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## BOARD POLICY

No. 2110

### 2000 ADMINISTRATION

#### 2110 Superintendent of Schools - General

The Superintendent of Schools shall be the chief executive officer of Regional School District No. 8 in the administration of the schools. As chief executive officer of the Board of Education, he/she shall be responsible to the Board of Education.

He/she shall carry out his/her duties and responsibilities in accordance with Connecticut Statutory law, requirements prescribed by the Connecticut State Department of Education, and the adopted policies of the Board of Education.

#### Legal References:

State Law: Conn. Gen. Stat. §10-157

APPROVED:	October, 1998
REVISED:	December, 2007
REVISED:	June, 2009
REVISED:	October, 2010
REVISED:	October, 2012
REVISED:	August, 2015

## BOARD POLICY

No. 2210

### 2000 ADMINISTRATION

#### 2210 Principals - General

The principal shall be directly responsible to the Superintendent of Schools and his/her designee. He/she shall work within the state statutes and Board of Education policies to administer and supervise the school to which he/she is assigned.

The teachers and all other personnel of the school shall be directly responsible to the principal for the satisfactory fulfillment of the duties assigned to them.

APPROVED:	October, 1998
REVISED:	December, 2007
REVISED:	October, 2010
REVISED:	October, 2012
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## BOARD POLICY

No. 2211

### 2000 ADMINISTRATION

#### 2211 Principals - Appointment

The Superintendent shall recommend the appointment of a principal and the Board of Education will be responsible for the appointment of the principal.

The principal shall hold his/her appointment on the basis of a valid and appropriate Connecticut certificate. He/she may vacate his/her position by filing a written resignation with the Board of Education.

APPROVED:	October, 1998
REVISED:	December, 2007
REVISED:	December, 2010
REVISED:	October, 2012
REVISED:	August, 2015

## BOARD POLICY

No. 2212

### 2000 ADMINISTRATION

#### 2212 Director of Special Education - Appointment

The Superintendent shall recommend the appointment of a Director of Special Education and the Board of Education will be responsible for the appointment of the Director of Special Education.

The Director of Special Education shall hold his/her appointment on the basis of a valid and appropriate Connecticut certificate. He/she may vacate his/her position by filing a written resignation with the Board of Education.

APPROVED:	December, 2010
REVISED:	October, 2012
REVISED:	August, 2015

## BOARD POLICY

No. 2213

### 2000 ADMINISTRATION

#### 2213 Assistant Principals - Appointment

An assistant principal, as provided for by the Board of Education, shall be appointed by the Board of Education upon recommendation by the Superintendent.

An assistant principal shall hold his/her appointment on the basis of a valid and appropriate Connecticut certificate. He/she may vacate his/her position by filing a written resignation with the Board of Education.

Legal Reference: Connecticut General Statute, Section §10-151

APPROVED: October, 1998  
REVISED: December, 2007  
REVISED: December, 2010  
REVISED: October, 2012  
REVISED: August, 2015

## BOARD POLICY

No. 2330

### 2000 ADMINISTRATION

#### 2330 Review of Administrative Decisions

The Superintendent of Schools shall have the power to act in matters not covered by Board of Education policy. Any decision of the Superintendent of Schools may be subject to review by the Board of Education at a regular or special meeting.

APPROVED:	October, 1998
REVISED:	December, 2007
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## **BOARD POLICY**

**No. 2331**

### **2000 - ADMINISTRATION**

#### **2331 Uniform Treatment of Recruiters**

Subject to the provisions of law, all recruiters, including commercial, military and nonmilitary concerns, recruiters representing institutions of higher education, and prospective employers shall be provided equal opportunities of access to students enrolled in the district's secondary school[s]. Access may be granted through programs conducted by the Guidance Department. Such programs may consist of career days, college fairs, individual school visitations, in-school recruiting].

