



Student Handbook

2024-2025

Home of the Solons

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Students, Parents/Guardians, Teachers, Administration, and School Staff can reference this document throughout the school year to answer questions regarding school policies and procedures. This document was last updated on June 18, 2020 and will be updated throughout the year as necessary. The most updated version can be found online.

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VISION

Carson Middle School will create a culture of shared responsibility to engage, empower, and inspire successful lifelong learners.

WE BELIEVE

- All students and teachers deserve a chance to work and learn in a safe and respectful environment.
- All students deserve to be challenged in a way that empowers them to take control of their own learning.
- All staff, students, and family members hold stake in the educational process through shared responsibility.
- All students are capable of learning.
- High expectations for learning are reasonable to ensure academic success.
- Every challenge is a learning moment and an opportunity for re-teaching.

STUDENT GOALS

Students at CMS shall demonstrate accountability for their own grades and behavior by:

- Attending school daily
- Showing respect toward faculty, peers and guests
- Completing all assignments to the best of his/her ability
- Getting involved in school and community programs

EXPECTATIONS

We are fortunate to have a beautiful facility to learn and grow as future leaders in. It is important that students display appropriate behavior and respect while at school. We can work together to maintain a high-quality environment for learning by following these practices:

- Practice Responsibility
- Remain Safe
- Inspire Respect
- Display Integrity
- Expect Success

SOLON P.R.I.D.E. BEHAVIOR EXPECTATIONS MATRIX

We, as an administration, faculty, and staff of Carson Middle School, are proud of the students who attend our school. It is our goal to promote a positive learning experience for all our students.

The essence of good behavior is RESPECT – respect for *authority*, respect for *others*, respect for *self*, and respect for *rules*. It is an attitude that begins at home, is reinforced at school, and is applied throughout life. Our CMS Behavior Matrix instructs and guides our students in the positive behavior that is expected of each student throughout the school.

Please refer to the Carson Middle School Behavior Matrix on the next page of this handbook for more information on student expectations.



