CARSON HIGH SCHOOL CHALLENGES STUDENTS TO ACHIEVE THEIR GREATEST POTENTIAL FOR FUTURE SUCCESS

CARSON CITY BOARD OF SCHOOL TRUSTEES
2016-2017
(Updated 11/15/2016)

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BELL SCHEDULE

7:40 am	First Bell
7:45 – 9:15	A1/B2 (blocks rotate)
9:15 – 9:25	Nutrition Break
9:25 – 10:55	A3/B4 (blocks rotate)
10:55 – 11:25	Lunch
11:25 – 11:30	Passing
11:30 – 1:00	A5/B6 (blocks rotate)
1:00 – 1:10	Passing
1:10 – 2:05	AB55 (daily class)

CHS STUDENT HANDBOOK

2016-2017

www.carsonhigh.com

The Carson City School District does not discriminate against any person on the basis of race, color, national origin, sex, disability, age, or on any other basis protected by state or federal law, and it provides equal access to the Boy Scouts of America and other designated youth groups. The following person has been designated to handle inquiries regarding the District's non-discrimination policies: Title IX and 504 Coordinator, 1402 W. King Street, Carson City, NV 89703, (775) 283-2130. For further information on notice of non-discrimination, contact the United States Department of Education, Office of Civil Rights, 1-800-421-3481.

OFFICE HOURS

The school offices are open Monday through Friday from 7:00 a.m. to 3:30 p.m.

Carson High School	283-1600
Attendance Office/Deans	283-1910
Guidance Office	283-1915
Language Arts	283-1945
Library	283-1940
Math/Science Department	283-1715
Nurse	283-1675
Occupational Education	283-1838
Principal & Vice Principals	283-1930
Security	283-1609
Student Finance	283-1614
Student Support Services	283-1935
Tech Center	283-1800
School Resource Officer	**283-1621**

Secret Witness – CHS
283-1799

SCHOOL POLICIES AND PROCEDURES ARE SUBJECT TO CHANGE THROUGHOUT THE SCHOOL YEAR; PLEASE REFER TO SCHOOL WEBSITE FOR MOST RECENT VERSION OF THE STUDENT HANDBOOK.

Listed below are some basic rules to guide Carson High School students. Violations of any of the following school rules will result in appropriate disciplinary action as determined by the appropriate staff member.

1. Students are expected to respect members of the school staff.
2. Students must carry and provide proper identification to school personnel upon request. CHS student body ID cards are free. CHS student body activity cards are $25. Replacement cards are $5.
3. Carson High School student planners will be available in the student store or counseling office. Replacement planners are $5.
4. Visitors are not allowed to attend classes. Only staff, parents/guardians, and enrolled students attending scheduled classes are allowed on school grounds. Students will not be allowed to loiter on the school grounds or in the school buildings. A Trespass Warning will be issued to unauthorized individuals on a first offense; on a second offense individuals will be subject to arrest per NRS 207.200.
5. Students must obtain administrative approval for any meeting or assembly held on school property and any printed matter they wish to distribute or post on school property.
6. No student may leave the campus for any reason during class without obtaining a pass from the Attendance Office. Permission from a teacher alone to leave, is not sufficient.

7. Students in the hall without a hall pass or who leave class without permission are subject to progressive disciplinary action.
8. Eighteen-year-old students must conform to the same requirements as students who have not attained the age of eighteen if they are to attend the regular day classes. They may excuse their own absences with parental permission.
9. The school cannot assume responsibility for lost, stolen, or confiscated items, which may include money, electronic equipment, school issued supplies, equipment, books, cell phones, and iPods, etc.
10. Students representing the school in athletics, band, drill team, cheerleaders, and other school groups must conform to standards established by the coaches or sponsors of the activity and by the Nevada Interscholastic Activity Association. Students must have a current paid student body card in order to participate in any activity. All fines and fees MUST (No Exceptions) be paid in order to participate in any extra-curricular activity. Students involved in school-sponsored activities, either on or off campus, are subject to the Carson High School Discipline Code and the right to represent agreement.
11. The following items are prohibited on campus or at a school activity: cigarette lighters, firecrackers, laser lights, matches, pepper spray, snowballs, tobacco products, water guns, replica fire arms, water balloons, etc. Furthermore, dangerous weapons or any items (jewelry/apparel) capable of doing bodily harm are prohibited at school or at school-sponsored events. Prohibited items will be confiscated.
12. Cell phones or any other electronic devices must be turned off and remain out of sight during scheduled class time.
13. Skateboards, skate shoes and roller blades may not be ridden on school campus. Skateboards, skate shoes and roller blades must be put in the student's locker. At <u>no time</u> are they to be used in the building or on the school grounds.
14. Acceptable Use Policy (AUP) -- In order to use any computer, students must have on file a parent/student AUP signed agreement.
15. Food and Drink are not permitted in any of the school's computer labs or in a classroom when the mobile labs are being utilized.
16. Lockers are considered to be school property and may be searched at any time. School officials may also search students, their backpacks, purses, cell phones, and vehicles if there is reasonable suspicion that the student has violated school rules or civil law. A witness will be present at each search.
17. Carson City School District prohibits behavior that is intimidating, harassing, threatening or disruptive and/or which is associated with gang membership, including solicitations to join or become associated with a gang.
18. Students involved in any type of harassing or bullying through any type of communication (texting, email, Facebook, etc.), on-campus or off campus may be subject to disciplinary action. NRS 388
19. Hazing of students on school property, at school-sponsored activities, and/or on school district transportation is prohibited. Any student reported hazing another student will be subject to disciplinary action.
20. Only Carson High School students are eligible to attend Carson High School dances, except the Senior Prom. For this dance, up to 70 guests must be screened and approved by the administration. Guest identification must be presented at the time of the ticket purchase. No guests 21 years of age or older will be allowed to attend the Senior Prom.
21. Students are to keep the campus clean.
22. Students may be placed in alternative educational programs based on credits, age, behavior, attendance, and health.
23. It is inappropriate for students to gather in such a manner that their presence obstructs the orderly movement of pupils and staff.
24. Variance Requirements to attend Carson High School from outside the district
    - Students must complete a Carson City School District variance application.
    - Variances will be granted only when appropriate space is available and the variance may be revoked at any time as a result of discipline issues, attendance problems, grade point average, or classroom overcrowding.
    - Students who receive a variance will be responsible to provide their own transportation to and from school.
    - Variances are granted for one year only, and must be renewed prior to the start of each school year.
    - Students applying for an out of district variance must have at least a 2.00 GPA, and students must attach a copy of their transcripts with their variance application form.