Except as provided below, military recruiters and institutions of higher education shall, upon request, be given access to the names, addresses and telephone numbers of secondary school students.

On an annual basis, the school district will notify parents of secondary school students of their right to object to the disclosure of the student's name, address and telephone number to military recruiters or to an institution of higher education. If a secondary school student or the parent of a secondary school student objects in writing to the disclosure of a student's name, address or telephone number to a military recruiter or an institution of higher education, then the district shall not disclose the student's name, address or telephone number to a military recruiter or an institution of higher education. The objection shall remain in force until the district re-issues the annual notification referenced above, after which time the parents and/or students aged eighteen or older must inform the school district in writing again of their objection to the disclosure of the information described above.

Legal References:      Conn. Gen. Stat. §10-221b  
                                 20 U.S.C. § 7908  
                                 National Defense Authorization Act for Fiscal Year 2002, Pub. L. No. 107-107, 115 Stat. 1012.

ADOPTED:              February, 2006  
REVISED:              December, 2007  
REVISED:              June, 2008  
REVISED:              October, 2010  
REVISED:              October, 2012  
REVISED:              August, 2015



## **BOARD POLICY**

**No. 2332**

### **2000 ADMINISTRATION**

#### **2332 Retention of Electronic Records Information**

The Board of Education (the “Board”) complies with all state and federal regulations regarding the retention, storage and destruction of electronic information and records. The Superintendent or his/her designee shall be responsible for developing and implementing administrative regulations concerning the retention, storage, and destruction of electronic information and the dissemination of such administrative regulations to all employees.

## **II. USE OF E-MAIL AND ELECTRONIC COMMUNICATIONS**

The Board of Education provides computers, a computer network, including Internet access and an e-mail system, as well as any electronic devices that access the network wireless and/or portable electronic hand-held equipment that can be used for word processing, wireless internet access, image capture and recording, sound recording, information transmitting and/or receiving, storing, etc. (including but not limited to, personal laptops, Smartphones, network access devices, Kindles, Nooks, cellular telephones, radios, walkmen, CD players, I-Pads or other tablet computers, walkie-talkies, Blackberries, personal data assistants, I-Phones, Androids, and other electronic signaling devices, referred to collectively as “the computer systems”), in order to enhance both the educational opportunities for our students and the business operations of the district.

Electronic messages sent by school officials and employees as part of their work and/or by using the district’s computer systems and/or network are not private communications and are potentially subject to disclosure. Employees must understand that the Board has reserved the right to conduct monitoring of these computer systems and may do so *despite* the assignment to individual employees of passwords for system security. Any password systems implemented by the District are designed solely to provide system security from unauthorized users, not to provide privacy to the individual system user.

The system's security aspects, message delete function and personal passwords may be bypassed for monitoring purposes. Therefore, employees must be aware that they should not have any expectation of personal privacy in the use of these computer systems. This provision applies to any and all uses of the District’s computer systems, including any incidental personal use permitted in accordance with the Board’s policy and regulations regarding computer use by employees.

Any retained messages may be retrieved as part of routine monitoring by the Board, an employee investigation or a formal discovery process as part of litigation. Employees should bear in mind that e-mail messages may be retained at different locations within the computer network and that these messages are subject to retrieval. Consequently, employees should use discretion when using computers or other electronic technology to send, record or retain electronic communications and information.

## **III. RETENTION OF ELECTRONICALLY STORED INFORMATION**

## BOARD POLICY

No. 2332  
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Electronic communications on District computers or electronic communication systems shall be retained only as long as necessary. The same record retention policy that applies to paper records applies to electronically stored information, including e-mail communications. Therefore, like paper records, the content and function of an electronic record, including e-mail communications, determines the retention period for that document. The District will comply with all of the minimum standards set forth in the Municipal Records Retention Schedules, as issued by the Office of the Public Records Administrator for the State of Connecticut.

