

# **Parent Handbook**

A Quick Guide

For

## **Carson High School**

## **Parents**





## CARSON HIGH SCHOOL

1111 N. Saliman Road

Carson City, NV 89701

Phone: 775-283-1910

[www.carsonhigh.com](http://www.carsonhigh.com)

### WELCOME

Dear Parents and Families,

It is my great pleasure to welcome you to Carson High School (CHS), a place of learning filled with a great faculty and staff, embraced with a positive and inviting culture. The mission of Carson High School is reflective of its high expectations and standards:

*Carson High School challenges students to achieve their greatest potential for future success.*

This informational packet was created to assist you and your student on your educational journey at CHS. Throughout the packet, the term “parents” is used as an inclusive term to include all caregivers responsible for CHS students. While the most up-to-date information can always be found at our website, [www.carsonhigh.com](http://www.carsonhigh.com) (in English and in Spanish), it is my hope that this packet will serve as a valuable resource for you, as your student moves forward along the path towards high school graduation. When you visit Carson’s website, I recommend you review the course catalog and student handbook for some additional and valuable information.

Warm regards,

**Tasha Fuson, CHS principal**

# TABLE OF CONTENTS

Please visit [www.carsonhigh.com](http://www.carsonhigh.com) for additional information and current events.

## Contents

<b>BEFORE SCHOOL STARTS</b> .....	4
<b>Athletics</b> .....	5
<b>Attendance and Truancy</b> .....	6
<b>Bell Schedule</b> .....	7
<b>Clubs and Organizations</b> .....	8
<b>Counselors and Safe School Professionals (SSPs)</b> .....	9
<b>Dress Code</b> .....	10
<b>Library and Learning Lounge</b> .....	11
<b>Parent Nights and Engagement</b> .....	12
<b>Progressive Discipline</b> .....	13
<b>SafeVoice and Secret Witness</b> .....	14
<b>School Safety</b> .....	15

## BEFORE SCHOOL STARTS

Before school starts, you and/or your students should:

- **Update contact information** on Infinite Campus each year. Please keep in mind that parents must update their contact information on Infinite Campus each year prior to the students receiving their schedules.
- **Check for dates of important events** at [www.carsonhigh.com](http://www.carsonhigh.com) for the relevant dates.
- Plan on attending either **Senator Kick-Off** (for 10<sup>th</sup> – 12<sup>th</sup> graders) or **Freshmen Orientation/Parent University**.
  - **At Senator Kick-off**, students can get the following: 1) student schedule; 2) student parking pass (with proof of driver's license and a small fee), 3) gym clothes (if needed, for a small fee; see counselor if support needed), and 4) Chromebooks.
- **Freshmen Orientation/Parent University** take place at the same time. While students are getting a welcome/introduction by student leadership, Administrators are welcoming and providing essential information to parents and families. Students new to CHS are welcome.
- **Become familiar with the Dress Code at CHS.** Previously, your child may have attended a school with Standard Student Attire (SSA). Since there is no SSA at CHS, students will need to make choices that are appropriate to the learning environment and that don't violate the dress code. In general, students should dress modestly.
- **Read and understand the rules at CHS.** Students entering the 9<sup>th</sup> grade are issued planners which also serve as student handbooks in their Freshmen Transitions courses. Planners are also available at the Student Store in Senator Square. The Student Handbook is also published at [www.carsonhigh.com](http://www.carsonhigh.com). Students are expected to know and abide by the rules in order to provide a healthy and safe learning environment.

## ATHLETICS

Carson High School has a robust athletic program. Carson High School encourages all students to participate in school athletics and activities because they play an important role in the development of the whole person. Participation in activities can enhance students' academic growth because active membership in an activity and maintenance of strong grades requires the disciplines of good time management and focused attention. Participation in activities complements students' academic growth by providing opportunities to develop talents and abilities outside the classroom and to cultivate the communication and teamwork skills needed for positive relationships. Students at Carson High can choose from a wide range of Athletic programs:

Fall	Winter	Spring
Football	Boys/Girls Basketball	Baseball
Boys/Girls Soccer	Wrestling	Softball
Cross Country	Skiing	Track
Volleyball	Cheer	Boys Golf
Cheer		Swimming
Boys/Girls Tennis		
Girls Golf		

Athletes that participate in NIAA (Nevada Interscholastic Activities Association) must maintain academic eligibility. Athletes must have a GPA of 2.0 or higher and no F's to stay eligible to participate. CHS conducts periodic random drug testing throughout the year. All athletes once on a roster will be subject to random testing, even though they are no longer on a team roster throughout the year.