- Students applying for an out of district variance must also provide Carson High School a copy of their discipline record. The variance will not be granted if the student has had a history of attendance and/or disciplinary issues.

25. Couples should show proper respect for each other by avoiding excessive displays of affection on school grounds.
26. Student records are confidential information made available only to the parent/guardian and/or the student. Parents/guardians wishing access to their student's records may do so by contacting the Principal's Office and providing proper identification.
27. Armed Forces
    - Access to student recruiting information- Notwithstanding section 444(a)(5)(B) of the General Education Provisions Act and except as provided in paragraph (2), each local educational agency receiving assistance under this Act shall provide, on a request made by military recruiters or an institution of higher education, access to secondary school students names, addresses, and telephone listings.
    - Consent- A secondary school student or the parent of the student may request that the student's name, address, and telephone listing described in paragraph (1) not be released without prior written parental consent. This form is available to parents in the guidance office.
28. Random Preliminary Breath Test will be given at all school sponsored dances. Furthermore, any student suspected of being under the influence of alcohol at any school sponsored event is subject to a Preliminary Breath Test.
29. If, at any time, a member of the Carson High School administration believes a student is possibly under the influence of alcohol or a controlled substance, the parent or guardian may be asked to have the child given a full panel, multi-screen drug test and/or the 80-hour alcohol test the same day as the suspected offense. This must be done at an independent, licensed and qualified laboratory. A home test will not be considered as fulfillment. The fees will be reimbursed if the test comes back negative.
30. Students are not allowed to sell items for any reason without obtaining administrative approval.
31. Students may not obtain any funds for use at any event associated with Carson High School without having in their possession an approved fundraising form approved by the Administration prior to the activity. An example of this would be raising funds with any activity that is associated with the Senior Prom.
32. Loitering in parking lot during school hours and during lunch is not permitted.
33. Semester/final exams will only be administered on the dates designated for testing. Any student who is unable to attend school on the assigned testing date(s) will be required to make up the exam(s) when s/he returns to school.
34. Personal deliveries for students including flowers, balloons and fast food will not be accepted. Lunch and homework assignments will be permitted in the main office if they are brought in by the student's parent and/or guardian.
35. Students will not be released early during testing days and/or during assemblies without prior written permission from a parent/guardian. No call-ins will be permitted!

CARSON HIGH SCHOOL QUESTIONING AND SEARCHES OF STUDENTS - ADMINISTRATIVE PROCEDURES

The purpose of this administrative rule is to provide guidelines for the conduct of student questioning and searches by authorized school administrators. These are guidelines only and may be adjusted within reasonable and lawful limits on a case by case basis. School administrators have the discretion to request the assistance of law enforcement authorities as they deem necessary and in accordance with CCSD Board policy. Law enforcement authorities will not participate in searches except under exceptional circumstances.
[NOTE: Administrators should be aware that police generally must have "probable cause" to conduct searches, which is higher standard than "reasonable suspicion", the standard required of school administrators.]

A. Questioning by School Administrators

1. School administrators are under no obligation to notify a student's parents/guardians prior to questioning a student regarding alleged violations of CCSD Board policies, school rules, and/or federal/state laws.

2. School administrators shall inform the student of reasons for the questioning and provide an opportunity for the student to respond to any allegations. School administrators shall make a reasonable effort to question the student in a location out of the sight and hearing of other students.

3. If a student fails to cooperate, lies, misleads, or threatens any person during questioning, he/she may be subject to additional disciplinary action.

B. Searches of Students, Personal Property in Students' Immediate Possession

Any item found during a search that is illegal, violates CCSD Board policies or school rules, or which in the reasonable judgment of school administrators represents a threat to the safety and welfare of the school population shall be seized. Illegal items shall be turned over to law enforcement authorities. Other items shall be stored in a secure location until a determination is made regarding appropriate disposition.

School administrators are required to document all searches and items seized or impounded. The Superintendent and the parents or students involved shall be provided with a copy of such report.

1. School administrators are authorized to search students and/or personal property (including cell phones and other electronic devices) in students' immediate possession, when, in their judgment, there are reasonable grounds to suspect that a student has violated or is violating CCSD Board policies, school rules, federal/state laws, or is interfering with the operations, discipline or general welfare of the school.

2. All searches of students and/or their personal property shall be authorized and conducted by a school administrator in the presence of a witness, except where the circumstances render the presence of a witness impractical. A reasonable effort will be made to conduct searches out of the sight and hearing of other students.

