee. This provision shall not be construed as limiting the District from taking other action.

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 may agree to release a certificated staff member who has signed a contract provided notice is given to the District, in writing, post-marked on or before June 30th.

If a request to release a certificated staff member from his or her contract is made 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 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

Adopted: 2/22/10

Revised: 7/25/11

Kodiak Island Borough School District

BP 4117.3 PERSONNEL REDUCTION

The School Board may determine that a reduction in certificated personnel is necessary due to declining enrollment or due to a reduction in the District's basic need in an amount established by law.

The Board shall authorize the Superintendent or designee to lay off employees in accordance with law, District procedures, and any applicable collective bargaining provisions.

(cf. 4117.6 - Nonretention)

Prior to layoff of any tenured teacher, the Board shall adopt a layoff plan. The plan will identify academic and other programs the District will maintain in implementing the plan. The plan will also include procedures for layoff and recall of tenured teachers.

Any tenured teacher laid off pursuant to the Board's layoff plan is entitled to a hiring preference for three years following the layoff. The hiring preference applies to vacant teaching positions for which the teacher is qualified. A teacher who declines an offer of employment from the District will lose the hiring preference unless the teacher is contractually bound to teach elsewhere.

Legal Reference:

ALASKA STATUTES

14.20.140 Notification of lay off or nonretention

14.20.145 Automatic reemployment

14.20.175 Nonretention

14.20.177 Reductions in force

14.20.180 Procedures upon notice of dismissal or nonretention

14.20.215 Definitions

23.40.070 Declaration of policy (PERA)

ALASKA ADMINISTRATIVE CODE

4 AAC 18.010 Teachers' and administrators' contracts

Adopted: 2/22/10

Revised:

Kodiak Island Borough School District

BP 4117.4 DISMISSAL

Employees shall not be deprived of their employment during the school year except when cause for the dismissal can be shown. Employees shall be accorded their due process rights provided by law.

(cf. 4116 - Nontenured/Tenured Status)

(cf. 4117.6 - Nonretention)

Legal References:

ALASKA STATUTES

14.20.140 Notification of lay off or nonretention

14.20.145 Automatic reemployment

14.20.170 Dismissal

14.20.175 Nonretention

14.20.180 Procedures upon notice of dismissal or nonretention

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 Board of Education v. Brown, 691 P. 2d 1034 (Alaska 1984)

Adopted: 2/22/10

Revised: 3/21/11

BP 4117.6 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. Notification of non-retention to a non-tenured teacher shall be in writing and delivered on or before the last day of the school term or postmarked on or before the last day of the school term. The Board shall establish administrative regulations providing for an informal hearing before the 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.

(cf. 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 lay off or nonretention

14.20.145 Automatic reemployment

14.20.175 Nonretention

14.20.180 Procedures and hearing upon notice of dismissal or nonretention

14.20.210 Authority of school board or department to adopt bylaws

Adopted: 2/22/10

Revised: 10/19/15

Kodiak Island Borough School District

BP 4119.3 JOB DESCRIPTIONS

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 the employees' fully understanding their responsibilities and duties.

The Superintendent or designee shall direct the process to 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.

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

(cf. 4030 - Nondiscrimination in Employment)

(cf. 4115 - Evaluation/ Supervision)

(cf. 4118 - Suspension/Disciplinary Action)

Legal Reference:

PUBLIC LAW

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

UNITED STATES CODE

42 U.S.C. 12101 et seq.

Adopted: 2/22/10

Revised:

Kodiak Island Borough School District

BP 4156.2 AWARDS AND RECOGNITION

The School Board believes the District's employees are its most valuable resource and encourages recognition of the services they provide. The Superintendent or designee may issue service pins, certificates, plaques or other mementos in accordance with established District procedures.

The Superintendent or designee shall develop and implement an employee recognition program.

(cf. 1150 - Commendations and Awards)

(cf. 3300 - Expenditures/Expending Authority)

Adopted: 2/22/10

Revised: 5/21/12

Kodiak Island Borough School District

BP 4156.3 REIMBURSEMENT AND ALLOWANCES

The School Board shall pay the cost of replacing or repairing employee personal property, except cash, which has been stolen, destroyed or maliciously damaged, through no fault of the employee, while being used in District schools.