Solon P.R.I.D.E. Behavior Matrix



At Carson Middle School we...	Classroom	Hallways	Cafeteria	School Wide	Technology	Bathrooms
P <small>Practice</small> Responsibility <i>We own our actions, decisions, and outcomes.</i>	THANK YOU FOR... <ul style="list-style-type: none"> Keeping your binder organized Filling out your planner every day Being prompt, prepared, and ready to learn when the bell rings Working collaboratively with one another 	THANK YOU FOR... <ul style="list-style-type: none"> Walking with purpose Using your 4-minute passing time appropriately and arriving to class on time 	THANK YOU FOR... <ul style="list-style-type: none"> Moving through the lunch line efficiently Cleaning up after yourself 	THANK YOU FOR... <ul style="list-style-type: none"> Communicating concerns to an adult Making decisions that benefit yourself and others 	THANK YOU FOR... <ul style="list-style-type: none"> Making sure your phones, earbuds, and smart watches are off and in your phone pouch from 7:45 AM to 2:25 PM Using technology in a positive way 	THANK YOU FOR... <ul style="list-style-type: none"> Using the restroom appropriately Going straight there and straight back to class quickly Cleaning up your messes
R <small>Remain</small> Safe <i>We protect ourselves and others from harm.</i>	THANK YOU FOR... <ul style="list-style-type: none"> Following classroom procedures and routines Paying attention to yourself and others Knowing your classroom evacuation plan 	THANK YOU FOR... <ul style="list-style-type: none"> Walking on the right-hand side Keeping hallways clear by not socializing in the center of the hall 	THANK YOU FOR... <ul style="list-style-type: none"> Remaining seated until excused (15 minutes) Cleaning or reporting spills 	THANK YOU FOR... <ul style="list-style-type: none"> Following the rules to promote safety Reporting safety issues and concerns 	THANK YOU FOR... <ul style="list-style-type: none"> Only using technology in approved areas Reporting cyber-bullying or other inappropriate online activities 	THANK YOU FOR... <ul style="list-style-type: none"> Reporting issues to staff
I <small>Inspire</small> Respect <i>We show consideration for ourselves, others, and the environment.</i>	THANK YOU FOR... <ul style="list-style-type: none"> Treating others, the way you want to be treated Speaking and listening politely Accepting all viewpoints and differences Including all students in groups and activities 	THANK YOU FOR... <ul style="list-style-type: none"> Using inside voices Maintaining personal space Showing genuine care for others Understanding that there are many students trying to get somewhere at the same time 	THANK YOU FOR... <ul style="list-style-type: none"> Maintaining indoor voice Using good table manners Using appropriate Language Keeping all food and drinks in the cafeteria Inviting others to join you Saying "please" and "thank you" 	THANK YOU FOR... <ul style="list-style-type: none"> Respecting the space and needs of others Using areas and materials for their intended purposes Keeping hurtful words to yourself 	THANK YOU FOR... <ul style="list-style-type: none"> Keeping your hands on your own devices Following directions and asking for clarification 	THANK YOU FOR... <ul style="list-style-type: none"> Respecting the privacy of others Keeping the bathrooms clean Using closest restroom to your class Being quick, as others may be waiting
D <small>Display</small> Integrity <i>We do the right thing even when no one else is watching.</i>	THANK YOU FOR... <ul style="list-style-type: none"> Owning your actions and accepting the results Doing your own work Showing your effort and abilities Advocating for your learning 	THANK YOU FOR... <ul style="list-style-type: none"> Having your planner as a pass at all times 	THANK YOU FOR... <ul style="list-style-type: none"> Practicing patience while waiting to be dismissed 	THANK YOU FOR... <ul style="list-style-type: none"> Doing the right thing... always Showing good sportsmanship and accepting all ability levels 	THANK YOU FOR... <ul style="list-style-type: none"> Taking care of your Chromebook Being a good digital citizen 	THANK YOU FOR... <ul style="list-style-type: none"> Being patient while waiting your turn
E <small>Expect</small> Success <i>We have self-confidence and determination to succeed.</i>	THANK YOU FOR... <ul style="list-style-type: none"> Being an active learner Taking pride in your work Completing assignments in a timely manner 	THANK YOU FOR... <ul style="list-style-type: none"> Knowing the most efficient route to your next location 	THANK YOU FOR... <ul style="list-style-type: none"> Knowing your meal PIN number 	THANK YOU FOR... <ul style="list-style-type: none"> Supporting our school, our staff, and your peers in all aspects academic, social, and emotional learning 	THANK YOU FOR... <ul style="list-style-type: none"> Using technology to enhance your learning and avoiding online distractions 	

EXPECTATIONS FOR STUDENT BEHAVIOR

Progressive Discipline

Carson Middle School staff utilize a policy of progressive discipline. Progressive discipline means that each additional behavior infraction will result in a more intense intervention. Action taken to control or correct undesirable student behavior should take individual circumstances into account but must always be most concerned for the safety and educational welfare of the majority of students.

Classroom Behavior

Teachers will handle minor disciplinary offenses with teacher-monitored interventions, which may include but are not limited to the following: private conferences, corrective assignments, detention, phone calls to parent/guardian, and/or referral to the office. Each teacher has discipline procedures that are consistent with the progressive discipline model established at Carson Middle School.

Campus Behavior Problems and Referrals to the Office

Any staff member may take corrective action or write a referral for a student's misbehavior on campus. A student may be referred to school administration for major violations of behavioral expectations or minor behavioral infractions that are not corrected. Referrals to the office are recorded in the student's disciplinary record in Infinite Campus. One or more of the following consequences may occur when a student receives a referral to the office:

- Conference with an administrator, counselor, and/or School Social Worker (SSW)
- Detention (lunch, after-school, or Saturday School)
- In-School Suspension (ISS) – students assigned to ISS must show a cooperative attitude and follow teacher/administrator expectations. Students who do not cooperate may be suspended from school.
- Required parent conference
- Suspension from school
- Behavior contract
- Campus beautification
- Referral to a behavior intervention/learning program
- Long-term school suspension
- Expulsion
- Other interventions available as deemed necessary by school administration.

