

4.24.24

Memo

To:
Branford Board of Education
Policy Committee

From:
Allison K. Moran,
Assistant Superintendent of
Schools

Re:
Recommended Policy Revisions

CC:
Christopher Tranberg, Ph.D.,
Superintendent of Schools

Recommended April Policy Revisions

The following policy revisions are recommended by Shipman & Goodwin based on legislative changes and are designed to ensure legal compliance and consistency.

2200 Retention and Disposition of Records and Information (formerly titled Retention of Electronic Records and Information)

Legal Context from Shipman: This policy and the accompanying regulations have been revised to address the retention and disposition of paper records, as well as electronic records. We have also revised this policy and the accompanying regulations to reflect the Office of the Public Records Administrator's (the "OPRA's") April 3, 2023 guidance, which addresses the disposition of original paper records after such records have been scanned. Previously, districts were only permitted to dispose of original paper records after they completed the RC-075.1 form and received authorization from the OPRA. The OPRA's new guidance allows districts to bypass this process, but only after the district has (1) developed a district-specific digitization policy that meets OPRA's requirements and (2) submitted such digitization policy to the OPRA. The digitalization policy must include, among other things, requirements for the destruction of original records. While the guidance does not expressly require the OPRA's approval, we recommend that districts pursuing this process obtain written confirmation and seek approval from the OPRA prior to using the alternative method for disposing of original source records that have been digitalized.

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5550 Homeless Children and Youth

Legal Context from Shipman: The U.S. Department of Education Office for Civil Rights recently released two fact sheets regarding protecting access to education for unaccompanied children and migratory children. In light of these fact sheets, we have revised our model administrative regulations to specifically address students who are English learners/multilingual learners and families who have limited English proficiency. We also made technical revisions for clarity.

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Enrollment in an Advanced Course or Program and Challenging Curriculum

Legal Context from Shipman: The U.S. Department of Education Office for Civil Rights recently released a fact sheet regarding meaningful participation in advanced coursework and specialized programs for students who are English learners. In light of this fact sheet, we have revised our model policy and administrative regulations to specifically address students who are English learners/multilingual learners and to include additional optional sections related to reducing barriers to opportunities for advanced courses and programs for English learners/multilingual learners.

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RECOMMENDED NEW POLICY**5725 THE AWARDING OF POSTHUMOUS HIGH SCHOOL DIPLOMAS**

The Branford Board of Education acknowledges the profound impact of an untimely death of a senior student during their final year of high school. In recognition of the dedication, effort, and potential of the deceased student, the Board grants the high school principal discretion to award an honorary diploma posthumously.

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