

# Leavitt Middle School



## Student 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)



**Principal:** Lana Roper  
**Assistant Principals:** Danielle Atkinson  
Nancy McPartlin  
Lisa O'Keefe  
**Counselors:** 6<sup>th</sup> – Nicole Pedego  
7<sup>th</sup> – Annetta Bonner  
8<sup>th</sup> – Iris Shreiar

## **Welcome to Leavitt Middle School**

We are looking forward to meeting each of you and are excited about having your child in our educational programs. We are pleased to introduce our handbook to you and your child. It's a good way to get to know our school. Please take the time to go over this handbook with your child to ensure his/her success at school.

Your middle school years can be the most enjoyable of all your schooling. We hope you will not only enjoy these years but will profit greatly from them. We expect you to study and do your best to take advantage of all your educational opportunities. This handbook has been designed to provide you with important information concerning school-wide rules and procedures. To help you be successful and organized for school, you are requested to become familiar with this handbook. Your counselor and teachers will be telling you more about this information. Finally, it is important that you develop good study habits at Leavitt Middle School because we know the habits you develop in middle school will be with you for many years to come.

## 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  
Cafeteria 4012

Ms. Pedego (6<sup>th</sup> grade counselor) 4303  
Ms. Bonner (7<sup>th</sup> grade counselor) 4302  
Ms. Shreiar (8<sup>th</sup> grade counselor) 4301

**Mission:** The mission of Justice Myron E. Leavitt Middle School is to provide a quality education for all students in a safe and engaging learning environment which will help our students to become successful citizens and lifelong learners.

### Attendance Guidelines

Attendance letters will automatically be sent home once the student accumulates his/her third, sixth, and ninth excused or unexcused absence in one or more classes. Parents may view their child's attendance via Infinite Campus. When a student is absent, the educational experiences lost during that absence are irretrievable because the instruction and interaction in the instructional setting cannot be duplicated through makeup work. The Nevada Revised Statutes provide that corrective steps and/or sanctions be taken or applied when a student does not attend school.

### Absence Notes

In an effort to maintain the highest degree of accuracy and to ensure proper accounting of student absences, students are to bring an absence note to the Administration Office before school on the day of their return from an absence. You may also submit an absence note via our website at [Leavittms.net](http://Leavittms.net) under the parent tab. **The note must be submitted within three (3) school days of the absence or the absence will be recorded as unexcused/unapproved.**

**Absence notes should include your students name, student ID number, dates and reason for absence and parents signature. If seen by a doctor, a doctor note should be provided.**

Parents may contact the Administrative Office at 702-799-4699 if there are any questions concerning student attendance or the attendance policy at Leavitt Middle School.

### Approved School Activities

Absences due to a student's participation in a school-sanctioned activity or absences resulting from a student's suspension or required parent conference will not be included in the absence total. It is expected that routine medical appointments will typically be scheduled outside the school day.

### Arranged Absences

Arranged absences, by a parent or guardian, may not exceed ten (10) absences per school year. The first and last ten (10) days of school will not be permitted, except in extreme emergencies. Written requests must be made at least three (3) days in advance with the attendance office and approved by the administrator. . This request must include the reason for the absence, date(s) of absence, and means of verifying the request. An arranged absence form must be filled out and presented by the student to each of his/her teachers. A student's academic attendance and behavior record will also be evaluated.

### Excused/Approved Absences

Students who have been absent shall be required to present to the school a written statement, signed by the parent/legal guardian, or physician stating the reason for the absence. The statement must be presented to the attendance office.

Absences may be excused when:

- A student is physically or mentally unable to attend due to illness or medical/dental appointment.
- Written approval of the teacher, principal, or designee has been given upon the request of the parent within three days of the student's return from the absence (NRS 392.130).
- An unavoidable absence due to an emergency (NRS 392.130).
- An absence is prearranged.
- A student is participating in a school-sanctioned activity.
- A student is absent due to a required court appearance or a required religious holiday.

Students are responsible for requesting makeup work within two weeks from the date an assignment was due. Any and all work missed due to absence must have a make-up option with equal points.