Athletic RMA (Register My Athlete) Clearance Students only have to complete RMA registration once a year and (register for a sport) per season. Once a year, Carson High School provides an Athletic Physical night prior to the fall season. Physicals are required every two years, and must be completed on the official NIAA Pre-Participation Physical Evaluation Form D.

## ATTENDANCE AND TRUANCY

### Attendance

Attending school regularly and on time is an important element of student success. Please remember that the first bell rings at 7:35 am. Any student arriving after 7:40 am will be considered tardy to first period and will need a hall pass from the Attendance Office before going to class. From time to time, however, students need to miss school for legitimate reasons, such as illness and medical appointments. Please remember to call the Attendance Office at 775-283-1910, or send a note, to excuse your student's absence within three (3) days of the absence. If you call after school hours, please include the following in the message: 1) Student's legal name (spell, please) and grade, 2) Your name and relationship to the student, and 3) Date(s) and reason for absence.

### Truancy

Please keep in mind that unexcused absences will remain unexcused after three (3) days and may be considered truant. Students who are truant are absent without permission from a parent/guardian or the school. Additionally, students missing 1/3 or of a class may also be considered truant. Students who have four (4) or more confirmed truancies may be called before the Student Attendance Review Board (SARB).

### Appointments and Leaving Campus

Carson High is a closed campus, except for seniors who are on track to graduate. This means that freshmen, sophomores, juniors, and credit-deficient seniors may not leave the campus during school hours unless a parent/guardian checks them out at the Attendance Office. Please try to call or send a note at least one day before the appointment so students can be issued a pass, be excused from their classes, and be ready for pick up when you arrive. Please note, however, that students will not be called out of class during final exams. Please try to arrange student appointments so they don't conflict with final exams.

## BELL SCHEDULE

CHS school schedule operates on a 90- or 95-minute block schedule. Students attend “A” day classes on “A” days and “B” day classes on “B” days. Students also attend each day a class, called AB 55, which is 55 minutes in duration. If a student is not sure if it’s an A day or a B day, it is posted on the TV monitors in Senator Square as well as the home page at [www.carsonhigh.com](http://www.carsonhigh.com) each day.

Regular Bell Schedule	
7:35 am – First Bell	
7:40 – 9:15 am	<b>Blocks A1 or B2:</b> 95 minutes (Blocks rotate and meet every other day)
9:15 – 9:25 am	<b>Nutrition Break:</b> 10 minutes (Bell rings at 9:20 am to return to class)
9:25 am – 10:55 am	<b>Blocks A3 or B4:</b> 90 minutes (Blocks rotate and meet every other day)
10:55 am – 11:30 am	<b>Lunch:</b> 35 minutes (Bell rings at 11:25 am to return to class)
11:30 am – 1:00 pm	<b>Blocks A5 or B6:</b> 90 minutes (Blocks rotate and meet every day)
1:00 pm – 1:10 pm	<b>Passing Period:</b> 10 minutes
1:10 pm – 2:05 pm	<b>AB55:</b> 55 Minutes (Class meets daily)

### Early Release Days

Throughout the year, students at Carson High have Early Release days on which they are released at 1:00 pm. The schedule remains the same, but there is no AB 55 on those days.

### Minimum Days

There are, on occasion, Minimum Days, at Carson High on which students are released at 11:25 am. On these days, students will not have a lunch period.

## CLUBS AND ORGANIZATIONS

It is highly recommended that all students get involved at school and in school activities. In addition to various sports, CHS offers a myriad of clubs and organizations that your student can join based on student interests. Each year, new clubs and organizations are added. Counselors can help with finding an organization that is right for your student.