Reimbursement for personal items used for work-related purposes shall be made only if the principal or designee approved, in writing, the use of the personal property in school before the property was brought to school and at that time agreed on the value of the property.

Adopted: 2/22/10

Revised:

Kodiak Island Borough School District

BP 4161.4 FAMILY AND MEDICAL LEAVE

The School Board is committed to providing employees with family and medical leave in compliance with the Family and Medical Leave Act (FMLA) and the Alaska Family Leave Act (AFLA), as applicable. When both laws apply, the provisions more generous to the employee will govern.

In recognition that FMLA and AFLA provide some employer options for implementation of leave, the School Board directs that leave under these laws will be implemented as set forth below. To the extent only AFLA leave applies, and AFLA does not contain specific requirements for implementation of that leave, the School Board adopts by policy those procedures and employer rights set forth in FMLA and its regulations. The Superintendent shall develop regulations, in accordance with this policy, setting forth the qualifications, entitlements, and procedures for leave in compliance with these laws.

Covered Employees

Eligibility for FMLA and AFLA leave, as applicable, shall be based entirely on eligibility criteria established by these laws. This policy is not intended to expand eligibility for FMLA or AFLA leave beyond that which is legally required.

Under FMLA, an employee who has worked for the School District for at least one year, and for 1,250 hours over the previous twelve months, is entitled to up to 12 weeks of leave for qualifying events. Under AFLA, an employee who has worked for the School District for at least 35 hours a week in the last six consecutive months, or at least 17.5 hours a week during the preceding twelve months, is entitled to up to 18 weeks of leave for qualifying events. Leave which qualifies under both FMLA and AFLA is to be used simultaneously.

Unused family and medical leave does not accumulate from year to year.

Reason for Taking Leave

Covered employees will be granted leave for the following reasons:

1. To care for the employee's infant child during the first 12 months following birth;
2. To care for a child during the first 12 months following placement with the employee for adoption or foster care;
3. To care for a spouse, son, daughter, or parent with a serious health condition;
4. For incapacity due to the employee's pregnancy, prenatal medical care or child birth;
5. Because of the employee's own serious health condition that renders the employee unable to perform the employee's job;
6. If FMLA is applicable, for qualifying exigency leave if the employee's spouse, son, daughter, or parent is a military member and is on covered active duty; or
7. To care for a covered service member under the terms set forth in FMLA.

Notices

Required notices shall be posted by the School District so that employees are aware of their rights and responsibilities when the need for family or medical leave arises.

All requests for family and medical leave shall be made in writing on a school district form. The employee shall provide sufficient information to determine whether the leave qualifies for FMLA and/or AFLA leave.

The employee is required to provide advance notice, consistent with these laws, and leave may be denied if notice requirements are not met. The employee must ordinarily provide thirty (30) days advance notice when the leave is foreseeable.

Concurrent Use of Paid Leave

FMLA and AFLA are unpaid leaves. However, the School District has elected to require employees to substitute paid leave for unpaid leave taken for an FMLA or AFLA qualifying event. Paid leave substitutions will include personal leave and annual leave; and sick leave if the employee requests leave because of the employee's own serious health condition or for another event for which sick leave may be used under district policies or negotiated agreements.

An employee's FMLA or AFLA leave runs concurrently with other types of paid leave and the School District will give proper notice to the employee that FMLA or AFLA leave is being utilized. The substitution of paid leave for unpaid leave does not extend the maximum FMLA or AFLA leave period. When paid leave is exhausted, the remaining absences will continue to be FMLA or AFLA leave, as applicable, but will be unpaid.

Medical Certification and Fitness for Duty

The School District requires medical certification and recertification of any serious health condition of the employee or qualifying family member. Failure to provide timely certification when requested will result in denial of leave.

Employees on FMLA or AFLA leave must periodically report on their status and intent to return to work.

Employees are required to provide a fitness-for-duty certificate upon returning from FMLA or AFLA leave when the leave is taken because of the employee's own serious health condition.

