**Proposed CAC Student Handbook Changes**

BOE approved policies and policy updates have also been added/changed in the CAC Student Handbook.

Current:

**TELEPHONE USAGE**

The telephones at school are to be used for school business only. Students are permitted to use the phone only after receiving permission from school personnel. Students will not be permitted to call parents to obtain permission to change after-school plans. Arrangements to ride or go home with friends should be made in advance.

Proposed:

**TELEPHONE USAGE**

The school phones are to be used for school business only. Students are permitted to use the phone only after receiving permission from school personnel. Students will not be permitted to call parents to obtain permission to change after-school plans. Arrangements to ride or go home with friends should be made in advance.

Student cell phones are to be turned off and placed in a book bag or locker throughout the school day. Use of cell phones without permission from school personnel may result in a consequence which may include a detention and/or parent retrieving the device from a school administrator.

Current:

**TEXTBOOKS, MATERIALS, AND LIBRARY BOOKS**

     USD 434 schools have a textbook rental program, with rental fees established and collected each year for the use of the books.  A fee may also be charged to cover the cost of consumable materials related to the curriculum.

     Any book lost or badly damaged is the responsibility of the individual student.  Compensation for lost or damaged books is based on the replacement cost.

     Library books and periodicals checked out to a student are also the responsibility of the student.  Students will receive notice when books are overdue.  When books are long overdue, parents will receive notice of the replacement cost of the book or materials if not returned.

Proposed:

**CURRICULAR RESOURCES, MATERIALS, and LIBRARY BOOKS**

     USD 434 schools utilize numerous paid online resources as well as consumable materials related to the curriculum.  Resource fees help cover these expenses.

     Students are responsible for books and periodicals checked out from the school library.  A notice will be given when books are overdue.  If not returned in a reasonable amount of time, parents will receive notice of the replacement cost for the overdue materials.

Current:

**VIDEOS**

Videos rated “G” or “PG” may be shown by teachers at appropriate times.

Proposed:

**VIDEOS**

Videos may be utilized for educational purposes. If “PG” rated movies are to be shown, **prior** parental notification is required. All videos must be previewed by the teacher **prior** to student viewing. Use of videos should be held to a minimum and consistent with instructional objectives.

Current:

**VISITORS**

Parents and grandparents are invited to visit the school. Prior notification is appreciated by the classroom teacher. Visitors are required to sign in with the office when they arrive and to sign out when they depart. For security purposes, visitors are asked to wear a badge/ribbon designating them as a visitor. The badges are obtained in the office at the time of sign in.

Parents/grandparents wishing to speak with their students should make arrangements through the school office. Emergency messages are delivered immediately, while messages of a non-emergency measure are delivered at the end of the day.

Students from other schools are not allowed to visit classrooms without prior permission of the building principal.

Proposed:

**VISITORS**

Parents, grandparents, and community members are invited to visit the school. Prior notification is appreciated by the classroom teacher. Visitors should enter through the north front door and are required to sign in with the office upon arrival and to sign out when they depart. Guests must have State issued identification, such as a driver’s license, to be scanned to obtain a visitor badge which is to be worn while in the building.

Parents/grandparents wishing to speak with their students should make arrangements through the school office. Emergency messages are delivered immediately, while messages of a non-emergency measure are delivered at the end of the day.

Students from other schools are not allowed to visit classrooms without prior permission of the building principal.