Bus Behavior

Riding a bus is a privilege which may be revoked for misbehavior. Behavior slips are issued through the bus drivers and the transportation department. The transportation department uses a progressive discipline model where students receive a warning on the first offense. Repeat offenders are removed from the bus for a specific number of days. If the behavior does not change, students may be permanently removed from all buses for the remainder of the year. Our bus drivers' first priority is student safety. It is imperative for students to follow all directions at all times.

Cell Phones and Smart Watches

Students should not bring cell phones to school. If a student brings a cell phone to school, it must be turned off by 7:45 a.m. and remain turned off until 2:25 p.m. Cell phones and smart watches must be stored in the Cell Phone Pouch assigned to the student by the school. Any unauthorized student use or possession of a cell phone and/or smart watch will result in the confiscation of the device. Confiscated items will be taken to the main office and a parent must pick it up from the office. Students will receive consequences for cell phone or smart watch use during the school day. Infractions will be documented in the student's discipline record in Infinite Campus and follow progressive discipline. **NOTE: Students bring electronic communication devices to school at their own risk. The District will not be held responsible if a phone or other item is lost, stolen, or misplaced, or broken including those that have been confiscated.**

Headphones

Wired headphones are permitted in the classroom only at the discretion of the teacher and for educational purposes. Headphones are not permitted in the hallways or other school areas. Over-the-ear headphones are not permitted at school unless authorized by school staff. Wireless headphones must be placed in the Cell Phone Pouch along with the cell phone and smart watch.

Laptops (1:1 Devices)

All student 1:1 devices are to be carried in the student's backpack. Students are not to leave their laptop unattended at any time. Laptops must be in the student's backpack while in the cafeteria or outside during lunch. Unattended laptops in classrooms, hallways, cafeteria, or outside, will be confiscated and turned in to the library. A second offense will result in a call to parents/guardians. Infractions will be documented in the student's discipline record in Infinite Campus and follow progressive discipline.

Academic Misconduct (Cheating and Plagiarism):

Students at Carson Middle School are expected to perform to the best of their academic abilities and be honest in all their schoolwork. Academic dishonesty is not acceptable at Carson Middle School. Academic dishonesty is defined as cheating, plagiarism, or otherwise obtaining grades under false pretenses. Plagiarism is defined as submitting the language, ideas, thoughts, or work of another as one's own. Cheating is defined as obtaining or providing unauthorized information during an examination or on any class assignment through verbal, visual, or unauthorized use of books, notes, technology or other materials. Faculty has the responsibility to maintain an orderly testing room and provide sufficient safeguards to inhibit dishonesty. Students have the responsibility to rely on their knowledge during the assessment process. Disciplinary procedures for incidents of academic dishonesty may involve administrative action for violation of the student discipline code.

P. E. Lockers

Any student issued a locker will be responsible for the contents of the locker. Each student is responsible for knowing the combination and keeping it confidential. Lockers and combinations should not be shared with anyone outside of the assigned user(s) unless approved by the office and/or administration. Students should not bring valuables to school. The school district cannot accept responsibility for items damaged in or taken from lockers. Lockers are school property and may be examined by school officials at any time. Students must not share lockers without permission from school administration.

BULLYING AND CYBERBULLYING

Carson Middle School prohibits acts of harassment or bullying. A **safe and respectful environment** in school is necessary for students to learn and achieve high academic standards. Harassment or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and the school's ability to educate its students.

Bullying includes any written, verbal or electronic expression or physical acts or gestures that are directed at a person or group of persons and:

- Cause the person physical harm, damage to property, or put the person in fear of physical harm.
- Interfere with the rights of the person by creating a hostile educational environment or interfere with the academic performance or the ability of the person to benefit from school services or activities
- Repeated or pervasive taunting, name-calling, belittling, mocking or use of put-downs or demeaning humor regarding the actual or perceived race, color, national origin, ancestry, religion, gender identity or expression, sexual orientation, physical or mental disability of a person, sex or any other distinguishing characteristic of background of a person.