Here is a partial list of the clubs and organizations at CHS:

Band	Bowling
Blue Crew	Choir
Class of 2022, 2021, 2020, 2019	College Collections
Creating Writing	FBLA
Fellowship of Christian Athletes (FCA)	FFA
Gay Straight Alliance (GSA)	Mountain Biking Club
National Honor Society	National Restaurant Association
One Up	Orchestra
Robotics	SAGE Club
Senator Pride	Skills USA
Social Club Speech and Debate	Speech and Debate
STUCO	Sunrise Club
Boys' and Girls' Club Partnership	And more!





## COUNSELORS AND SAFE SCHOOL PROFESSIONALS

Carson High School is fortunate to have a variety of professionals to guide and support you and your students during their educational journey.

### Counselors

Counselors are experts in academic advising. They help all students in the areas of academic achievement, personal/social development and career development. They handle four year academic planning, classroom guidance, and responsive services including individual, small group and crisis counseling, as well as college and career counseling. Counselors provide referrals to SSPs or outside community resources when deemed appropriate. They consult with teachers, parents, and staff in order to advocate for student needs, and they also coordinate college visits, scholarships, AP/ACT/SAT testing. Counselors meet with each student on their caseload to review credits, academic plans, and post high school plans. If you need to speak to a counselor, please call 775-283-1915.

### Safe School Professionals (SSPs)

Safe School Professionals (SSPs) are behavioral health professionals. They assist students by identifying and addressing any barriers to the academic and emotional success of your student at school, at home, or in the community. SSPs work closely with guidance counselors, teachers and administration to support students and family. They receive referrals from counselors, then meet with students individually and/or in groups. They present information in the classrooms. SSPs collaborate with staff to continue providing a safe and respectful learning environment for all students. SSPs may even make home visits if students are struggling with school attendance on a consistent basis. They help parents connect to community services when necessary. Students can visit an SSP up to two (2) times before needing written consent from parents.

## DRESS CODE

Carson High School does not have Standard Student Attire (SSA); however, students are expected to dress appropriately at CHS. The Student Dress Code was enacted to promote a respectful learning environment that is free from distractions. In general, clothing should be modest; avoid showing too much skin. Before your student leaves for school in the morning, please make sure they are not violating any of the dress code rules.

- Any attire associated with gangs, tobacco, drugs, alcohol, or discrimination is prohibited.
- Undergarments (bras, underwear, boxer shorts, etc.) should NOT be visible.
- Shoes MUST be worn at all times. Pajamas and slippers are NOT allowed.
- Blouses/shirts should NOT show cleavage, and skin should NOT be showing at the midriff.
- Halter-tops, backless shirts, sleeveless shirts and strapless garments are not allowed. Shirts MUST have sleeves and cover the shoulders.
- Hats, caps, hoods, bandanas, scarves, sunglasses and gloves must NOT be worn in school buildings.
- NO face painting concealing identity is permitted (unless part of a school approved activity).
- Chains or other heavy apparel may NOT be worn.
- Trench coats may NOT be worn.
- NO skirts, dresses, or jeans with holes may reveal skin above the fingertips when arms are extended along the student's sides.

Deans will issue brown shirts and/or pants for violations of the dress code and assign progressive discipline. Students may NOT call their parents for a change of clothes, for the goal is to get the student back to class as soon as possible.

## LIBRARY AND LEARNING LOUNGE

<http://chsenatorslibrary.weebly.com/>

Your CHSenators Library and Learning Lounge offers both print and digital books and so much more! Students can create a makerspace, relax in the learning lounge, print, research with databases, and, of course, find a great read! The library is open 7:00 am – 3:00 pm and is a welcoming space to enjoy lunch. If Chromebook support or repair is needed, technicians in the library are available. Repairs fees may be applicable. For fee concerns, please speak with your Guidance Counselor or Dean. Visit the CHSenators Library webpage for access to databases, literature, Chromebook support and more.



## PARENT NIGHTS AND ENGAGEMENT

At CHS, there are a myriad of special nights and resources for parents, as well as many opportunities to get involved and share their voice in their students' education.