In addition to the retention guidelines established by the Board and used by school district officials and employees, all school officials and employees have a duty to preserve all records and electronic information, including records and electronic information that might otherwise be deleted or destroyed, that relate to any matter that is currently in litigation or may be anticipated to involve future litigation.

### Legal References:

Conn. Gen. Stat. §§ 1-200(5); 1-211; 1-213(b)(3)  
Conn. Gen. Stat. § 7-109  
Conn. Gen. Stat. § 11-8 et seq.  
General Letters 98-1, 96-2 and 2001-1 of the Public Records Administrator  
Record Retention Schedules Towns, Municipalities and Boards of Education

ADOPTED:	January, 2008
REVISED:	November, 2008
REVISED:	October, 2010
REVISED:	January, 2012
REVISED:	December 2012
REVISED:	August, 2015

## **ADMINISTRATIVE REGULATIONS 2332**

### **RETENTION OF ELECTRONIC RECORDS AND INFORMATION**

#### **I. RECORDS CUSTODIAN**

These regulations are designed to assist in implementation of Board Policy 2332 regarding the retention of electronic records and information. These regulations supplement and do not replace District policy relating to education records.

The Superintendent of Schools shall designate a Records Custodian who will be responsible for implementation of District policies and regulations for the retention of records, including e-mails and electronically stored information.

#### **II. DEFINITIONS**

- A. E-mail is a means of sending messages between computers using a computer network or over a modem connected to a telephone line. This information consists primarily of messages, but may also include attachments such as calendars, directories, distribution lists, sound recordings, photographs, images, word-processing documents, spreadsheets, and other electronic documents. E-mail is stored in a digital format rather than on paper and is retrievable at a future date.
- B. Electronically stored information is information that is fixed in a tangible form and is stored in a medium from which it can be retrieved and examined. It can consist of writings, drawings, graphs, charts, photographs, sound recordings, images, and other data or data compilations stored in any medium from which information can be obtained into useable form.
- C. Public Records are any recorded data or information relating to the conduct of the public's business prepared, owned, used, or received by a public agency, whether such data or information is handwritten, typed, tape-recorded, printed, photostatted, photographed or recorded by any method.

#### **III. E-MAIL CLASSIFICATION**

The same record retention policy that applies to paper records applies to electronically stored information, including e-mail communications. Therefore, like paper records, the content and function of an electronic record, including e-mail communications, determines the retention period for that document. The District will comply with all of the minimum standards set forth in the Municipal Records Retention Schedules, as issued by the Office of the Public Records Administrator for the State of Connecticut.

Further guidance on the retention of e-mail messages sent and received by school officials is provided by classifying e-mails into one of three categories. Retention guidelines for each of these categories are as follows:

Transitory	Transitory messages are not essential to the fulfillment of statutory obligations or to the documentation of District functions. Employees and Board elected officials who receive or
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retain transitory communications may delete them at will without obtaining prior approval from the Records Custodian.

Less than  
Permanent

Messages other than transitory messages may fall into the category for less than permanent or permanent retention based on the District records policy. Follow the retention period for equivalent hard copy records as specified in the District's records retention guidelines. The retained record must be in hard copy or in an electronic format which can be retrieved and interpreted for the retention period. When there is doubt over the retrievability of an electronic record during the duration of that record's retention, the record should be printed out. Electronic records falling into the Less than Permanent category may be deleted only after making and retaining a hard copy or after obtaining signed approval from the Office of the Public Records Administrator. Either the hard copy or the electronically stored information must be retained for the minimum retention period as set out in the Municipal Records Retention Schedules.

Permanent

Records must be retained permanently. The electronic record may be deleted after a hard copy printout is made or after it is stored as microfilm that meets microfilm standards issued in General Letter 96-2 of the Public Records Administrator. The retained information must be readable without further decoding.