Bullying includes acts that intend to harm another person by:

- Manipulating his or her relationships with others including spreading false rumors,
- Nonverbal threats or intimidation including menacing or disrespectful gestures,
- Threats to harm a person or their possessions,
- Blackmail or extortion,
- Blocking access to school property, or
- Physically harmful contact with or injury to another person or his or her property.

Cyber-bullying defined. "Cyber-bullying" means bullying through the use of electronic communication. The term includes the use of electronic communication to transmit or distribute a sexual image of a minor. As used in this section, "sexual image" has the meaning described to it in [NRS 200.737](#).

Electronic communication defined. "Electronic communication" means the communication of any written, verbal or pictorial information through the use of an electronic device, including, without limitation, a telephone, a cellular phone, a computer or any similar means of communication.

Physical and/or verbal harassment of another student is a very serious offense. No student or adult at CMS will have to tolerate bullies or other students who verbally threaten, intimidate, or harass. We encourage all students to use the following 3-step process (**STOP, WALK, TALK**) when dealing with problem behaviors (name calling, teasing, talking behind someone's back, threatening, etc.).

3 Steps to Bullying Prevention for Students:

1. STOP



Students must be confident in letting other students know that a problem behavior is unacceptable. Use a “stop” hand signal and give a verbal “STOP” to behavior that is offensive or unwanted.

2. WALK

If the problem behavior continues, the student should walk away. This prevents reinforcement of the unwanted behavior by removing peer attention.

3. TALK

If the problem behavior continues, talk to an adult. Students can talk to a teacher, counselor, school social workers, administrator, parent, or any adult at school. Students should talk to an adult when they experience a problem or if they witness it happen to another student.

Since bystander support of harassment or bullying can increase these behaviors, Carson Middle School prohibits both active and passive support for acts of harassment or bullying. We will encourage and support students who walk away from these acts when they see them, constructively attempt to stop them, or report them to the designated authority.

Reporting Incidents of Bullying

If a student experiences or witnesses bullying and/or harassment of any kind, the student must notify an adult (parent, administrator, teacher, counselor, school social worker, etc.). Bullying and/or harassment can only be addressed and eliminated if it is brought to the attention of the school, and we all work together.

Students and parents may also report incidents to SafeVoice Nevada. SafeVoice follows up on every report to make certain appropriate steps have been taken to ensure the safety of students. By law, the report and reporter remain confidential.

SafeVoiceNV.org or 833.216.SAFE (7233)

Complete bullying information and resources can be accessed at Bullyfreezone.nv.gov

Consequences for Bullying

Consequences for a student who commits an act of harassment or bullying shall be unique to the individual incident and will vary in method and severity according to the nature of the behavior, the developmental age of the student, and the student’s history of problem behaviors and performance. Remedial measures shall be designed to: *correct the problem behavior*, *prevent another occurrence* of the behavior, and *protect the victim* of the act. Effective discipline will employ a school-wide approach based on a rubric of violations and the associated consequences.

- **Factors for Determining Consequences**
 - Age, development, and maturity levels of the parties involved
 - Degree of harm
 - Surrounding circumstances
 - Nature and severity of the behavior(s)
 - Incidences of past or continuing pattern(s) of behavior
 - Relationship between the parties involved
 - Context in which the alleged incident(s) occurred

Carson Middle School requires the administration or the administration's designee to be responsible for receiving complaints alleging violations of this policy. All school employees are required to report alleged violations of this policy to the administration or the administration's designee. All other members of the school community, including students, parents/guardians, volunteers, and visitors, are encouraged to report any act that may be a violation of this policy. Reports may be made anonymously, but formal disciplinary action *may not* be based solely on the basis of an anonymous report.

As a school, we prohibit reprisal or retaliation against any person who reports an act of harassment or bullying. The consequences and appropriate remedial action for a person who engages in reprisal or retaliation shall be determined by the administrator after consideration of the nature, severity, and circumstances of the act.