"Calendar Year" for Purposes of Leave Entitlement

For purposes of determining total leave availability for an eligible employee, the School District utilizes a rolling twelve-month period measured backwards from the date leave is used, to avoid stacking of back-to-back leave entitlements.

Intermittent Leave

An employee will be denied intermittent leave or leave on a reduced leave schedule to care for an immediate family member with a serious health condition, or for the employee's own serious

health condition, when the employee fails to establish, through medical certification, that there is a medical need for such leave, as distinguished from voluntary treatments and procedures, and/or the employee has failed to establish, through medical certification, that it is medically necessary for the leave to be taken intermittently on a reduced leave schedule.

Instructional Employees

Both the School District, and its instructional employees, will comply with the special rules for instructional employees set forth in law. These rules shall be included in the regulations developed by the Superintendent.

Job Benefits and Protection

To the extent required by law, the School District will maintain the employee's health coverage under any group plan. The employee will be required to continue making employee contributions as required by the plan. An employee who fails to return to work after expiration of his or her available leave may be required to reimburse the School District for those benefits paid, as allowable by law.

The School District will restore a returning employee to his or her original or an equivalent position, with equivalent pay, benefits, and other employment terms, unless restoration is not required by law. The employee will not lose any employment benefit that accrued prior to the start of the employee's leave.

The School District will not interfere with, restrain, or deny to a qualifying employee any right provided by FMLA or AFLA. Nor will the School District discriminate or retaliate against any person for utilizing leave, enforcing leave rights, opposing any practice made unlawful by FMLA or AFLA, or for being involved in any proceeding related to these laws.

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

(cf. 4030 - Nondiscrimination in Employment)

No Alternative Employment

The School District prohibits employees who are on approved family and medical leave from engaging in other employment during the dates and times the employee would otherwise have been working for the School District. Upon written request by the employee, the Superintendent may, in his or her sole discretion, grant an exception to this provision.

Enforcement of Rights

Employees who believe their rights under FMLA or AFLA have been violated are encouraged to bring this to the attention of the Superintendent or designee for investigation and resolution. Any employee may file a complaint with the U.S. Department of Labor for violations of FMLA, or the Alaska Department of Labor for violations of AFLA. An eligible employee may bring a civil action against an employer for violations.

The School District reserves the right to take disciplinary action, up to and including termination, against any employee who abuses the rights, duties, and obligations of FMLA or AFLA.

Legal Reference:

ALASKA STATUTES

39.20.500 - 550 Alaska Family Leave Act

UNITED STATES CODE

Family and Medical Leave, 29 U.S.C. 2601, et seq.

CODE OF FEDERAL REGULATIONS

Family and Medical Leave Act of 1993, 29 C.F.R. 825.100-825.702 (Amend 2008)

Adopted: 9/24/12

Revised: 9/23/13

BP 4313.1 LOAD/SCHEDULING/HOURS OF EMPLOYMENT

The School Board designates, in accordance with law, salaried positions which are exempt from overtime. Persons holding these positions work whatever hours are necessary in order to fulfill their assignments. Their positions are set apart from other positions by virtue of the duties, flexibility of hours, salary, benefit structure and authority which they entail.

Employees in exempt positions shall not be subject to salary deductions for absences of less than a day.

Legal Reference:

UNITED STATES CODE

Fair Labor Standards Act 29 U.S.C. 201-216

CODE OF FEDERAL REGULATIONS

Department of Labor Relations 29 C.F.R. Parts 511-800

Adopted: 10/20/25

Revised:

Reviewed: 10/20/25

Kodiak Island Borough School District

BP 4112.10 EMPLOYMENT OF RETIRED TEACHERS

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.

(cf. 4111 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

Adopted: 9/15/25

Revised:

Reviewed: 9/15/25

Kodiak Island Borough School District

BP 4112.61 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 - Personnel Files)

Legal References:

ALASKA STATUTES

09.65.160 Job References

Adopted: 2/22/10

Revised: 9/15/25

Reviewed: 9/15/25

Kodiak Island Borough School District

BP 4117.31 LAYOFF/REHIRE

The Board believes that any reduction in staff which is required should be undertaken so as to minimize disruption to the education program and to the provision of instructional services to students, and to cause the least deviation from the present assignment of personnel. The terms "reduction in certificated staff" or "layoff" refer to action the District takes to reduce the number of certificated staff due to decreased enrollment and/or due to a reduction in the District's basic need in an amount established by law.