### Unexcused/Unapproved Absences

The Nevada Revised Statutes (392.130) define an unapproved (unexcused) absence as an absence which:

- Was not approved in writing in advance.
- Was it not due to the physical or mental inability of the student to attend school or not due to an emergency
- The parent/guardian or person in charge of the student failed to notify the school of the student's absence within three school days after the pupil returned to school.
- Students who are absent to care for children, siblings, or other family members.
- An excused absence will become an unexcused absence if makeup work is not completed.

### Attendance Rules "At a Glance"

- Excused absences include medical/dental appointments with notes and prearranged absences.
- All absences require a note within 3 school days of returning from an absence in order to be excused.
- Prearranged absences are to be planned at least 3 days to 1 week in advance with administrative approval.
- 8 or more unexcused absences may result in a denial of credit.**

### Attendance Guidelines (CCSD Regulation 5113)

Attendance enforcement is a shared responsibility between the Clark County School District and the student's parent or legal guardian. **The parent, legal guardian, or other person in the state of Nevada having control or charge of any student is required to send the student to school during all times that the public school is in session (NRS392.040).** The Clark County School District requires that students enrolled for school in the Clark County School District attend school regularly in accordance with the Nevada Revised Statutes. Each student is expected to attend school for the entire school day. The regulation also states that a student in a secondary school setting, who misses more than (30) minutes of the instructional period has missed an essential part of the learning experience. Therefore, for purposes of this regulation, any student who is (30) minutes or more late to any class period shall be counted absent from that class, and the teacher shall mark the roll book accordingly.

### Tardies

Students are expected to be in their classroom by the bell.

Any students who are more than 30 minutes late to class will be counted absent for that class.

Leavitt Middle School has a 1st Class of the Day Tardy Policy. The following progressive consequences are in place:

- Period 1 - Progressive Discipline will apply for tardies during period 1.
- Periods 2-6 - Being tardy during periods 2-6 will result in an After School Detention
- Two Tardies in One School Day - Being tardy twice in one day will result in RPC.

Leavitt Middle School enforces tardy sweeps throughout the school year. Students who are not in class when the bell rings are considered tardy. After-school detentions will be assigned for all students who are found outside of class during tardy sweeps.

Truancy Nevada Law (NRS 392.040) requires children between the ages of 7 and 18 to attend school. School attendance is vital to your child's academic success in school. The following are excerpts from NRS regarding attendance:

- The principal of the school is required to report pupils who are habitually truant to law enforcement.
- A habitual truant is defined as "a student who has three unapproved or unexcused absences within one school year."
- A truant is a pupil who is absent from school without written approval from a parent verifying that the pupil is physically or mentally unable to attend school.
- If a pupil is absent due to physical or mental reasons, the parent must submit a written note to the school within three days of the absence.
- The law provides the court with the authority to order the student or the parent to pay fines of \$100 - \$1000 for habitual truancy. The court also has the right to deny a driver's license until the student turns 18 years old.
- The law provides the court with the authority to order the student or parent to pay a fine of \$200 for the second or subsequent times the child is found to be a habitual truant. The order can include ten hours of community service and the suspension of driver's license privilege for 60 days for students 14 years and older.

## General Information

### Assemblies

Assemblies may be scheduled throughout the school year. Students must be seated in their assigned sections with their teacher. The privilege of attending is limited to those students who demonstrate positive behavior.

### Backpacks

Backpacks must remain with students at all times. The school is not responsible for lost or stolen items.

### Bicycles/Scooters

All bicycles/scooters must be parked and locked in the bicycle area. Do not lock your bicycle/scooter up with a friend's. The bicycle/scooter area is locked during the school day. Students with permission to leave during the school day must go to the Student Success office to arrange for access. **Leavitt Middle School is not responsible for damaged or stolen bicycles or scooters.** Also, bicycles must be walked, not ridden, on school grounds.

### Clubs and Activities

Students are always encouraged to participate in clubs and activities. Announcements will be made to inform students of times, locations, and events. Some of the clubs and activities include, but are not limited to: Chess Club, Jr. Varsity Quiz, National Jr. Honor Society, Student Council, and Volleyball.