3. Searches should be reasonably related to the suspected violation and no more intrusive than necessary to discover the evidence for which the search was instigated. Searches may include pat downs and searches of the student's outer clothes (e.g., pockets, jacket, shoes, and hat) and personal belongings (e.g., purse, backpack, gym bag, lunch bag). The student may be given the opportunity to open any closed items or items that are not easily accessible to visual search. If the student refuses, the administrator shall open and search the items. If the search produces a reasonable suspicion of the presence of evidence, a broader search may be justified. If a strip search appears to be necessary, law enforcement authorities shall be contacted and conduct the search.

4. Searches which disclose evidence that a student has violated CCSD Board policies or school rules will be addressed through school disciplinary procedures. Evidence of violation of federal/state laws may result in school disciplinary action and/or be forwarded to law enforcement authorities for possible investigation/prosecution.

C. Searches of Lockers, Desks, and Other School Storage Facilities

1. Students have no expectation of privacy in school storage facilities or for any items placed in such storage facilities. School administrators have the authority to inspect and search storage facilities and their contents on a random basis, with or without reasonable suspicion, and without notice or consent.

2. Searches of individual student lockers, desks, or other storage facilities and their contents based upon reasonable suspicion will be conducted in the presence of the student and a witness, if practical under the circumstances of the search. A reasonable effort will be made to conduct searches out of the sight and hearing of other students. The student may be given the opportunity to open any closed items or items that are not easily accessible to visual search. If the student refuses, the administrator shall open and search the items.

3. Any search which discloses evidence that a student has violated CCSD Board policies or school rules will be addressed through school disciplinary procedures. Evidence of violation of federal/state laws may result in school disciplinary action and/or be forwarded to law enforcement authorities for possible investigation/prosecution.

D. Patrolling of Parking Lots and Searching Vehicles

1. Students may drive vehicles to school and park in designated areas in accordance with school rules. School administrators retain the authority to patrol parking lots.

2. If school administrators have a reasonable suspicion that a vehicle which a student has parked at school contains evidence that the student has or is violating CCSD Board policies or school rules, or federal/state laws, and/or there is a substantial threat to the welfare and safety of the schools, a school administrator will search the vehicle in the presence of a witness, except where the circumstances make the presence of a witness impractical.

3. If practical, the student should be present during the search. A reasonable effort will be made to conduct searches out of the sight and hearing of other students. The student may be given the opportunity to open any closed items or items that are not easily accessible to visual search. If the student refuses, the administrator shall open and search the items.

CLOSED CAMPUS

Carson High School is a closed campus. Seniors with off-campus privileges will be allowed to leave at lunch. Seniors will need to carry their off-campus identification card at all times to leave campus.

Any student who violates the closed campus policy will be subject to disciplinary action.

STUDENT DRESS CODE

The purpose of the dress code is to promote a learning environment that is respectful and free from distractions. Clothing must be **MODEST** and must not promote or glorify illegal, promiscuous, gang-related or racially-biased slogans or behaviors.

In order to create a learning atmosphere that is respectful and free from distractions, the following must be adhered to:

- Any attire associated with gangs, profanity, tobacco, drugs, alcohol, violence or discrimination will not be acceptable on campus.
- Undergarments (bras, underwear, boxer shorts, etc.) should not be visible. Sheer and see through clothing is not allowed.
- Pajamas and slippers are not allowed.
- Blouses and shirts should not show cleavage and skin should not be visible at 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, and other head coverings may not be worn inside school buildings. This includes bandanas worn as headbands.
- Sunglasses and gloves may not be worn in school buildings
- Shorts, skirts and dresses must extend below the fingertips with arms in a relaxed position
- Shoes must be worn at all times.
- No face painting concealing identity in any form is allowed, except when part of an approved school activity.
- Chains or other heavy apparel may not be worn.
- “Trench” style coats may not be worn.
- Pants must be worn around the waist and properly fitted.
- Underwear must be covered.
- Excessively baggy pants as well as excessively tight pants are unacceptable.
- Rips/tears in pants, shorts, and legging must be below fingertip level with arms in relaxed position.

School safety is an important concern; therefore, also prohibited are clothing, jewelry, accessories, notebooks or any other item which, because of the way it is worn, its trade mark, or any other characteristic (such as color), carries known gang connotations. All items may be confiscated.

<u>Consequences for violating the Student Dress Code:</u>
1st time 2 days lunch detention
2nd time 2 days after school work detail
3rd time 2 days of suspension

PARKING GUIDELINES

1. All students who park on school campus during school hours (7:00am – 2:05pm) must have an assigned space. The space is $20, if purchased prior to the first day of school, $25.00 on or after August 22. 2nd Semester parking permits will be $10.00. Only one space per student.
2. Parking a vehicle on school property is a privilege, not a right.
3. An assigned space <u>does not guarantee</u> a space for the day.
    - Inclement weather
    - Special events