#### **IV. RETENTION OF ELECTRONIC RECORDS**

E-mail and electronically stored information will be archived by the District for their required retention period using method(s) approved by the Records Custodian, which may include the following:

1. Print message or record and store in appropriate hard copy file.
2. Place in computer folders and save on hard drive.
3. Save to a removable disk which is then stored in an appropriate location.
4. Transfer to an automated records management software application.
5. Manage at the server by an automated classification system.

The Records Custodian will be responsible for working with the District Systems Administrator to implement a schedule and system for reviewing electronically stored information. This review shall occur at least annually. No system wide process for automatic deletion of electronic information will be implemented without notice to any individual who may have such information and each such individual will verify that they have reviewed and archived information that must be retained. Following this review, all e-mails and/or electronically stored information that have not been archived according to District policies and procedures shall be designated for deletion or archiving, and the affected District employees will be notified about the procedures to be followed to implement this process. The Records Custodian or his/her designee shall follow up with notified employees to ensure compliance.

Additionally, the Records Custodian, working with the District Systems Administrator, shall ensure that any process for automatic deletion of electronic information from the system will not delete information stored in folders and/or system locations that have been designated as appropriate for archiving electronically stored information.

Legal References:

Conn. Gen. Stat. §§ 1-200(5); 1-211; 1-213(b)(3)

Conn. Gen. Stat. § 7-109

Conn. Gen. Stat. § 11-8a et seq.

General Letters 98-1, 96-2, 2001-1 and 2009-2 of the Public Records Administrator  
Record Retention Schedules Towns, Municipalities and Boards of Education

## BOARD POLICY

No. 2333

### 2000 ADMINISTRATION

#### 2333 Holds on the Destruction of Electronic and Paper Records

The Board of Education (the “Board”) complies with all state and federal regulations regarding the retention, storage and destruction of electronic information and paper records. The Superintendent or his/her designee shall be responsible for implementing administrative regulations concerning the placing of a “hold” on electronic and paper records that may reasonably be anticipated to be subject to discovery in the course of litigation.

All school officials and employees have a duty to preserve all paper records and electronic information, including records and electronic information that might otherwise be deleted or destroyed, that relate to any matter that is currently in litigation or may be anticipated to involve future litigation.

The Superintendent or his/her designee shall be responsible for developing and implementing administrative regulations to preserve records, including e-mails and electronically stored information, that could potentially be related to any matter that is currently in litigation or may be anticipated to result in future litigation. Such regulations shall identify those individuals responsible for identifying those matters for which records must be preserved as well as developing procedures, with the help of technical staff, for the preservation of electronically stored information.

Legal References: Rules 34 and 45 of the Federal Rules of Civil Procedure  
General Letter 2009-2 of the Public Records Administrator Record Retention  
Schedules Towns, Municipalities and Boards of Education

ADOPTED: January, 2008  
REVISED: October, 2010  
REVISED: December, 2011  
REVISED: October, 2012  
REVISED: August, 2015

## **ADMINISTRATIVE REGULATIONS 2333**

### **Holds on the Destruction of Electronic Information and Paper Records**

#### **I. RECORDS CUSTODIAN**

These regulations are designed to assist in implementation of Board Policy 2333 regarding holds on the destruction of electronic information and paper records. The Superintendent of Schools shall designate a Records Custodian who will be responsible for implementation of District policies and regulations for the preservation of paper records and electronically stored information, including e-mails.

#### **II. HOLDS ON THE DESTRUCTION OF ELECTRONIC INFORMATION AND PAPER RECORDS**

Upon receipt of notice that the District is involved in litigation as a party to a lawsuit, the District is issued a subpoena by a party to a lawsuit in which it is not a party, or if the District receives information that would lead a reasonable person to anticipate the possibility of litigation, the Records Custodian is to immediately take steps to ensure that any paper records and electronically stored information that could be related to the litigation or potential litigation are preserved from deletion or destruction. Actions to preserve records and electronically stored information shall include, but are not limited to, the postponing or canceling of any automatic deletion of electronically stored information until relevant information and documents can be identified and stored, notification to employees of a "litigation hold" to prevent the deletion and destruction of documents that might be related to the litigation or potential litigation, and the identification of documents and information that are subject to preservation. This litigation hold triggers the duty to preserve documents, such as transitory messages, that otherwise could be deleted under the district's record retention policy.