1. Position Categories

The following categories and specialties are established to ensure the qualifications of personnel assigned to retained positions:

A. Elementary teachers will be considered for retention in one category.
B. Secondary teachers (7-12) will be considered for retention by teaching specialties, such as Math, Science, Language Arts, Social Studies, Vocational Education (Industrial Arts, Home Economic, Vocational Business, Vocational Agriculture), or combination thereof.
C. Other certificated staff members will be considered for retention according to their seniority followed by certifications and qualifications.

2. Qualifications

Each teacher, in accordance with criteria set forth in Section 3 below, will be considered for retention in the category of specialty appropriate to the position he or she holds at the time of the implementation of these procedures. In addition, in such other categories or specialties as any teacher may designate in writing to the Superintendent, provided that in order to qualify for consideration in any such category, the employee must have grade level and/or content level endorsement and highly qualified status:

A. For positions in grades K-8, an elementary endorsement.
B. For positions in middle school:

    1) an elementary and/or middle school endorsement;

    2) a secondary certificate with a subject area endorsement in the area of assignment constituting at least 40% of the teacher's time; or

    3) within the five years preceding the last date of teaching in the District, the teacher has received an evaluation indicating that the teacher's performance in the relevant subject area(s) meets the District's performance standards.

C. For positions in grades 9-12.

    1) endorsement for each subject area in which the teacher will spend at least 40% of teaching time; or

    2) within five years preceding the last date of teaching in the District, the teacher has received an evaluation indicating that the teacher's performance in the relevant subject area(s) meets the District's performance standards.

3. Implementation

Teachers shall be considered for retention in available positions within the categories or specialties for which they qualify under Section 2. In the event that there are more qualified employees than available positions in a given category or specialty, the following criteria shall be used to determine which employees shall be recommended for retention. No tenured teacher will be placed on layoff status until the District has given notice of nonretention to all nontenured teachers. However, the District may retain a nontenured teacher and place on layoff status a tenured teacher if there is no tenured teacher in the District who is qualified to replace the nontenured teacher under the criteria in Section 2 above.

4. Hiring Preference

All teachers who are not retained in accordance with these procedures shall be laid off and placed in an employment pool for possible re-employment for a period up to three (3) years. Teachers placed in the employment pool under this layoff plan are entitled to a hiring preference. Teachers in the pool will be given the opportunity to fill open positions within the categories or specialties identified in Section 1, for which they are qualified under Section 2. If more than one teacher is qualified for an open position, the most senior teacher shall be offered the position.

When a vacancy occurs for which a teacher entitled to a hiring preference is qualified, notification from the District to the teacher will be by certified, return receipt mail. The teacher will have thirty (30) days from the receipt of the certified letter to accept the position. If the teacher fails to accept the position offered, the teacher is no longer considered to be on layoff status and will be dropped from the reemployment pool, unless the teacher is contractually obligated to provide professional services to another district or educational program.

No new teacher shall be hired in a category or specialty identified in Section 1 until all qualified teachers in the reemployment pool category have been recalled, or have declined an offer of recall.

Legal Reference:

ALASKA STATUTES

14.20.177 Reduction in force

Adopted: 2/22/10

Revised: 4/25/11

Kodiak Island Borough School District

BP 4119.11 SEXUAL HARASSMENT

The Board is committed to the elimination of sexual harassment in District facilities, 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, 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 - Code 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 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.

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 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 Board.

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

(cf. 1312.1 - Public Complaints Concerning School Personnel)

Legal Reference:

UNITED STATES SUPREME COURT

Meritor Savings Bank, FSB v. Vinson et al., 477 U.S. 57 (1986)

NINTH CIRCUIT COURT OF APPEALS

Ellison v. Brady, 924 F.2d 872 (9th Cir. 1991)

Adopted: 2/22/10

Revised: 3/21/11

BP 4119.12 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 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.