Carson Middle School also prohibits any person from falsely accusing another as a means of harassment or bullying. The consequences and appropriate remedial action for a *person* found to have falsely accused another as a means of harassment or bullying may range from positive behavioral interventions up to and including suspension or expulsion.

Carson Middle School believes the best measure to prevent harassment or bullying is to educate students how to make positive choices that support a safe and respectful learning environment on our campus. Weekly social-emotional lessons will be supported in Encore class throughout the school year to provide student instruction and support in this area.

This policy was developed in accordance with the Carson City Schools Board Policy 543 and Regulation 543 in addition to School Board Policy 245 and Regulation 245 regarding student health and wellness.

ATTENDANCE AND TRUANCY

The following are the procedures to follow if your student has been absent for one or more class periods:

Within 3 days of a student's return to school he/she must:

- Bring a note to or call the CMS Attendance Office (775.283.2800) explaining the reason for the absence. The note or phone message must include the following information:

- Date(s) of the absence
- Reason for the absence
- Phone number or contact information for the parent/guardian
- Parent/guardian signature (if a note)
- Notes may be submitted in Spanish
- School authorities reserve the right to verify such statements and to investigate the cause of each absence.

The Carson City School District has established a policy requiring 90% attendance for a student to earn credit in any given course. It is extremely important that students and parents understand the Carson City School District Attendance Policy. The entire policy is found on the Carson City School District website, is based upon Nevada Revised Statute, and is not a creation of the Carson City School District. Below is a summary of the policy.

Attendance FAQs:

How many absences are allowed before losing credit?

*If, in a semester, a student accumulates ten (10) of (or any combination of) the following absences **in any one class**, the student may not earn credit for that class:*

- **AUK** **Unverified Absence**
- **DOM** **Domestic Absence**
- **CT** **Confirmed Truant**
- **NCU** **Parent Note/Call After 3 Days**
- **CTL** **Truancy Letter Mailed**

Do Medical Absences (EMD or MED) count toward loss of credit?

Medical absences do not count against the 90% attendance requirement. There are two types of codes for medical absences:

- **EMD = an excused medical absence in which documentation was provided by a health care professional.**
- **MED = an excused absence in which the parent/guardian has affirmed that the absence is of a medical nature.**

The school has a right to request a parent conference if medical absences become excessive and there is no documentation of a health concern provided by a healthcare professional. It is extremely important that parents provide a note from a medical professional if available and always notify the school of an absence due to a medical reason.

Note: Medical absences will be changed to Domestic (DOM) if the student does not request/complete/return make-up work within the designated timeline.

Tardy: When does Missed Instruction (tardiness) become an absence?

Tardy is marked when a student is not in class at the start of the class period. The missed instruction time follows progressive discipline. If a student arrives to class late or leaves early and misses 1/3 of the period or more, the student will be marked absent and the criteria for marking absent students will be utilized.

What is a Request for Administrative Review?

If a student has exceeded the 90% attendance requirement, he or she may request for an Administrative Review of the excessive absences. A request for an Administrative Review form may be obtained in the main office. Please note that in order for any absence to be considered for review, the make-up work must have been completed per CCSD policy. Students who attend less than 90% of the semester may either be retained or not earn credit.

What is Truancy?

A truancy occurs when a student is absent without permission from either the school or parent/guardian. A student will be considered truant for the day if he/she is truant in one or more periods. Truancies are cumulative for all classes for the entire year. The following absences are considered truancies:

- **AUK** **Unverified Absence**
- **NCU** **Parent/Guardian Note/Call After 3 Days**
- **CT** **Confirmed Truant**
- **CTL** **Truancy Letter Mailed**

What is a Habitual Truant?