    During these occasions open parking will be granted.
4. Parking spaces will only be issued to students with a valid Nevada driver's license at time of purchase.
5. Students are not to go to their vehicles during school hours without proper authorization.
6. Students who leave campus without the proper authorization will be subject to disciplinary action including potential loss of parking privileges.
7. The safe operation of motor vehicles is required. Vehicles must not travel in excess of 5 miles per hour on campus. Seat belts are required for drivers and all passengers.
8. Carson High School is not responsible for damages to, or theft from, vehicles. Students are cautioned NOT to leave valuables in their vehicles. Parked vehicles should be left with window closed and doors locked.
9. A student's vehicle is subject to search in the case of reasonable suspicion regarding the presence of drugs, alcohol, stolen property, or other contraband in the car.
10. Parking fees are <u>nonrefundable and nontransferable.</u>
11. Students who operate a motor vehicle on campus should fully understand their duties and responsibilities. Students who violate parking or driving regulations are subject to any or all of the following consequences:
    - Revocation of parking privilege
    - Ticketing
    - Towing and storage of the vehicle, at the owner's expense
    - Disciplinary action
    - Criminal charges as prescribed by law
12. Handicapped parking is only available as needed on an assigned basis
13. All students must clear all fees and fines prior to applying for a parking space. Permits will not be issued to students with outstanding fees or fines.
14. All Carson City Municipal Codes pertaining to operating a motor vehicle and parking a motor vehicle have been adopted by the Carson City School District. Violations may be enforced by designated school safety officers and law enforcement officers.
15. Red zones indicate no parking, standing or stopping at anytime. Yellow zones indicate loading and unloading for passengers and materials only and vehicles may park up to 25 minutes.

ATTENDANCE REGULATIONS

According to Nevada Revised Statute 392.040, the parent, legal guardian, or other person, in the state of Nevada, having control or charge of any student shall be required to send the student to school during times that the public school is in session. The Carson City School District is responsible for maintaining an accurate attendance record for each student enrolled and for notifying the student, parent or legal guardian of absences, which may be cause for the student to lose credit or to be placed in an alternative learning environment.

Nevada Revised Statute 392.130 states, "Any student shall be deemed truant who shall have been absent from school without a valid excuse." In accordance with this statute, the appropriate school administrator shall require from the parent of each child who has been absent from school or from class for any reason a written statement or verbal communication of the cause of absences. School authorities reserve the right to verify such statements and to investigate the cause of each absence. A truancy write-up reflects that legal proceedings have begun.

According to Nevada Revised Statute 392.140, "Any child shall be declared **habitual truant** who has been deemed truant three or more times within the school year."

Educational neglect occurs when a student is missing school on a regular basis and the <u>absences are affecting</u> the student's performance in school. The parent is aware the student is missing school but is not forcing the student to

attend or may even be keeping the student home for personal reasons and may be writing notes to excuse the absences for the student. State law only allows for a student to be absent from school if he/she is physically or mentally unable to attend. (NRS 432B.330)

A school administrator must report to appropriate authorities, infractions of law regarding student attendance. Habitual truants and habitual excused absences will be reported to the Ron Wood Family Resource Center, and parents/guardians who aid and abet truancy may be reported to the Student Attendance Review Board.

ATTENDANCE POLICY

Because student attendance is essential to academic success and is part of a student's permanent record, it is extremely important for students to understand the Attendance Policy established by the Carson City School District, which is in accordance with Nevada Revised Statues (NRS).

Absences
The Carson City School District has an established policy requiring 90% attendance for a student to earn course credit. If a student has more than five (5) unexcused absences (ten [10] for AB55) in a class period per semester, a student may not earn credit and will receive a "No Grade" for the class (regardless of the earned grade). "No Grades" will not affect a student's GPA; however, the student will need to repeat any required classes. Students cannot have more than five (5) Circumstance absences per course per semester (ten [10] for AB55). Circumstance absences do not count against the 90% attendance requirement; however, they may be changed to Domestic (DOM) which are considered unexcused, and do count against the 90% attendance requirement if makeup work is not requested, completed and submitted according to the makeup work policy. In addition, students must meet the 90% attendance rate to obtain their instruction permits, and obtain/maintain their drivers' licenses.

Students who turn 18 during the school year, and who are dependent upon their parents, must have written parent/guardian permission on file to excuse their own absences. Independent 18-year-old students are not required to obtain written parent permission to excuse their absences.

Chronic Absenteeism
A student is defined as having Chronic Absenteeism when a student has missed five (5) or more class periods in the same class during a school quarter and who continues to be absent in subsequent quarters. Students who have been chronically absent, regardless of the reason, will be contacted by the school to discuss appropriate interventions.

Truancies
Students who are absent without permission from either the school or parent/guardian are considered truant. If a student is considered truant for one or more class periods, that student will be considered truant for the day. All truancies are cumulative for the school year. A habitual truant is a student who has been declared truant three (3) or more times within the school year. Any additional truancies will result in the student and parent/guardian being required to appear before the Student Attendance Review Board (SARB). The SARB has the authority to implement fines, suspend/delay student driver licenses, assign community service, and take other necessary actions to stop truancies from taking place.

Tardies
It's also very important that students arrive to each class on time. When students arrive late or leave early and miss 1/3 of the class period or more, students will be marked absent (30 minutes for a 90-minute class and 20 minutes for a 55-minute class). Students will receive a teacher-imposed penalty on the 3rd tardy. Consequences become progressively more severe with additional tardies. Tardy sweeps will run periodically. Students will serve one lunch detention each time they are caught in a tardy sweep.

Leaving During the School Day
Whenever a student must leave school early, he/she must report to the Attendance Office to sign out. Permission from a parent/guardian must be obtained before a student is released. Students who are 18-years-old must first obtain administrative permission before signing themselves out and leaving campus.

Illness at School
Students who become ill need to report directly to the Nurse's Office after obtaining a written pass from their classroom teacher. The nurse will make the necessary arrangements for this student to leave campus or return to class.

Interscholastic Activities
Every student must be in attendance in all classes to participate in any interscholastic activity or practice for that school day. Professional appointments will be honored for an absence the day of a contest or activity. All professional appointment excuses must be accompanied by verified documentation. All absences must be cleared by the athletic director or appropriate administrator for the student to be able participate.