Harassment means 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. 5145.7 - Sexual Harassment)

(cf. 4118 - Suspension/Disciplinary Action)

(cf. 4119.11 - Sexual Harassment)

(cf. 4119.21 - 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 Board encourages students or staff to immediately report incidences of harassment to the immediate supervisor of the accused employee or the appropriate personnel department official, without fear of reprisal. 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 - Public Complaints Concerning Discrimination)

(cf. 4030 - Nondiscrimination in Employment)

Legal References:

ALASKA STATUTES

14.18.010 - 14.18.100 Prohibition against discrimination based on sex or race in public education

ALASKA ADMINISTRATIVE CODE

4 AAC 06.500 - 4 AAC 06.600 Prohibition of sex discrimination

UNITED STATES CODE

Title VI, Civil Rights Act of 1964

Title IX, Education Amendments of 1972

Individuals with Disabilities Education Act

Americans with Disabilities Act

Adopted: 2/22/10

Revised:

Kodiak Island Borough School District

BP 4119.21 CODES OF ETHICS

The School Board expects District employees to maintain the highest ethical standards, to follow District policies and regulations, and to abide by state and national laws. Employee conduct should enhance the integrity of the District and the goals of the educational program.

The Board encourages District employees to accept as guiding principles the codes of ethics published by professional associations to which they may belong.

Teachers are expected to be professional* in their attitude, behavior, and communication with students, parents, and co-workers.] Members of the teaching profession are obligated by law to abide by the code of ethics and professional standards adopted by the Professional Teaching Practices Commission (20 AAC 10.010). [The district's Defining Staff-Student Boundaries brochure also provides guidance and expectations for all employees.

*To be professional means:

1. to accept responsibility;
2. to perform one's job competently;
3. to accord just, equitable, and respectful treatment to all persons encountered in the workplace;
4. to engage in constructive, tactful communication; and
5. to practice collaborative problem-solving when appropriate.

Employees who violate provisions of the code of ethics and professional standards may be subject to disciplinary action, up to and including termination. The District may report any violation of the code of ethics to the Professional Teaching Practices Commission.

(cf. 4117.4 - Dismissal)

(cf. 4117.6 - Nonretention)

(cf. 4118 - Suspension/Disciplinary Action)

Legal Reference:

ALASKA STATUTES

14.20.170 Dismissal

14.20.370 - 14.20.510 Professional Teaching Practices Act

ALASKA ADMINISTRATIVE CODE

4 AAC 06.765 Testing security; consequences of breach

4 AAC 18.010 Teachers' and administrators' contracts

20 AAC 10.010 - 10.900 Professional Teaching Practices Commission

Adopted: 2/22/10

Revised: 6/21/21

BP 4119.23 UNAUTHORIZED RELEASE OF CONFIDENTIAL INFORMATION

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

(cf. 1340 - Access to District Records)

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

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

(cf. 3580 - District Records)

(cf. 5125 - Student Records; Confidentiality)

(cf. 6146.3 - College and Career Readiness Assessments)

(cf. 9321 - Executive Sessions)

Legal References:

ALASKA STATUTES

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

14.14.090 Duties of school boards

23.40.235 Public involvement in school district negotiations

40.25.120 – 40.25.220 Public record disclosures

ALASKA ADMINISTRATIVE CODE

4 AAC 06.738 Standards-based test results

4 AAC 06.765 Test security; consequences of breach

UNITED STATES CODE

20 U.S.C. §1232g Federal Family Educational Rights and Privacy Act of 1974

ALASKA SUPREME COURT

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

Adopted: 2/22/10

Revised:

Kodiak Island Borough School District

BP 4119.25 POLITICAL ACTIVITIES OF EMPLOYEES

The School Board believes that district employees have an obligation to prevent the improper use of school district time, resources or facilities for political campaign purposes. The Superintendent or designee shall regulate political activities on school district property. All employees are prohibited from engaging in activities designed or intended to promote, further, or assert a position on political campaigns or collective bargaining issues, in the presence of students during performance of the employee's duties. This does not preclude a balanced discussion of political campaigns consistent with school district curriculum. This shall include, but not limited to, items such as: school district or school letterhead, official school district titles, school district email addresses, or any items which could be misconstrued as official school district communication.

