

# Leavitt Middle School



## Parent/Guardian Handbook

**2025-2026**

4701 Quadrel St.

Las Vegas, NV 89129

Phone: 702-799-4699/ Fax: 702-799-4528

[www.leavittms.net](http://www.leavittms.net)

# Leavitt Middle School Parent/Guardian Handbook

This handbook is designed to provide parents and guardians with important information regarding school-wide rules and procedures at Leavitt Middle School.

## School Administration

- **Principal:** Lana Roper
- **Assistant Principals:** Danielle Atkinson, Nancy McPartlin, and Lisa O'Keefe
- **Counselors:** Nicole Pedego (6th grade), Annetta Bonner (7th grade), and Iris Shreiar (8th grade)

## Contact Information

- **Address:** 4701 Quadrel St., Las Vegas, NV 89129
- **Main Phone:** 702-799-4699
- **Main Fax:** 702-799-4528
- **Website:** [www.leavittms.net](http://www.leavittms.net)

## Quick Reference Phone Directory of Extensions

- Main Office: 4000
- Registrar's Office: 4065
- Principal's Office: 4100
- Discipline Office: 4500
- Health/Nurse's Office: 4022
- Ms. Pedego (6th grade counselor): 4303
- Ms. Bonner (7th grade counselor): 4302
- Ms. Shreiar (8th grade counselor): 4301

## School Hours

- The school office opens at 7:30 a.m..
- There is no supervision for students before 7:40 a.m..
- Students should be off campus by 2:11 p.m. unless they are under the direct supervision of a faculty member.

## Attendance Guidelines

- Parents can view their child's attendance on Infinite Campus.
- Attendance letters are automatically sent home after a student accumulates a third, sixth, and ninth absence (excused or unexcused).
- For any absence, a written note from a parent/guardian or physician must be submitted to the Administration Office within three school days of the student's return. The note should include the student's name, ID number, dates of absence, reason, and a parent's signature.

- Parents can also submit an absence note online through the school's website, leavittms.net, under the parent tab.
- If a note is not submitted within three school days, the absence will be marked as unexcused.
- Makeup work must be requested by the student within two weeks from the due date of the assignment. An excused absence will become unexcused if makeup work is not completed.

### **Arranged Absences**

- Arranged absences requested by a parent or guardian cannot exceed 10 absences per school year.
- Written requests must be submitted to the attendance office at least three days in advance and must be approved by an administrator.
- The request must include the reason for the absence, the date(s) of the absence, and a means of verification.
- An arranged absence form must also be completed and presented to each of the student's teachers.
- The first and last ten days of school are not permitted for arranged absences, except in extreme emergencies.

### **Tardies**

- Students are expected to be in their classroom by the bell.
- Students who are 30 minutes or more late to any class period will be counted as absent from that class.
- Leavitt Middle School enforces a progressive discipline policy for first-period tardies.
- Tardies during periods 2-6 will result in an After-School Detention.
- Being tardy twice in one school day will result in an RPC (Required Parent Conference).
- After-school detentions will be assigned to students found outside of class during tardy sweeps.

### **Discipline Regulations**

- Leavitt Middle School follows CCSD Regulation 5114.
- Students with 8 or more unexcused absences in a semester may receive a failing grade, which could lead to a denial of credit and prevent promotion to the next grade.
- A student is considered a "Habitual Discipline Problem" if they have threatened or extorted another person, been suspended for starting two fights, or have five or more suspensions of at least three days in one calendar year. The law requires a habitual disciplinary problem student to be suspended or expelled for at least one semester.
- Leavitt Middle School has a "hands-off" policy, prohibiting hitting, slapping, pushing, shoving, and other physical contact.

- Harassment in any form is grounds for severe disciplinary action, including suspension or expulsion. If you feel your child is a victim of harassment, contact their teacher, an assistant principal, or the principal immediately.

### **Dress Code**

- Leavitt Middle School enforces the CCSD Dress and Appearance Regulation 5131.
- All shirts/tops must be long enough to cover the belly button, and low-cut or strapless tops are not permitted.
- Pants and shorts must be secured at the waist and fully cover the buttocks.
- Hoodies must be removed from the head/face while indoors.
- A Leavitt MS ID Badge must be worn prominently around the neck at all times. A temporary ID sticker can be obtained from the SSO for a detention. A replacement ID costs \$5.
- The progressive discipline steps for dress code violations start with a phone call home for a change of clothes and escalate to an RPC (Required Parent Conference) and a dress code contract for a sixth offense.

### **Parent Communication and Involvement**

- You are encouraged to use the Infinite Campus Parent Portal to stay updated on your child's progress.
- Parent conferences with teachers, counselors, or administrators can be scheduled by calling the school office at 702-799-4699.
- To pick up your child during the school day, you must bring a driver's license or other photo identification to confirm your identity.
- Parents are not allowed to leave telephone messages for their children due to legal concerns regarding verifying the identity of the person leaving the message. If there is an emergency, you should come to the office with proper identification to contact your student.
- You are a vital part of the school's crisis response plan and are encouraged to practice a family crisis plan at home.
- During a crisis, you should not come to the school so emergency responders can do their job. You should listen for information from CCSD via TV, radio, Parent Link, or the internet to find out where to reunite with your child. You must bring legal identification (driver's license or passport) to the reunification site.

### **General Information**

- **Backpacks:** Must remain with students at all times. The school is not responsible for lost or stolen items.
- **Bicycles/Scooters:** Must be walked, not ridden, on school grounds and locked in the designated bicycle area. The school is not responsible for damaged or stolen bicycles or scooters.

- **Deliveries:** The office will only accept deliveries for forgotten student lunches. Do not use delivery services like Doordash or Uber Eats. Flowers, balloons, and party foods will not be delivered to students during school hours.
- **Medication:** School personnel cannot dispense non-prescription medication like aspirin. Parents/Guardians can bring medication to the health office for dispensement.
- **Cell Phones:** Students are permitted to use cell phones before and after school, and during lunch. Cell phones, smart watches, and earbuds/headphones are not allowed during passing periods, in class, or in restrooms. If a cell phone is seen, it will be confiscated and sent to the Student Success Office, where a parent or guardian must pick it up.

Please refer to the Student Handbook for additional information.