### Open House

Each year, Carson High Welcomes parents and families to visit Carson High School and their students' teachers. It's a great time to meet your student's teachers and become more familiar with the facility. You will also experience some of Carson's wonderful fine arts programs through various student performances. Additionally, many community partners will be hosting booths in Senator Square for the annual "Open House, Open Hearts" event, sharing their services and resources. Look for the date on the front page of Carson's website, [www.carsonhigh.com](http://www.carsonhigh.com).

### PTA

Parents may join the PTA at Carson High. Parents, teachers, students and administrators meet on the 2<sup>nd</sup> Monday of each month at 5:30 pm in the Carson High Library during the school year to exchange ideas and concerns that may impact student achievement, health, safety and welfare. The PTA is a valuable forum for stakeholders to share their voice to the CHS community. The PTA is involved in programs and activities that benefit CHS teens, such as the Reflections Art & Literature Contest, College Students Interview Panel, Senior Projects, Staff Appreciation, Academic and Club support, and scholarships. Membership costs only \$6 per school year. Members pay the student price for all events hosted by CHS. Please lend your voice and join the community!

### Community PLCs

Parents may also share their voice at the District's Community Professional Learning Communities (PLCs) which meets quarterly at the Carson High School Library from 6:00 – 7:30 pm. If interested, contact the district office for upcoming meeting dates.

## PROGRESSIVE DISCIPLINE

For everyone's safety, students are expected to know and follow all rules, regulations and policies at CHS. When students fail to follow the rules, it can disrupt the learning environment and interfere with classroom instruction. Each teacher is required to follow a progressive discipline plan. This means that consequences for not following the rules becomes progressively more severe with each offense. When classroom interventions fail to work, a referral to the Deans' Office may become necessary. Sometimes, student actions are so egregious that a referral to the Deans' Office on the first offense is necessitated.

If you have concerns regarding your student's classroom performance – either behaviorally and/or academically -- it is highly recommended that you begin by contacting your student's teacher. Often, email is the easiest way to reach your student's teachers. Most emails within the Carson City School District follow the pattern: first name initial + last name@carson.k12.nv.us.



## SAFE VOICE & SECRET WITNESS



Students, parents and faculty at Carson High School have access to SafeVoice, a tip system used to report threats to the safety or well-being of students. Students can use the SafeVoice tool to report concerns about their friends or themselves with the option of remaining anonymous. If you or someone you or someone you know is at risk of harm, please call **1-833-216-SAFE (7233)**, visit the website [wwwSafeVoiceNV.org](http://www.SafeVoiceNV.org), or download the app from the website to report your safety concerns to SafeVoice.



If you need to report criminal activity, please contact Secret Witness at **775-283-1799**.

## SCHOOL SAFETY

The Carson City School District has adopted the Standard Response Protocol for emergency operation procedures to ensure student safety.



### IN CASE OF A SCHOOL EMERGENCY

- **DO NOT call or rush to the school**, and **DO NOT** call or text your student.
- Check the district’s website at [carsoncityschools.com](http://carsoncityschools.com), or Carson High’s website at [carsonhigh.com](http://carsonhigh.com).
- Listen for announcements by your local media outlets.
- Expect updates/instructions from the School Messenger system.

### EMERGENCY TERMS



**LOCKOUT** – “Secure the Perimeter:” Initiated when there’s a possible threat outside the school. Students return inside, and perimeter doors are locked. School business continues as usual



**LOCKDOWN** – “Locks, Lights, Out of Sight:” Initiated when the threat is inside the school. Doors are locked, lights are out, and students are quiet.



**EVACUATE** – “To an Announced Location:” Staff leads students to an evacuation location.



**SHELTER** – “For Hazard Using a Safety Strategy:” Initiated when there’s a safety hazard, such as a Hazmat situation or earthquake. Depending upon the emergency, safety strategies vary.

### REUNIFICATION

Parents will be directed by school or public safety officials to their student’s specific location. This information may be distributed by School Messenger, the CCSD website or Carson High’s website, and/or via the local media outlets. It’s important to remember the following:

1. Students will only be released to parent/guardian or other emergency contacts documented in Infinite Campus.
2. All individuals will be required to present a valid picture ID.
3. Be patient. The reunification process can be time-consuming in order to ensure student safety.