Student Responsibilities
- Attend all classes every day and be on time;
- Check in with the office when late before reporting to class, or before leaving school early;
- Remind your parent/guardian to call 775-283-1910, or to write a note within three (3) days to excuse your absence, or it becomes unexcused/truant;
- Ask your teacher(s) for makeup work prior to, or immediately upon returning from an absence;
- Complete/turn in your makeup work on time (number of days absent plus one to turn in work) or the absence becomes unexcused; and,
- Remind your parent/guardian to schedule appointments outside of school hours.

Be in your seat on time, daily.
Make it a priority to be at school on time every day. Trying to makeup work and quizzes after returning from an absence is more challenging than just being at school and embracing your learning each day.

For additional information on attendance, please see the CCSD Attendance Manual posted on our website at carsonhigh.com under the parent tab.

NEVADA DEPARTMENT OF EDUCATION
CODE OF HONOR

There is a clear expectation that all students will perform academic tasks with honor and integrity, with the support of parents, staff, faculty, administration, and the community. The learning process requires students to think, process, organize and create their own ideas. Throughout this process, students gain knowledge, self-respect, and ownership in the work that they do. These qualities provide a solid foundation for life skills, impacting people positively throughout their lives. Cheating and plagiarism violate the fundamental learning process and compromise personal integrity and one’s honor. Students demonstrate academic honesty and integrity by not cheating, plagiarizing or using information unethically in any way.

What is cheating?
Cheating or academic dishonesty can take many forms, but always involves the improper taking of information from and/or giving of information to another student, individual, or other source. Examples of cheating can include, but are not limited to:
- Taking or copying answers on an examination or any other assignment from another student or other source
- Giving answers on an examination or any other assignment to another student
- Copying assignments that are turned in as original work
- Collaborating on exams, assignments, papers, and/or projects without specific teacher permission
- Allowing others to do the research or writing for an assigned paper
- Using unauthorized electronic devices
- Falsifying data or lab results, including changing grades electronically

Carson High School Honor Code

The teacher will:

- Require students writing papers to indicate the source for any borrowed content.
- Define cheating, plagiarism, and academic dishonesty within the framework of the course.
- Specify whether an assignment is collaborative or independent.
- Create an atmosphere conducive to fair and honest testing.
- Carefully monitor exams to prevent cheating.
- Take initiative to address issues of dishonesty, should they arise.
- Ensure that electronic devises are used for solely academic purposes.
- Understand the definition of cheating and plagiarism and acknowledge the consequences for each offense.

The student will:

- Commit to fair and honest work on classroom assignments, homework, and tests.
- Learn teacher's expectations regarding collaborative and individual assignments, asking questions for clarification when needed.
- Take responsibility for carrying out a particular assignment in a collaborative situation, where applicable.
- Not use electronic devices without teacher permission.
- Be familiar with the school policy and definitions regarding plagiarism and cheating.
- Not cheat.

The parent will:

- Be familiar with the school policy and definitions regarding plagiarism and cheating.
- Encourage values of honesty, respect, responsibility, and trust.
- Foster an environment that supports individual and collaborative assignments.
- Assist student with homework when necessary without doing the work for the student.
- Support the school's policy regarding
    - Collaborative and individual assignments
    - Use of electronic devices
    - Fair and honest testing
    - Issues of dishonesty
    - Cheating and plagiarism

Honor Code Consequences for Cheating/Plagiarism

The following applies to all classes cumulatively per school year. Cheating and plagiarism are defined by the Nevada Department of Education's Code of Honor that is sent home to be signed by parents/guardians and students at the beginning of every year.

First offense:

- The student will:
    - Receive a zero on the assignment.
    - Write a paragraph explaining why and how he/she cheated.
- The teacher will:
    - Contact parents.
    - Document the incident.
    - Contact the deans
- The dean will:
    - Track offenses
    - Refer to the Honor Code Committee if appropriate

Second offense:

- The student will:
    - Receive a zero on the assignment.
    - Write a paragraph explaining why and how he/she cheated.
    - Receive a mandatory three days of work detail.
- The teacher will:
    - Contact parents.
    - Document the incident.

    - Refer the student to the deans for work detail.
- The dean will:
    - Notify student's teachers of the incident
    - Track offenses
    - Refer to the Honor Code Committee if appropriate

Third offense:

- The student will:
    - Receive a zero on the assignment.
- The teacher will:
    - Contact parents.
    - Document the incident.
    - Refer the student to the deans
- The dean will:
    - Notify student's teachers of the incident
    - Track offenses
    - Refer the student to the Honor Code Committee for possible consequences that may include, but are not limited to:
        - Work detail
        - Suspension from extra curricular activities.
        - Loss of A.P. or honors credit
        - Loss of course credit
        - Disqualification from further A.P./honors classes

Honors Committee Make-Up

When the Honors Committee is called upon, a pool of members will be drawn from the following:

- Four students – One representative from each grade level pulled from class officers.
- Three teachers pulled from a larger pool of teachers.
- One Administrator.

GRADING POLICY

All teachers at Carson High School will follow the Academic Grade Policy. Please note the following policy statements:

a. Only a percentage grade is to be recorded in the grade book. If teachers wish to enter both a letter grade and a numerical grade for the same piece of work, they may do so, but it will count as one entry.
b. The district guidelines for percentage scores will be utilized. Any modification or deviation will not be accepted.
c. The State Board of Education has adopted a uniform grading scale for all public high schools in Nevada. This grading scale is in effect for all Carson High School.

