

MEMORANDUM

TO: NWABSD Board of Education
Members

DATE: June 23, 2026

NUMBER: 26-170

FR: Office of the Superintendent

SUBJECT: Approval of Proposed
Revisions to BP 4118
Certificated Personnel –
Suspension-Disciplinary
Action; Second Reading

STRATEGIC PLAN/BOARD GOAL:

Track 1: Operational Improvements
Initiative: Optimize Business Practices

ABSTRACT:

Board policy revisions require Board approval.

ISSUE:

At issue is to approve the second reading of the proposed revisions to BP 4118 Certificated Personnel – Suspension-Disciplinary Action.

BACKGROUND AND/OR PERTINENT INFORMATION:

The Superintendent/designee presents drafts or suggestions for board policy revisions when the law changes or specific needs occur. Policy revisions shall normally be given two readings prior to adoption by the Board.

This is the second reading of the proposed revisions to BP 4118 Certificated Personnel – Suspension-Disciplinary Action within the Personnel series.

This update clarifies what constitutes progressive discipline, and that reassignment is not necessarily disciplinary.

The Board Policy Committee reviewed the proposed changes and recommends approval.

ALTERNATIVES:

1. Approve the second reading of the proposed revisions to BP 4118 Certificated Personnel – Suspension-Disciplinary Action as presented;
2. Do not approve the second reading of the proposed revisions to BP 4118 as presented;
3. Take no final action.

ADMINISTRATION'S RECOMMENDATION:

The administration recommends the Board approve the second reading of the proposed revisions to BP 4118 Certificated Personnel – Suspension-Disciplinary Action as presented.

BP 4118 CERTIFICATED PERSONNEL - 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/~~4219.21.4319.21~~ - Codes of Ethics)

(cf. 4117.4 - Dismissal)

(cf. 4117.6 - Nonretention)

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

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

The Superintendent or designee shall document all disciplinary actions thoroughly and accurately and shall ensure that such actions are taken in a consistent, nondiscriminatory manner.

Certificated management and supervisory personnel who are not covered by a collective bargaining agreement are subject to the disciplinary procedures set forth in BP 4218, except for discipline involving dismissal or nonretention. The District will provide the statutory and policy rights afforded to all certificated staff for dismissal and nonretention actions.

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: November 20, 2018~~

Adopted: June 09, 2004

Revised: November 20, 2018

Revised:

Northwest Arctic Borough School District