

Policy Committee Meeting
March 10, 2020
5:30 pm at Lincoln Center

1. Policies – Jessica & Charlos
 - 5020: Visitors to Schools
 - 4401: Shortened Instructional Day

2. Joal/Pam/Ken
 - Begin draft of Whistleblower Policy



TO: Board of Education Policy Committee

FROM: Jessica O'Donovan and Charlos Banks

RE: Policy 5020 and 4401

Date: March 10, 2020

Policy 5020: Visitors to the Schools

Concerns have been raised from school staff, families and outside service providers with regards to clarification about access to students and permission to deliver services and/or observations during the instructional day. Current practices indicate that school staff are referring to this policy and in most cases not permitting services and/or observations during instructional hours.

Additional consideration for updates to this policy involve the confidentiality of all students, specifically our students served under the Exceptional Children's program.

School administrators are asking for clarity regarding how to handle specific requests from outside service providers to access, serve, and/or observe students during the instructional school day.

Policy 4401: Shortened Instructional Day

We currently have 37 students (8 elementary and 29 secondary) attending The Hill Center for a portion of the instructional day. Questions have been raised from school leaders and central office staff regarding whether these families should be submitting a [Shortened Instructional Day Request Form](#) to principals to obtain permission and ensure that these dually enrolled students are meeting the requirements of Policy 4401. This policy was updated in July 2019 to allow for additional flexibility in scheduling. Submitting the Request Form has not been the practice since the revision of the policy occurred.

Administration is seeking clarity regarding how to handle students attending The Hill Center with regards to Policy 4401.

Policy Code: 4401 Shortened Instructional Day

In order to meet the unique and individualized needs of students, the Board of Education authorizes a shortened instructional day for enrolled students as set forth by this policy.

In accordance with guidelines established by the North Carolina Department of Public Instruction, School Attendance and Student Accounting Manual, local boards of education may choose to admit students for a portion of the school day, including those who are enrolled in home schooling.

Students in the three categories described below are eligible for consideration for a shortened instructional day.

1. Physical, emotional, or exceptional education needs that necessitate a shortened day. This category includes:

- a) Students with an IEP or 504 plan documenting a need for a shortened instructional day
- b) Students who are medically fragile
- c) Students who are temporarily unable to attend school for the full day due to a medical condition

2. Academic Hardship: This category includes students who have extraordinary educational or personal circumstances that prevent them from coming to school for a full day. Examples include, but are not limited to circumstances in which:

- a) A student is enrolled in an internship program and must use public transportation to the site in order to meet requirements for the course of study. The student needs additional travel time to get to the internship site
- b) A student must work in order to support himself or herself to the extent that the student would otherwise not be able to remain enrolled in school without a shortened instructional day, and is very likely to drop out

3. Other circumstances: Any student may apply for a shortened instructional day if the student has extenuating circumstances that document a full instructional day is inappropriate for the student. Counselors and administrators should provide students guidance as to the courses they should take during a school year in order to retain an appropriate level of challenge, be successful, and maintain the required instructional schedule. A rigorous academic program, in and of itself, does not meet the requirement for a shortened instructional day.

DEFINITION OF SHORTENED INSTRUCTIONAL DAY

The Board shall establish through regulation the beginning and end of the instructional day. Each principal is charged with ensuring that the instructional day requirements set forth by the Board are met for our students. The instructional day is defined as follows:

The instructional day includes the standard instructional day, courses that are offered before the regular school day, or approved courses taken via distance learning modes, such as web based courses, correspondence courses, apprenticeships, internships, and college and university courses.

Students must be enrolled for and attend a minimum of half the instructional day (e.g., 4 periods in a 7-period schedule; 2 periods in a 4-period block schedule) in order to meet the minimum requirement for a shortened instructional day.

(In all cases, the student is assigned to a teacher for the primary purpose of instruction and supervised by a current member of the faculty.) [Reference Policy 3101]

Approved: March 22, 2002

Revised: July 18, 2019

Chapel Hill-Carrboro Schools

The board encourages the community and parents to be involved in and support the schools and the educational program.

A. Opportunities

To encourage involvement, the following opportunities are provided to visit the schools:

1. Visitors are welcome at the schools to observe and learn about the educational program.
2. Other school districts' board members and personnel who wish to observe the district's schools should make arrangements with the superintendent's office.
3. Visitors are encouraged to use facilities made available to the public, such as the media centers or meeting space, as provided in board policy 5030, Community Use of Facilities.
4. Visitors are invited to attend public events, such as athletic events, musical programs, and dramatic productions.

B. Requirements of Visitors to the Schools

While visitors are welcome, the paramount concern of the board is to provide a safe, orderly and inviting learning environment in which disruptions to instructional time are minimized. The superintendent and each principal may establish and enforce reasonable rules to address this concern. In addition, the following requirements apply:

1. All school visitors during the school day must report immediately to the administrative office at the school for permission to be in the school. Each principal is responsible for ensuring that signs are posted in the school to notify visitors of this requirement.
2. Parents are welcome to visit classrooms, and arrangements should be made in advance with the teacher. Non-routine requests to observe in classrooms should be submitted in advance to the principal.
3. Board members or personnel visiting from other school districts arriving at schools unannounced should be directed by school personnel to the superintendent's office, unless the visit is to a single school and the principal has granted permission to visit and has notified the superintendent.
4. School visitors are expected to comply with all school rules and school board policies. Any individual who disrupts the educational environment, acts in a disorderly manner, damages school property or violates board policy or law, may be requested to leave. Such individuals also may be prosecuted and may be prohibited from attending any other events sponsored by the school district for the remainder of the year.

5. Persons who are subject to Policy 5022 Registered Sex Offenders, must comply with the provisions of that policy.

C. Requirements of Staff and Students

1. Any staff member who sees an individual in a school who has not received permission must either direct the individual to the administrative office or notify the principal, depending on circumstances.
2. Any staff member who suspects that an individual is on school property in violation of Policy 5022 Registered Sex Offenders must immediately notify the principal, designee, or school resource officer.
3. Students should notify any staff member of any unusual or suspicious behavior that may endanger safety. Staff must report immediately to the principal any student's information or their own observation of such behavior.

Legal References: G.S. 14-132, -132.2, -159.11, -159.12, 159.13, -208.18; 115C-523, -524, -526

Cross References: Registered Sex Offenders (policy 5022), Prohibition of Alcoholic Beverages/Drugs/Smoking (policy 5025), Weapons and Explosives Prohibited (policy 5027), Community Use of Facilities (policy 5030)

Adopted: 5/6/99

Revised: 10/15/08, 3/5/09