A	90-100	4.00
B	80-89	3.00
C	70-79	2.00
D	60-69	1.00
F	< 60	0.00

In addition, the State Board adopted the following value added grading scale for successful completion of honors and advanced placement courses:

Honors	.025	Advanced Placement	.050

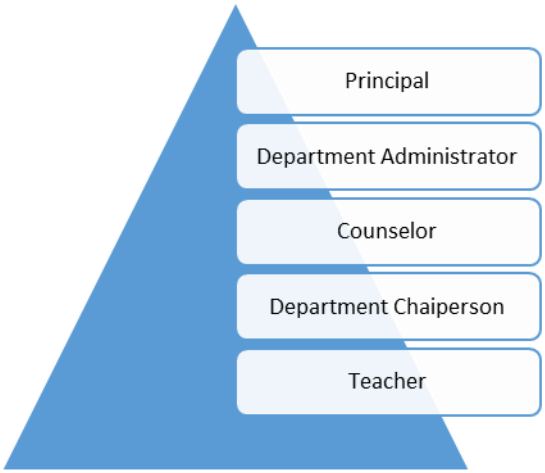
Final examinations are mandatory and will be given on designated final examination days. Parts of the final exam may be given early to facilitate grading; however, the majority of the exam must be given on the designated exam days. Final exams must be weighted to a total of 20% of the student's final grade. All students must take a final exam. No class incentive exceptions are allowed.

Incomplete grades will not be issued. Grades will be averaged and recorded at the end of each semester. Missing grades due to illness can be made-up according to the Carson High School Make-up Policy. Students will be given an appropriate amount of time, as stated in the Carson High School Make-up Policy, to make-up assignments and tests before their eligibility for extra curricular activities is determined. Students absent during final exam days will receive a "0" grade for the test. Please refer to the Attendance Policy for further information.

MAKE UP POLICY

1. A student absent from school when work is assigned will have four school days to make up the assignment. The student's 1st day back to school, regardless of the block, is counted as day number 1.
2. A student who knew about an assigned quiz or test must make up that quiz or test on the first day he/she returns to that class.
3. Teachers must provide make up tests that cover the same material as the original test. However, the format of the test can be altered at the discretion of the teacher.
4. Assignments, such as reports, term papers, or projects, assigned week(s) in advance of their due date, are due on or before that due date.
5. Parents/guardians are encouraged to contact the Attendance Office for homework if the student's absences exceed 2 school days. It is advised that you call early in the day, so the work may be ready that same afternoon. Schoolwork should be picked up at the Attendance Office. The Attendance Office phone number is 283-1910 and it is open between 6:30 a.m. and 3:30 p.m.
6. Pre-arranged absences must be cleared five days prior through the Attendance Office for three or more days of absences. All pre-arranged work received prior to the absence(s) is due the first day back to each class.

ACADEMIC CHAIN OF COMMAND



Students and parents are requested to follow the steps below when needing to address a concern with a faculty member:

- Step 1: Learning to deal with conflict is a life-long skill for all students; therefore, it is important that the student first talk with his/her teacher regarding any issue of concern.
- Step 2: If the student is not satisfied after this conversation, the next step will be for the parent to contact the teacher either via school email or phone.
- Step 3: If the teacher is unable to answer parent questions regarding curriculum, instruction, or assessment, the teacher will request that the department chair contact the parent to answer his/her questions.
- Step 4: If that does not resolve the issue, the next step would be for the parent to contact his/her student's counselor to schedule a parent-teacher conference. The conference may include the student, parent, teacher, department chair, counselor and department administrator.
- Step 5: If the issue remains unresolved after Step 3, the parent may request a meeting with the principal.

Please keep in mind that if you jump steps, you will likely find the people you talk to may not be informed of the situation. This could lead to decisions made that are not totally fact based and therefore not in the best interest of the student. Our teachers are very willing to converse with you about their classes. We do ask, however, that you pick an appropriate time to do so. For students to confront a teacher during class time is very inconsiderate. We ask that our students please refrain from doing so. The more appropriate approach would involve the student talking to the teacher during non-instructional time (before or after school, at lunch, or during passing periods) so the situation can be discussed with full attention. For parents, we request that you either email the teacher or call the office to have a message delivered. The teacher will respond during his/her next prep period. If you do not hear back from the person you have contacted within 24 hours, it is time to move along to the next level of the chain. We do not expect your questions or concerns to go unanswered for a long period of time.

We all look forward to a wonderful school year with few complaints. Please note that compliments or acknowledgements of positive events can be directed to everyone along the chain. All of us appreciate hearing that there is something good that has happened!

STUDENT BEHAVIOR AND DISCIPLINE

The Carson City School District employs a Multi-Tiered Instructional Support Model with a focus on prevention in order to deter negative student behaviors. If student behavior falls below expectations, district established behavioral guidelines will be used by school administrators to determine appropriate consequences and/or interventions for student behavior violations. In all instances, these guidelines may be modified contingent upon the level of severity of the incident and aligned with age, developmental level and other extenuating circumstances. The guidelines are applicable to incidents which occur at school; travel to and from school, during lunch, and while involved in school sponsored-activities. In all circumstances, school administrators will make decisions based upon the health, safety and welfare of all students, regardless of real or perceived race, creed, religion, sex, sexual orientation, gender identity, and/or disability status while keeping the focus on student success and their pathway to graduation. Any behavioral or disciplinary related actions or sanctions being taken with any student who is participating in a program of Special Education/Section 504, must comply with the Individuals with Disabilities Education Act and all state and federal laws and regulations. When city, state or federal laws have been violated, referral will be made to the proper legal authorities. An offense deemed serious by the proper administrator may result in expulsion as stipulated by Nevada Revised Statute.