### Competitive Sports

Prior to trying out for basketball, flag football, volleyball, cross country, soccer, or cheerleading, students must pass a physical, provide proof of insurance, and meet the academic requirements. Packets with the appropriate forms are available from the coaches or in the activities office. All potential athletes must upload documents to Aktivite.com

### Computer Usage

In order for students to be able to access any computer on Leavitt Middle School's campus, a "Network Access Form" (CCF-797) and a computer use contract must be completed and signed by the student and the parent/guardian through the annual online registration.

Any student found tampering with or abusing a computer in any way will be permanently denied any future use of that equipment and will be held responsible for the cost of repair or replacement. Such actions are serious and will be dealt with as vandalism of CCSD property.

Any student found attempting to decode passwords, violating copyright laws, ‘crashing’ files, accessing unauthorized files, system folders, or control panels, ‘customizing’ a computer, or copying other students’ files, will be denied any future use of the computer. Such actions are inappropriate and will be dealt with as vandalism of CCSD property.

### **Daily Announcements**

The daily announcements are read during the first period. They contain all official announcements and communications. Students and faculty members are responsible for hearing or reading all notices that may appear in the announcements.

### **Dances**

Dances may be held during the school year. Only students enrolled at Leavitt may attend. Students must be present at school on the day of the dance to be eligible. Once students leave the dance, they are not allowed to return. The dress code and all school rules apply to dances, as well as other school activities.

### **Field Trips**

Field trips can be an exciting part of the learning process; however, participation in school-sponsored activities outside the regular classroom is a privilege, not a right. Students with a history of not following directions or who have other discipline problems are not eligible to participate. A field trip permit and a medical release form signed by a parent or guardian are required in order to participate in a field trip.

### **Classwork**

Classwork reinforces a skill through practice. It gives students the opportunity to display responsible behavior and develop self-directed, independent study habits. It is an integral part of the program at Leavitt Middle School.

### **Intramurals and Sports Programs**

Sports and intramurals will be available for Leavitt students after school. Dates and times will be provided during morning announcements. Currently, we offer running, basketball, flag football, soccer, volleyball and cross country.

### **Late Bus**

Activity buses are provided Monday through Thursday so that students who ride a bus may participate in after-school activities. Passes to ride the late bus must be obtained from the advisor who sponsored the activity. The Student Success office will not provide late bus passes. The late bus leaves campus at approximately 4:00 p.m.

### **Library**

Each student may check out two library books at a time for a 3-week period. A fine will be assessed for any books that are damaged or lost. Overdue notices are distributed to students at the end of every quarter. During school hours, a corridor pass is needed to enter the library. Computer use is available in the library with a student ID. School supplies may be purchased in the library before and after school only.

### **Lockers**

Students are assigned PE lockers through their PE teacher.

School lockers remain the property of the school, and school authorities have a responsibility and a right to examine the contents of lockers for reasons of health, safety, and security. Acceptance on the part of a student assigned a locker is an acknowledgment of the privilege retained by the Clark County School District to examine the contents of that locker whenever determined appropriate. The following are guidelines for locker usage:

- School lockers are not secure. Do not leave money or high-value items in your locker.
- Locker combinations are strictly private information and must not be given to anyone.
- When your locker does not function properly, report it immediately to the PE teacher.
- Any person caught tampering, opening, or removing items from any locker other than their own, will face strong disciplinary action.
- Never leave your locker without making sure you have locked it.
- Leavitt Middle School is not responsible for any items missing from your locker.

- Report any theft or locker damage immediately.
- Students may not share lockers unless otherwise assigned in Physical Education classes.

### Lost and Found

When items are found on campus they are placed in the lost and found in the cafeteria. Valuables such as electronics are held in the Student Success Office. Please check with the secretary. The school donates lost and found clothing items to charity throughout the year.

### Make-up Work

Teachers shall provide an opportunity for a student to make up missed work due to any absence, and students shall be held accountable for the work.

When a student is absent, however, the education experiences lost during that absence might be irretrievable because the instruction and interaction in the instructional setting cannot be duplicated through make-up work. After any absence, a student is required to initiate contact with the teacher(s) to obtain appropriate make-up work. Students have a minimum of two weeks from the date an assignment was due to turn in late/missing work for full credit.