***A Habitual Truant** is one who has been declared a truant three or more times within one school year (NRS 392.040). Any student who is contacted for truancy 3 times in a school year will be identified as a Habitual Truant. Any additional truancies will result in the student and parent/guardian(s) being required to appear before the **Student Attendance Review Board (SARB)**. The Student Attendance Review Board has the authority to implement fines, suspend/delay student driver licenses, assign community service, and take other necessary action to stop truancies from taking place.*

Leaving Campus

Students who leave campus for appointments and family emergencies must be signed out at the attendance office by a parent or guardian. The parent/guardian is to wait at the attendance office for the student. Carson Middle School is a large campus, so it is important to allow ample time for the check-out process. For the students' safety, no child will be released without written consent to anyone other than the parent/guardian. Photo ID may be required at the time any party checks out a child. If a student is to be checked out during the lunch period, the office is to be notified by 9 AM that day.

Make-Up Work

The student is responsible for obtaining missed assignments upon his/her return. The student shall have a time equal to the number of days absent from class to complete all missed assignments. For example, if a student is absent two days, he/she receives two days to complete the work missed during the two-day absence. After that time, missing assignments become late work. Students will be notified in advance of projects or assignments for which this absent work policy does not apply. Homework that was assigned prior to an absence but due during the absence is expected to be turned in the day the student returns to class. Make-up work is an essential component of the attendance policy. Absences can only be

exempted from the minimum attendance percentage if the make-up work is completed. A teacher will need to verify that the assignments were completed for the absences to be exempt.

Withdrawal from School

A student planning to leave school, for any reason, before the close of the school term, must present to Guidance a written request from parent/guardian. Guidance will then issue a withdrawal slip, which must be cleared by all student's teachers, librarian, nurse, and attendance. Claims against the student must be paid before a transcript or credit is issued.

ACADEMIC CREDIT

Nevada State Law requires students to successfully complete a minimum requirement of academic credits in middle school. Any student who receives an "F" may be required to participate in academic intervention programs including but not limited to:

- Removal from elective classes to focus on academic remediation.
- Summer school.
- Distance learning/credit recovery/blended learning.

Promotion Requirements

To be promoted from the 8th grade to the 9th grade, Nevada State Law requires that students successfully pass 3 semesters of English and Math, and 2 semesters of Social Studies and Science during the 7th and 8th grades. Students who have not met these requirements will be required to attend summer school at parent expense and/or be retained. Credit deficient students will not be able to attend the 8th grade promotion ceremony or celebration. Grades, attendance, behavior will also be taken into consideration for the promotion ceremony and celebration. The appropriate administrator will determine participation eligibility for students who have exhibited poor grades, attendance, or behavior.

Homework Policy

The purpose of homework is to create a greater understanding of specific objectives through independent practice. This work is done outside the class or at home.

Homework can be further defined as:

- Practice or review of material already mastered in class such as a math or foreign language skills practice or studying for a quiz or test
- Introduction of new material to be presented in future lessons such as reading or researching a topic
- Extension of knowledge, which involves applying something previously learned to a new situation and/or extending that knowledge to real life situations
- Integration of skills learned in class through a project such as book reports, creative writing, history, science or math projects, etc.

Homework requests

When students have an excused absence of 2 or more days, homework may be requested

with the following conditions:

1. Parent/Guardian must call the attendance office (283-2880) by 9:00 a.m. to request work.
2. Homework will be available for pick-up the following day.
3. Additional homework can only be picked up when previous homework has been completed and turned in to the teacher.
4. The student is responsible for completing all work missed due to absences.

ATHLETICS AND ACTIVITIES

CMS offers a variety of activities and athletics after school that may require students to miss instructional time for travel. To participate in these activities, students must maintain minimum standards in attendance, academic performance, and citizenship.

Students must:

- Attend *at least* half the school day and have **NO** unexcused absences on the day of activity
- Maintain passing grades in all classes during the season and have a 2.0 GPA. (Exceptions can be granted by coaches, supervisors, and administration)
- Maintain mastery or near mastery citizenship in all classes

Any student receiving a referral to the office may lose eligibility. Students should not post video from athletic events on the internet without consent from a coach or a school administrator. A student's removal from a team/activity can be the result of action by the coach, supervisor, or a school administrator.

Please refer to the Carson Middle School athletic handbook for more information regarding athletics and activities.