Additional behavioral guidelines:

- All students who are suspended from Carson High School are not allowed to participate in extracurricular/sport or school sponsored activities during the suspension term.
- Behavioral Intervention Program (BIP) students are trespassed twenty-four (24) hour/seven days a week and advised not to go on or near any Carson High School campus at anytime during their suspended term.
- To cooperate fully with the discipline procedures of other schools, Carson High School will not accept students who are under suspension/expulsion from another school until such suspension/expulsion has been completed. If a specific term is not indicated for the expulsion, the student will not be permitted to enroll until the end of the current semester.
- The appeal process for long term suspensions will be handled through the Carson City School District office.
- Carson City School District has an agreement with the Carson City Sheriff's Office to allow their officers to bring Drug Dogs into CHS. Dogs check automobiles, lockers, and classrooms. Individuals are not searched; however, backpacks, briefcases, and other individual items are subject to searches. If and when a "hit" is made, parents will be contacted and if a controlled substance is found, the student will be arrested.
- A Drug Awareness/Intervention Program is available for students and their parents/guardians. This program provides an option, upon completion of the program, which may decrease the number of suspension days.

STUDENT HEALTH SERVICES

Objectives for the Student Health Services are two-fold: one, to promote wellness and prevent disease and to assist students, teachers, and parents to improve and/or adapt to acute or chronic health problems. These objectives are met by providing the following services:

- Evaluation of student health and developmental status
- Screening student's vision, hearing, dental, scoliosis, etc.
- Administration of prescribed medications and treatments
- First Aid
- Student health counseling
- Teaching health and wellness
- Referrals for financial aid when necessary, i.e. Lion's Club for glasses and free eye exam, Shriner's for scoliosis, Nevada Check Up for insurance, etc.
- Immunizations and TB skin test available, free of charge
- Crisis intervention

The Student Health Center is open from 7:00 a.m. to 12:30 p.m. and again from 1:30 p.m. to 2:30 p.m. Students are to visit the center before class or between classes unless the complaint is an emergency or the student is obviously ill. Passes to class will not be given unless the student arrives in the Health Center before the first bell. Students using the center during class must have a written pass.

Medication Policy – Carson High School is a drug free school. All medications are to be kept in the Nurse's Office. This includes over-the-counter medications (medications that do not require a doctor's prescription, i.e. Tylenol, Advil). In order for any medication to be administered at school, a consent form must be signed by the parent or guardian. The signature of the physician is also required for all prescription medications to be taken at school. All medication brought to the Health Center must be in the original box or prescription bottle from the pharmacy. Students may carry inhalers for asthma. Diabetic testing can be done in the office or in the classroom.

Physical Education Excuses – A PE excuse may be given for injuries occurring during the school day for the day of the injury. PE excuses from a parent or guardian are acceptable for up to three days. If a student needs to be excused from PE for longer than 3 days, a medical excuse from a physician is required.

LOCKERS

Lockers are assigned in the Attendance Office on a first-come, first-served basis. Locks must be purchased from the Attendance Office for $10.00 and are to be used by the student during his/her tenure at Carson High School. Students are not allowed to use their own locks on lockers. Also, NO SHARING of lockers.

FEES

Students enrolled in AP classes will pay $92 for the AP test. AP Test fees should be paid in the Finance Office. In addition, lab fees are charged in some classes to offset material costs. Fees range from $5.00 to $50.00 per semester. Lab fees are paid to the teachers; checks should be made out to Carson High School. A $30.00 service fee is charged for returned checks. Carson High School will provide three transcripts to colleges free. Additional transcripts will be available for $1.00 each.

ATHLETICS & ACTIVITIES

Right to Represent
All students participating in any extra curricular activities must complete a right to represent agreement prior to participating and purchase a $25.00 student body card. As a representative of Carson High School, students have the added responsibility of proper deportment and personal conduct. Should a student involve himself or herself in any

activity, which discredits their team, or activity, the school or the community, the student will be subject to disciplinary action, which may include removal from the activity.

Academic Performance
All students involved in school sanctioned athletics **MUST** maintain a GPA of 2.0 from the previous nine (9) weeks (quarter of semester) and a passing citizenship grade in ALL courses during the sports season. Students failing to do this will be ineligible and must follow the ineligibility policy set forth by the CHS Athletic Policy.

Travel to Competitions/Events
Participants will travel to and from activities with the team or activity group. Any exceptions to this regulation need a written parent request approved by the head coach/advisor and administration 48 hours before leaving for the event. Violations of this policy will result in a two (2) week suspension from the team/activity group. Further infraction will result in more severe disciplinary action.