### Passing Periods

In order to ensure the orderly movement of students from one area to another, everyone needs to make a special effort to move quickly and quietly. Although a bell will signal the end of each class period, only the classroom teacher can dismiss students.

### Personal Deliveries

It is very difficult to deliver items to students without interrupting classroom instruction. Please limit deliveries to emergencies only. The office will only accept deliveries for forgotten student lunches. Flowers and balloons should be delivered to the home as they will not be delivered to the student during school hours. Party foods, such as pizza and desserts, will not be allowed. **Do not utilize any delivery services such as Doordash and Uber Eats.**

### Personnel and Responsibilities

In addition to the faculty of instructors at Leavitt Middle School, there are also staff members that provide support services to the teachers, students, and parents. The students will come in constant contact with this staff and the services they provide. Students should become acquainted with the following personnel.

The **Principal** has the primary responsibility for the programs and goals of Leavitt Middle School. The principal is responsible for ensuring the quality of instruction, improving student achievement, and providing instructional leadership.

The **Assistant Principal** works with the Principal to implement and supervise the programs at Leavitt. Any concerns or suggestions for improving the quality of instruction, extracurricular programs, discipline, attendance, and faculty issues may be brought to their attention.

The **Counselors** assist students with educational planning, career information, home, school, and/or social concerns, or any concerns the students feel they would like to discuss.

### Refund Policy

Leavitt Middle School will not be responsible for any monies that are non-refundable or are otherwise lost due to the subsequent cancellation of a field trip or school-sponsored trip. Also, Leavitt Middle School will not be responsible for any monies that are non-refundable due to revoked field trip privileges as a result of disciplinary consequences.

### School Bank

All money will be collected by the school bank. No school funds are to be carried in private accounts in public banks. All clubs and organizations must keep records of their financial transactions and make them available for audit upon request.

### **School Hours**

The office opens at 7:40 a.m. The teachers' workday is from 7:20 a.m. – 2:31 p.m. There is no supervision for students before 7:40 a.m. Students may conference with their teachers after 7:40 a.m. with prior arrangements. Students should be off campus by 2:11 p.m. unless they are under the direct supervision of a faculty member.

### **Skateboards, Roller Blades & Scooters**

Skateboards, Roller Blades, and Scooters are not to be used on school grounds. If these items are brought on campus, they must be locked in the bike rack. Leavitt Middle School is not responsible for lost, stolen, or damaged skateboards or rollerblades.

### **Student Store**

The student store is open during each lunch period. The store stocks a wide variety of CCSD-approved snacks.

### **Textbooks**

Textbooks are provided to students by the school district free of charge; however, all library and textbooks remain the property of the school. Students will be charged for lost or damaged books. Any lost, damaged, or stolen books must be paid for before another book is issued.

### **Transportation**

Leavitt Middle School is not responsible for transportation. The transportation department assigns drivers, designs the bus routes, designates the bus stops and determines which students are provided transportation. If you have any questions or concerns regarding transportation, please call **702-799-8111**. Students who ride the bus are expected to follow the bus rules and the directives of the driver. Students who are disruptive will be referred to the grade-level Assistant Principal and may be denied the privilege of riding the bus.

### **Visitors' Policy**

Students are not allowed to bring guests with them to school. Parents/Guardians are always welcome and are encouraged to visit their child's classrooms. Parents/Guardians should coordinate their visits with the counseling office at least 24 hours in advance.

Any conferences with the teacher should be arranged as a scheduled teacher-parent conference, which can be set up through the counseling office.

## **COUNSELING OFFICE**

### **Counseling**

The counselors' office is for the benefit of every student in the school. Students wanting to talk to a counselor are encouraged to do so. Request forms to meet with your counselor are available in the counseling department. Counselors are available to meet with students to discuss academic, social, or career concerns.

### **Progress Reports/Grade Reports**

Student progress reports are issued to students every 4 weeks. Report cards are issued every 9 weeks. All Grade Reports are visible in Infinite Campus, and progress reports and report cards are not mailed home. Students will receive two grades for every course: an academic grade and a citizenship grade. At the end of each semester, students in high school credit courses will also receive a grade for their semester exams. Student progress reports will be issued following the fifth week of the quarter, notifying parents of students who are not performing satisfactorily.