Registering for Athletics

Students desiring to participate in school athletics must first register with RegisterMyAthlete.com. Information can be obtained from the Intervention Office. Students must obtain a physical from a licensed physician prior to participating in middle school athletics.

STUDENT DRESS CODE

The purpose of the dress code is to promote a learning environment that is safe, respectful and free from distractions. The following dress code applies to all students at Carson Middle School during regular school hours and at all school sponsored events or activities:

Pants

- No sagging pants or shorts. Shorts/undergarments must not be visible under pants.
- No holes, rips, or tears above the knee.
- Leggings or yoga style pants are prohibited to be worn unless underneath a skirt, dress or shorts and must extend below the knee.

Shorts

- Shorts must extend below the student's fingertips with arms in a relaxed position and must be hemmed (no cut-offs). No holes, rips, or tears. No Spandex shorts.

Skirts/Dresses

- Skirts or dresses must extend below the student's fingertips with arms in a relaxed position.
- Skirts or dresses that do not extend below the knee may only be worn with leggings underneath that extend below the knee. No tights.

Tops

- Shirts must have sleeves that cover the shoulders. No halter-tops, tube tops, muscle shirts, tank tops, backless shirts, sleeveless shirts, spaghetti straps or strapless garments.
- Blouses and shirts must cover the entire torso at all times. Skin must not be visible at the midriff when arms are raised above the student's head.
- No low-cut necklines or exposed cleavage.

Shoes

- Shoes with hard soles and a back must be worn at all times. No flip-flops, slippers, and/or slide-in shoes.

Undergarments

- Undergarments (underwear, boxers, bras, etc.) must not be visible. No pajamas, bathrobes, or blankets.

Accessories

- Any attire or accessories associated with gangs, tobacco, nicotine, drugs, alcohol, weapons, violence, vulgar language/illustrations or discrimination are prohibited.
- Hats, caps, hoods, heavy scarves, other head coverings, gloves or heavy jackets may not be worn inside the building.
- No bandanas of any color.
- No earbuds, air pods, or headphones except in a classroom for learning purposes with teacher permission.
- No trench-style coats.
- Belts and buckles must be free of gang insignias, spikes, drug references or inappropriate messages. No chains or hanging/extended belt lengths.
- Clothes or accessories that are determined by school administration to interfere with school safety or the learning environment are prohibited.

Students who do not dress in accordance with the Carson Middle School Dress Code will be issued appropriate clothing to remain at school or parents will be contacted to bring appropriate clothing to school. Appropriate progressive disciplinary action will be taken by school administration for students who do not follow the dress code and may include detention, in-school suspension, or out-of-school suspension.

8th Grade Promotion Dress Expectations

Ladies: dress, skirt or pantsuit. No spaghetti straps, halter style straps, strapless, backless, plunging necklines or bare midriffs are allowed. If the dress has straps, a wrap/jacket must be worn.

Gentlemen: nice long slacks or cords. Dress shirts and ties are suggested. No blue jeans or shorts.

Students are expected to dress within these guidelines to participate in the 8th grade promotion ceremony.

CAMPUS RESOURCES

Counseling Office

Counseling is a relationship between the student and the counselor based on mutual trust and respect. Building positive relationships is the top priority of the CMS counseling team. Counselors are available to help students be successful academically and socially.

Students may make appointments with their counselor by visiting the office or using the link on CMNewz. If there is an urgent issue, students are encouraged to talk their teacher and then come to the guidance office for immediate assistance.

Parent/Teacher Team/Counselor conferences are scheduled through the guidance office. Please contact this office at 283-2808 during school hours to make an appointment.

School Social Workers (SSWs)

The School Social Workers (SSWs) work with students who need assistance with a variety of issues, both in school and out of school. Our SSWs provide support for students who are experiencing difficulty at school because of an issue with a peer, a family issue, or a personal struggle. Their office is a safe space for focus groups, lunch activities, problem solving, and general support. Our SSW staff works to educate our students about bullying and support students and families if bullying or harassment has occurred. Our SSWs also aim to help families access school and community resources. SSWs are available to help all students and families identify and alleviate barriers to student success.