The School Board respects the right of school district 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 School District.

The School Board further believes that to meet its responsibilities to the residents and students of the community, the Superintendent or designee shall remain informed about pending legislation and actively communicate District concerns to elected representatives at the state, local, and federal level. In advocating for the passage of laws which advance the cause of student learning and achievement, school funding, and efficient and effective school operations, the Superintendent shall also recommend at times that the School Board consider and take positions on legislative issues at its regular meetings. The Superintendent is further instructed to provide the public with nonpartisan information about ballot propositions or ballot questions impacting the school community.

Violations of this policy may result in disciplinary action.

(cf. 4119.21 - Code of Ethics)

Legal References:

ALASKA STATUTES

14.03.090 Partisan, 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

15.13.145(b) Money of the state and its political subdivisions

ALASKA ADMINISTRATIVE CODE

20 AAC 10.010 - 20 AAC 10.900 Professional teaching practices commission

Adopted: 9/24/12

Revised: 4/20/26

Last Reviewed: 4/20/26

BP 4119.41 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 - 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 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.]

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.

The Superintendent or designee may reassign or grant appropriate leave to an employee who is

unable to perform his/her job responsibilities because of illness or because the employee's illness significantly endangers his/her health or safety or the health or safety of others.

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)

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

Adopted: 2/22/10

Revised: 10/20/25

Reviewed: 10/20/25

BP 4119.42 EXPOSURE CONTROL PLAN FOR BLOODBORNE PATHOGENS

The Superintendent or designee shall meet state and federal standards for dealing with bloodborne pathogens and other potentially infectious materials in the workplace. The Superintendent or designee shall establish a written Exposure Control Plan designed to protect employees from possible infection due to contact with bloodborne viruses, including human immunodeficiency virus (HIV) and hepatitis B virus (HBV).

The School Board shall determine which employees have occupational exposure to bloodborne pathogens and other potentially infectious materials. In accordance with the District's Exposure Control Plan, employees having occupational exposure shall be offered the hepatitis B vaccination.

The Superintendent or designee may exempt designated first-aid providers from pre-exposure hepatitis B vaccination under the conditions specified by state regulations.

Any employee not identified as having occupational exposure in the District's exposure determination may petition to be included in the District's employee inservice and hepatitis B vaccination program. Any such petition should be submitted to the Superintendent or designee who shall evaluate the request and notify the petitioners of his/her decision. The Superintendent or designee may deny a request when there is no reasonable anticipation of contact with infectious material.

(cf. 4119.4 - Universal Precautions)

(cf. 4157 - Employee Safety)

Legal Reference:

CODE OF FEDERAL REGULATIONS

TITLE 29 1910.1030 OSHA Bloodborne Pathogens Standards

Adopted: 2/22/10

Revised:

Kodiak Island Borough School District

BP 4119.43 UNIVERSAL PRECAUTIONS

Universal precautions shall be observed throughout the District to protect employees, students and any other persons in the school environment from contact with potentially infectious blood or other body fluids.

Universal precautions are appropriate for preventing the spread of all infectious diseases and shall be used regardless of whether blood borne pathogens are known to be present.

(cf. 4119.42 - Exposure Control Plan for Bloodborne Pathogens)

(cf. 5141.23 - Infectious Disease Prevention)

(cf. 6145.2 - Interscholastic Competition)

Legal Reference:

Occupational Safety & Health Standards

Alaska Department of Labor

CODE OF FEDERAL REGULATIONS,

TITLE 29 §1910.1030 OSHA Bloodborne Pathogens Standards

Adopted: 2/22/10

Revised:

Kodiak Island Borough School District

Kodiak Island Borough School District

E 4133

Per Diem Request

Payable to: _____ Employee No: _____

TA# : _____ Account Code: _____

Reason for Trip: _____

Location: _____

Departure Date & Time: _____ Return Date & Time: _____

Reason, if any, for early departure or late return: _____

Reimbursement requested for:

Lodging: $ _____

Meals/Food: $ _____

Transportation: $ _____

Other: $ _____

Date	Breakfast $12	Lunch $18	Dinner $30
TOTAL			

Per Diem is $60 per day and will be paid provided the traveler is in a travel status for three (3) consecutive hours in accordance within the following:

12 a.m. to 10 a.m.	$12	Breakfast
10 a.m. to 3 p.m.	$18	Lunch
3 p.m. to midnight	$30	Dinner

If any meals are provided as part of the conference or event being attended, or if the District provides any meals, the individual will not be eligible for reimbursement for those provided meals. Day trip per diem for travel on the Kodiak Island Archipelago is paid to those individuals that travel off the road system via air or boat on school district business. Overnight stays at all village sites will be reimbursed at the per diem rate per the designated times.

TOTAL REIMBURSEMENT REQUESTED: $ _____

I certify the above information is correct.

Signed: _____ Date: _____

Approved: _____ Date: _____

Is travel reimbursable? _____ By whom? _____ Amount? _____

(Rev. 08/31/04)
(Rev. 02/22/10)
(Rev. 08/17/15)

E 4020 DRUG AND ALCOHOL-FREE WORKPLACE NOTICE TO EMPLOYEES

YOU ARE HEREBY NOTIFIED that it is a violation of 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 5 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.

I have read and understand the Kodiak Island Borough School District's Drug and Alcohol Free Workplace Notice to Employees.

_____ _____

Printed Name Date

_____

Signature

Date: 07/30/09

Revised 3/2015

Kodiak Island Borough School District

E 4154 INSURANCE/HEALTH AND WELFARE BENEFITS

	Responsibility	Timeline
Plan Administrator	Provide written notice to all employees of coverage under COBRA	At commencemer of coverage
District	Notify Plan Administrator of Employee death, termination, Retirement, Medicare eligibility, or reduction in hours	Within 30 days of
Plan Administrator	Notify employee/beneficiary of option to elect continued health coverage	Within 14 days
Employee/Beneficiary	Elect to accept or refuse continuation coverage	60 days
Employee/Beneficiary	Notify Plan Administrator of a divorce, legal separation or termination of a child's dependent status	Upon occurrence

Date: 07/30/09

Kodiak Island Borough School District

E 4222 PARAPROFESIONALS WORKING IN A PROGRAM SUPPORTED WITH TITLE I FUNDS

All paraprofessionals, including teacher aides, hired after January 8, 2002, and working in a program supported with Title I funds, shall have the qualifications and duties as described in Title I of the Elementary and Secondary Act.

Paraprofessionals, including teacher aides, hired *after* January 8, 2002, shall be told in writing that:

> A new federal law requires that new teacher aides and other paraprofessionals working in a program supported with federal funds under Title I have two years of college, an Associate's Degree or higher, or pass a proficiency exam. The State of Alaska is in the process of developing procedures to implement this federal law. The Kodiak Island Borough School District has hired you contingent upon your meeting these requirements when clarified. When we receive this information, we will forward it on to you.

Paraprofessionals, including teacher aides, hired *after* January 8, 2002, shall be told in writing that:

> A new federal law requires that teacher aides and other paraprofessionals working in a program supported with federal funds under Title I meet new requirements effective January 8, 2006. This new federal law requires that paraprofessionals have two years of college, an Associate's Degree or higher, or pass a proficiency test. The State of Alaska is in the process of developing procedures to implement this federal law. When we receive this information, we will forward it on to you.

This law is re-printed below:

§1119 (c) New Paraprofessionals

> (1) **In General** - Each local educational agency receiving assistance under this part shall ensure that all paraprofessionals hired after the date of enactment of the No Child Left Behind Act of 2001 and working in a program supported with funds under this part shall have-
>
> > (A) completed at least 2 years of study at an institution of higher education;
> >
> > (B) obtained an associate's (or higher) degree; or
> >
> > (C) met a rigorous standard of quality and can demonstrate, through a formal State or local academic assessment -
> >
> > > (i) knowledge of, and the ability to assist in instructing, reading, writing, and mathematics; or
> > >
> > > (ii) knowledge of, and the ability to assist in instructing, reading readiness, writing readiness, and mathematics readiness, as appropriate.
>
> (2) **Clarification** - The receipt of a secondary school diploma (or its recognized equivalent) shall be necessary but not sufficient to satisfy the requirements of paragraph (1)(C).