#### **Academic Grades:**

- A Excellent 90% - 100%
- B Above Average 80% - 89%
- C Average 70% - 79%
- D Below Average 60 - 69%
- F Failure Below 60%
- P Passing (to be used for specific courses designated by the Instruction Unit)

#### **Citizenship Grades:**

- O Outstanding
- S Satisfactory
- N Needs Improvement
- U Unsatisfactory

**Promotion/Retention Policy**  
**CCSD Regulation R-5123**

**6<sup>th</sup> Grade** –The student must complete one semester with a passing grade in mathematics, one semester with a passing grade in English or reading, and one semester with a passing grade in science for promotion to Grade 7.

**7<sup>th</sup> Grade**– The student must complete one semester with a passing grade in mathematics, one semester with a passing grade in English or reading, one semester with a passing grade in science, and one semester with a passing grade in social studies for promotion to Grade 8.

**8<sup>th</sup> Grade**-The student must complete three semesters with a passing grade in mathematics, three semesters of a passing grade in English or reading, two semesters of science, and two semesters of social studies during the seventh and eighth grade years for promotion to high school. An eighth-grade student who does not meet promotion requirements may be promoted to high school on academic probation provided the student meets the criteria for academic probation. A parent or guardian may elect not to place his/her child on academic probation but to remain in Grade 8.

**DISCIPLINE**  
**STUDENTS' CODE OF ETHICS**  
**Character, Ethics, and Manners**  
**CCSD Regulation 5146**

- I. All district employees should insist that students exhibit the qualities of integrity, respect, responsibility, and justice as they are fundamental to human conduct. District employees should also demonstrate these qualities.
- II. Hazing of students is not to be tolerated and principals are to take disciplinary action against students who violate this regulation. Any act which tends to injure, degrade, or disgrace constitutes hazing.
- III. Harassment of a student by another student or an employee, including sexual harassment, will not be tolerated. All students should be able to attend school in an atmosphere of security and dignity and are not required to endure insulting, degrading, harassing, or exploitative treatment.

**STUDENT DISRUPTIONS**

**Position Statement:** The position of the Board of Trustees of the Clark County School District with regard to student disruptions is as follows:

- A. Students are expected to go to classes or other assigned areas on schedule, or as otherwise directed by the school personnel. Students who do not comply shall be subject to disciplinary action. Students are expected not to be disruptive, assault, or intimidate any other students or school personnel.
- B. Each student is responsible for his or her actions and shall be dealt with on an individual basis and not as a member of an ethnic or political group.
- C. The District shall continually work in an organized fashion to legitimately improve all program offerings, but shall neither condone nor tolerate disruptive behavior by students who use curricular offerings, programs, or activities of a school as an excuse for inappropriate actions.
- D. The District will work closely with each student's parents toward the resolution of problems on an individual basis.
- E. Unauthorized persons shall not be allowed on campus and will be removed when necessary by law enforcement officials.
- F. All necessary legal actions shall be taken by the District not only to prosecute offenders but to provide support and protection for all students and parents who desire, as we do, to improve the educational environment. School administrators shall call law enforcement officials when it is deemed necessary for the safety and welfare of students.

**Patriot Pact:**

Leavitt Middle School implemented the Patriot Pact in conjunction with our House System during the 2017-18 school year. The Patriot Pact emphasizes Leavitt's school-wide expectations. Teachers discuss the Patriot Pact during the first week of school and during the beginning of school presentations. As well, students are given copies at the beginning of each school year and copies are available in the office(s).

### **Classroom Discipline**

Teachers will handle minor disciplinary offenses with private interviews, detention, phone calls to parents, parent conferences, and/or referrals to a counselor. Minor offenses include classroom interruptions, gum chewing, failure to be prepared for class, etc.

### **Denial of Credit**

#### **CCSD Regulation 5113**

Students who have accumulated 8 or more unexcused absences during any semester may receive a failing grade. These failing grades may result in denial of credit, which may keep them from being promoted to the next grade level.

