

BP 4119.23/4219.23/4319.23 UNAUTHORIZED RELEASE OF CONFIDENTIAL RECORDS

All Personnel

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, 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. (AR)6146.3 - College and Career Readiness Assessment Waivers)

(cf. 9321 - Executive Sessions)

Legal Reference:

ALASKA STATUTE

[14.03.115](#) Access to school records by parent, foster parent, or guardian

[14.14.090](#) Duties of school boards

[40.25.120-25.220](#) Public records; exceptions; certified copies

[23.40.235](#) Public involvement in school district negotiations

ALASKA ADMINISTRATIVE CODE

[4 AAC 06.738](#) Assessment results

[4 AAC 06.765](#) Test security; consequences of breach

UNITED STATES CODE

[20 USC §1232g](#) Family educational and privacy rights

COURT DECISIONS

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

Revised 05/2026

Revised 05/2017

Adopted: June 10, 2003

Nome Public Schools