Students may visit the SSW office at any time by first asking for a pass from their teacher.

Nurse's Office

Students not feeling well or who become injured at school must visit the nurse's office with a pass from their teacher. Students who feel they need to go home because of an illness or injury must visit the nurse who will help them make that decision along with parent contact.

All medications taken by students on campus (including over-the-counter medications) must be administered by the school nurse. Medication will NOT be given to any student without written permission from the parent/guardian. Any medication given to a student must be supplied to the nurse by the parent/guardian. Any questions about medications should be directed to the nurse at 283-2815.

School Resource Officer (SRO)

Carson Middle School has been assigned a School Resource Officer (SRO). The SRO is an employee of the Carson City Sheriff's Department. The purpose of the SRO is to assist the school administration in maintaining a safe and secure school environment. The SRO also works to build positive relationships with students.

Library Learning Commons

The Library Learning Commons at Carson Middle School is a place where all students and staff are welcome. It is a flexible space designed to support and encourage an active community of collaborative learners. In the Library Learning Commons, students can read and check out books, access and evaluate information, use technology, and explore ideas. The mission of the Library Learning Commons is to encourage inquiry, imagination, discovery, and creativity by connecting learners to information and each other.

Hours: The Library Learning Commons is open 7:15 AM – 3:00 PM each school day, including before/after school and during lunch on most days. Open lunch times vary and will be announced each morning. Students visiting the Library Learning Commons individually during instructional time must have a hall pass and sign themselves in and out on the daily log sheet. When the library is closed, there will be a red flag hanging outside the library door.

Use of materials: All patrons are expected to be responsible and respectful of materials. Please return all items on time and in good condition to the book drop located in the library or one of the two hallway book drops located around campus. If any materials are lost or damaged, a fine will be assessed. Patrons may pay the fine or replace the item. Students with outstanding fines, fees, or overdue materials will not be eligible to participate in reward activities.

Recognizing that some library materials might not be appropriate for an individual student's needs, parents can submit a list of titles, topics, or genres which their own child may not check out.

Use of Technology: Library computers are reserved for academic purposes. All patrons must abide by the CCSD Acceptable Use Policy and the CMS Technology Policy.

Student Computers (1:1 device): Student laptop computers are checked out through the Library Learning Commons. Students and parents/guardians must complete all necessary paperwork before the check-out process can be completed. Students must abide by the CCSD Acceptable Use Policy and the CMS Technology Policy. Students are responsible for his/her device and can be assessed fees for loss or damage. CMS administration reserves the right to confiscate student computers at any time.

ADDITIONAL INFORMATION

Deliveries

Classrooms will not be interrupted for delivery of messages to students. No delivery of flowers, singing telegrams, food etc. will be accepted at Carson Middle School. Students should leave balloons, flowers, cakes, and other celebration items at home. In addition, we encourage students to bring a lunch from home or use the district lunch program. However, if it is necessary for a parent to deliver a lunch to their child, it must be delivered to the school office before 10:00 AM. Lunches received after the above-mentioned time may not be delivered due to the bell schedule. Food deliveries during after-school events are prohibited. Students may not take food or drinks to class. Students arriving late to school with a drink or food will forfeit their food/drink items at the office.

Visitors

Students are not permitted to bring visitors to school. All visitors (non-students and non-Carson Middle School employees) must report to the front office immediately upon arrival to obtain a visitor's pass, and be prepared to show identification. Parents/guardians are welcome and encouraged to visit and/or volunteer at Carson Middle School.

Parents/guardians may attend classes with their child, but they must make visitation arrangements at least 24 hours in advance through the counseling office or administration. The site administrator has the right and authority to limit, end, or deny a visit, particularly from a non-parent/guardian, to avoid disruption to school operations. All visitors must report to the front office immediately upon arrival to obtain a visitor's pass, and be prepared to show identification.

Lost and Found

Any clothing and/or item found on school property should be taken to the attendance office. Students are responsible for checking Lost and Found. Items not claimed after two weeks will be taken to local charities or disposed of appropriately