The Records Custodian shall issue a "litigation hold" memorandum that specifically describes the types of documents and information that must be preserved and describes how those materials are to be identified, maintained and stored. The memorandum shall specifically state that the duty of preservation is ongoing and that it is the responsibility of employees to continue to identify and preserve relevant documents until notified via a subsequent memorandum that the litigation hold is no longer in effect. All employees who are sent a "litigation hold" memorandum are to acknowledge receipt and understanding of the memorandum in writing, which may be in the form of an e-mail response. A copy of any "litigation hold" memorandum shall be sent to the District IT department.

The Records Custodian shall be responsible for the collection and coordination of the retention of documents that are subject to the litigation hold, including electronically stored information. He/she shall work with the District's IT personnel to ensure compliance with the litigation hold. Specifically, the Records Custodian shall determine the types of electronically stored information that exist and where that information is maintained, identify where both identified paper documents and electronically stored information will be stored, and implement procedures to ensure that District employees are complying with the litigation hold. No system wide process for automatic deletion of electronic information will be implemented while a litigation hold is in effect without prior notice to the Records Custodian and verification by the Records Custodian that the deletion process will not destroy documents or information that is subject to a litigation hold. The Records Custodian may need to periodically reissue the "litigation hold" memorandum and will ensure that the "litigation hold" memorandum is provided to new employees who may have access to relevant information. Finally, the Records Custodian shall ensure that all steps taken by the District to identify and preserve relevant information are documented.

Legal References:

General Letters 96-2, 2001-1, 2009-2 of the Public Records Administrator  
Record Retention Schedules Towns, Municipalities and Boards of Education  
Rules 34 and 45 of the Federal Rules of Civil Procedure  
Silvestri v. General Motors Corp., 271 F.3d 583 (4<sup>th</sup> Cir. 2001)



**NOTICE REGARDING A LITIGATION HOLD**  
**CONCERNING ELECTRONIC INFORMATION AND PAPER DOCUMENTS**

This memorandum places a “litigation hold” on all documents, both paper and electronically stored information, concerning . Materials that fall under this litigation hold include, but are not limited to, e-mail, word processing documents, spreadsheets, databases, calendars, voice mail, internet usage files and network access information and any other material deemed necessary by the Superintendent. All District employees are to immediately suspend any and all document destruction, including any scheduled document destruction or electronic information deletion programs, for any materials that might fall within the parameters of this memorandum. If you have questions as to what materials are subject to the litigation hold, you are to contact the Records Custodian Robert Siminski, Superintendent.

If you are in possession of materials subject to this litigation hold, you shall take steps to preserve and store these materials. Paper documents are to be copied and segregated in a separate hard copy file. Electronic information is to be stored in computer folders and saved on the network drive and/or saved to a removable disk which is to be clearly marked and stored in a safe and appropriate location [the school district can develop its own set of storage guidelines for identified materials]. Under no circumstances are you to destroy or delete materials, documents or electronic information that might be subject to this litigation hold without the written permission of the Records Custodian.

You must give prompt attention to the issues addressed in this memorandum, specifically the responsibility to identify and preserve documents and electronic information concerning . Serious consequences may result from the failure of District employees to take immediate and reasonable precautions to properly preserve information. Therefore, you must acknowledge your receipt and understanding of this memorandum in writing or via e-mail.

The restrictions put into place by this memorandum are ongoing until you receive notice in a memorandum from the Records Custodian that the litigation hold is no longer in effect. You are encouraged to direct any questions concerning this memorandum to the Records Custodian.

08/2010