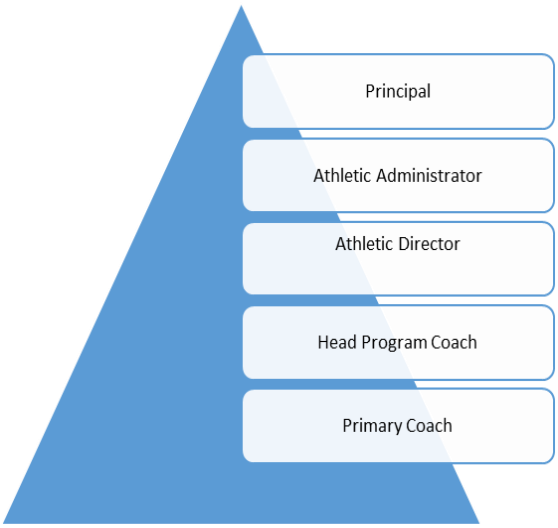
RANDOM URINE DRUG TESTING OF STUDENTS WHO ARE INVOLVED IN ACTIVITIES AT CARSON HIGH

Recognizing that observed and suspected use of alcohol and illicit drugs by Carson High School students is a serious concern, a program of deterrence will be instituted as a pro-active approach to a truly drug free school. Likewise, students using illegal drugs pose a threat to their own safety, as well as to that of other students. The purpose of this program is fourfold:

1. provide for the safety of all students;
2. undermine the effects of peer pressure by providing a legitimate reason for students to refuse to use illegal drugs;
3. encourage students who use drugs to participate in drug treatment programs; and
4. prevent the impact drug and alcohol use has on the learning centers of the brain allowing students to achieve their full academic potential while a student within Carson High School.

The program is non-punitive. It is designed to create a safe, drug free, environment for Students and assist them in getting help when needed. Reference CCSD Regulation # 534.

ATHLETICS CHAIN OF COMMAND



This flow chart represents the preferred chain of command one should follow when trying to solve a problem with one of our athletic programs. Learning to deal with conflict is a life-long skill for all students. Therefore it is important that the student first talk with their coach regarding any issue of concern. If the student is not satisfied after this conversation, the next step will be for the student, parent, coach and Athletic Director to meet. Again if satisfaction is not reached at this level, move up the chain to the next person. Continue up the chain as you see fit. Keep in mind

that if you jump steps, you will likely find the people you talk to may not be informed of the situation. This could lead to decisions made that are not totally fact based and not beneficial to our programs. Our coaches are very willing to converse with you about our programs. We do ask, however, that you pick an appropriate time to do so. To run up to or confront a coach just before, during or right after a game or tournament is very inconsiderate. We ask that you please refrain from doing so. The more appropriate approach would involve calling the coach at a later, more relaxed time so the situation can be discussed with full attention. If you do not hear back from the person you have contacted within 24 hours, it is time to move along to the next level of the chain. We do not expect your questions or concerns to go unanswered for a long period of time.

We all look forward to a wonderful school year with few complaints. Please note that compliments or acknowledgements of positive events can be directed to everyone along the chain. All of us appreciate hearing that there is something good that has happened!

TITLE IX

Carson High School does not discriminate on the basis of race, color, religion, gender, national origin, age, political affiliation, or disability. If you have any questions, please contact Jose Delfin, 283-2130, Title IX Coordinator. Forms are available from Kim Arnold in the Administration office.

GUIDANCE INFORMATION/CLASS CHANGES

Class changes will be based on necessity and availability of courses. During the fall semester, the first week of school will be set aside for any and all schedule changes. For the spring semester, class schedules will be handed out the week before the beginning of the semester and all changes must be made before the first day of second semester. Students and parents should read the schedule change form as it contains specific information.

Graduation Requirements

Courses of Study	Credit Requirements
English	4
Science	3
Mathematics	4
U.S. History	1
U.S. Government	1
World History/Geography	1
Computer Literacy	1/2
Physical Education	2
Health	1/2
Humanities	1
Electives	6 1/2
Total Credits	24 ½

A credit is equal to one full year or two semesters of a course.
In addition to the credit requirements, students must pass required End-of-Course exams.

External Credits
Students at Carson High School are required to complete an Application for External Credit and receive school level approval prior to enrolling in an external course for credit. External courses include but are not limited to dual credit courses through WNC and/or TMCC and BYU correspondence courses.

Carson High Withdraw Policy

- If a student withdraws from a class during the first or third quarter they will receive a W/P (passing grade) or W/F (failing grade) based on their grade at the time of withdrawal.
- If a student withdraws from a class <u>after</u> the first or third quarter, he/she will receive a W/F on his/her transcript regardless of their grade at the time of withdrawal.
- Any W/F received will be calculated as an F into the student's GPA.

- All dates of withdrawal will be included on the student's transcript.

Enrollment Requirements

- Seniors may have a reduced schedule (minimum of four classes) provided all requirements for graduation have been met.
- Freshman, sophomores, and juniors are required to enroll in seven classes.

Graduation Commencement Participation Requirements

In order to participate in the Carson High School Graduation Ceremony, each student must meet the following requirements:

- Successful completion of 24 1/2 credits.
- All required classes successfully completed.
- No financial obligations to Carson High School.
- Pass all required End-of-Course exams.
- Appropriate student behavior must be maintained through the Graduation commencement ceremony.
- All fines and fees must be paid, and books returned before caps and gowns will be issued.

CHS CLUBS AND ORGANIZATIONS

Billiards
Bowling
Climbing Club
Dance Crew
Embody Club
Environmental Club
Fellowship of Christian Athletes
Future Business Leaders of America
Future Farmers of America
Gay Straight Alliance
Health Occupations Students of America
Hispanic Club (META)
Interact
Judicial Board
Key Club
Link Crew
Meeting of the Minds
Mountain Biking Club
National Honor Society
National Restaurant Association – Prostart
Native American Club
Political Science Club
Psychology Club
Science Olympiad
Senator Sound (Spirit Club)
Sewing Club
Skills USA
Speech & Debate

Go to www.carsonhigh.com (Activities, Clubs) for more details.

New Clubs

To start up a new club, see the student body president or student council advisor. All clubs must have a CHS staff member as an advisor.