

## MEMORANDUM

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**TO:** NWABSD Board of Education  
Members

**DATE:** June 23, 2026

**NUMBER:** 26-174

**FR:** Office of the Superintendent

**SUBJECT:** Approval of Proposed  
Revisions to BP  
4119.23/4219.23/4319.23  
All Personnel –  
Unauthorized Release of  
Confidential Information;  
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 4119.23/4219.23/4319.23 All Personnel – Unauthorized Release of Confidential Information.

### **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 4119.23/4219.23/4319.23 All Personnel – Unauthorized Release of Confidential Information within the Personnel series.

This update clarifies best practices regarding the release of unauthorized District information.

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

### **ALTERNATIVES:**

1. Approve the second reading of the proposed revisions to BP 4119.23/4219.23/4319.23 All Personnel – Unauthorized Release of Confidential Information as presented;
2. Do not approve the second reading of the proposed revisions to 4119.23/4219.23/4319.23 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 4119.23/4219.23/4319.23 All Personnel – Unauthorized Release of Confidential Information as presented.

## **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 ~~e~~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 ~~about students, staff, or any topic properly confined to an executive session~~ without appropriate authorization shall be subject to disciplinary action up to and including dismissal from ~~d~~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

[20 USC 1232g](#) Federal Family Educational Rights and Privacy Act of 1974

U.S. SUPREME COURT

*City of Kenai v. Kenai Peninsula Newspapers, Inc.*, 642 P.2d 1316 (Alaska 1982)

~~*Revised: March 30, 2018*~~

*Adopted: June 09, 2004*

*Revised: March 30, 2018*

*Revised:*

**Northwest Arctic Borough School District**