§1119 (d) Existing Paraprofessionals - Each local educational agency receiving assistance under this part shall ensure that all paraprofessionals hired before the date of enactment of the No Child Left Behind Act of 2001, and working in a program supported with funds under this part shall, not later than 4 years after the date of enactment satisfy the requirements of subsection (c).

§1119 (e) Exceptions for Translation and Parental Involvement Activities - Subsections (c) and (d) shall not apply to a paraprofessional -

(1) who is proficient in English and a language other than English and who provides services primarily to enhance the participation of children in programs under this part by acting as a translator; or

(2) whose duties consist solely of conducting parental involvement activities consistent with section 1118.

§1119 (f) General Requirement for all Paraprofessionals - Each local educational agency receiving assistance under this part shall ensure that all paraprofessionals working in a program supported with funds under this part, regardless of the paraprofessionals' hiring date, have earned a secondary school diploma or its recognized equivalent.

§1119 (g) Duties of Paraprofessionals -

(1) **In General**- Each local educational agency receiving assistance under this part shall ensure that a paraprofessional working in a program supported with funds under this part is not assigned a duty inconsistent with this subsection.

(2) **Responsibilities Paraprofessionals May Be Assigned** - A paraprofessional described in paragraph (1) may be assigned--

(A) to provide one-on-one tutoring for eligible students, if the tutoring is scheduled at a time when a student would not otherwise receive instruction from a teacher;

(B) to assist with classroom management, such as organizing instructional and other materials;

(C) to provide assistance in a computer laboratory;

(D) to conduct parental involvement activities;

(E) to provide support in a library or media center;

(F) to act as a translator; or

(G) to provide instructional services to students in accordance with paragraph (3).

(3) **Additional Limitations** - A paraprofessional described in paragraph (1) -

(A) may not provide any instructional service to a student unless the paraprofessional is working under the direct supervision of a teacher consistent with section 1119; and

(B) may assume limited duties that are assigned to similar personnel who are not working in a program supported with funds under this part, including duties beyond classroom instruction or that do not benefit participating children, so long as the amount of time spent on such duties is the same proportion of total work time as prevails with respect to similar personnel at the same school.

§1119 (h) Use of Funds - A local educational agency receiving funds under this part may use such funds to support ongoing training and professional development to assist teachers and paraprofessionals in satisfying the requirements of this section.

§1119 (i) Verification of Compliance -

(1) In General - In verifying compliance with this section, each local educational agency, at a minimum, shall require that the principal of each school operating a program under section 1114 or 1115 attest annually in writing as to whether such school is in compliance with the requirements of this section.

(2) Availability of Information - Copies of attestations under paragraph (1) -

(A) shall be maintained at each school operating a program under section 1114 or 1115 and at the main office of the local educational agency; and

(B) shall be available to any member of the general public on request.

§1119 (j) Combination of Funds - Funds provided under this part that are used for professional development purposes may be combined with funds provided under title II of this Act, other Acts, and other sources.

§1119 (k) Special Rule - Except as provided in subsection (l), no State educational agency shall require a school or a local educational agency to expend a specific amount of funds for professional development activities under this part, except that this paragraph shall not apply with respect to requirements under section 1116(c)(3).

§1119 (l) Minimum Expenditures - Each local educational agency that receives funds under this part shall use not less than 5 percent, or more than 10 percent, of such funds for each of fiscal years 2002 and 2003, and not less than 5 percent of the funds for each subsequent fiscal year, for professional development activities to ensure that teachers who are not highly qualified become highly qualified not later than the end of the 2005-2006 school year.

Date: 07/30/09

Kodiak Island Borough School District

E 4119.21 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.

Date: 07/30/09

Revised 4/2014

Kodiak Island Borough School District