### **Detention**

Students may be assigned detention by the staff at Leavitt Middle School. This is for those students with undesirable patterns of attendance, tardiness, or other disciplinary problems. Students assigned to detention are to report to the Student Success Office on the assigned day from 2:20-4:00 pm. Each student is to have sufficient materials and a book to study and is to cooperate with the detention supervisor, or disciplinary action will follow. Students will be given 24-hour notice before they are expected to remain for detention.

### **Discipline Regulations**

#### **CCSD Regulation 5114**

All of the following are considered to be offensive behaviors. Most are violations of the laws of the State of Nevada and CCSD and are not simply rules of Leavitt Middle School. Clear and blatant violations of these behaviors while at school or at school-related activities and/or on the way to and from school may require the administration to call upon law enforcement agencies to deal with the violation. If law enforcement is involved, discipline from the school may also be administered on the same offense with consequences ranging from detention to expulsion from school. The following behaviors are subject to immediate action by the school:

- Smoking on or around our school campus
- Theft or burglary
- Arson
- Defacing school property

- Use, possession and/or distribution of a controlled and/or illicit substance or any substance represented to be such
- Possession, use, transmittal, or concealment of ANY operable or inoperable weapon including but not limited to guns and/or knives
- Throwing items (to include food)
- Immoral, lewd, or disorderly conduct to include saying or writing obscene words or symbols
- Fighting/threatening bodily harm toward anyone
- Insubordination and refusal to cooperate with any CCSD employee
- Wearing gang related clothing, displaying gang signals or being involved with gang activity
- Using racial or derogatory action/statements
- Use of cameras or recording devices in the locker rooms or restrooms
- Buying/Selling items on campus not approved by the administration
- Bullying/ Harassment/racially Motivated Incidents.

### **Fighting**

All participants will be placed on RPC and suspended. All students at the scene of a fight are subject to disciplinary action. Harassing students and/or bullying students will also result in disciplinary action. If this happens to you, immediately contact an Assistant Principal. Students who have been found to initiate two fights will be subject to the habitual discipline law. The following is the minimum fight policy.

#### **Minimum Fight Policy:**

**1<sup>st</sup> fight** Automatic 3-5 day suspension

**2<sup>nd</sup> fight** Automatic 5-day suspension and recommendation for Star-On program

**3<sup>rd</sup> fight** Suspension and Recommendation for Alternative Behavior Program

**Any fight may result in a recommendation for placement in a behavior program**

## Dress Code and Appearance

Leavitt Middle School encourages students and parents to be familiar with and comply with the official CCSD Dress and Appearance regulation 5131. Below are CCSD Dress and Appearance Regulations as interpreted by Leavitt Middle School.

Students will be referred immediately to the Student Success Office for non-compliance with any of the following:

- No “sagging” pants or shorts. All jeans, pants, and trousers must be secured at the waist level.
- Pants/shorts must fully cover the buttocks whether sitting, squatting, or walking.
- Hoodies must be removed from the head/face indoors.
- Clothing or jewelry with text or imagery that states, implies, or depicts hate targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, or religious identity is not permitted.
- Clothing or jewelry may not depict pornography, nudity, sexual content, alcohol, tobacco, marijuana, other controlled substances, or gang identifiers.
- Clothing or jewelry must not threaten the health or safety of any student or staff.
- Shirts/tops must be long enough to cover the belly button; strapless is not permitted. Low-cut will be defined as the shirt/top material should go from the bottom of one armpit across to the other armpit to avoid being considered “low-cut”.
- Fabric covering all private areas of the body must be opaque (not see-through).
- School ID Badge must always be prominently displayed around the neck.

The goal is to fix the violation as soon as possible in order to have the student return to class. Students that refuse to fix the violation will be sent home on a Required Parent Conference (RPC).

Progressive discipline steps for dress code violations are:

**1st offense** – Call home for a change of clothes.

Leavitt MS has clothing to change into if necessary.

**2nd offense** – Call home for a change of clothes and parent contact will be made.

**3rd offense** – Call home for a change of clothes, parent contact, and informal conference.

**4th offense** – Call home for a change of clothes, parent contact, and counselor referral.

**5th offense** – Call home for a change of clothes, parent contact, and formal conference.

**6th offense** – Call home for a change of clothes, RPC (required parent conference) and dress code contract.

## Drug-Free School

We are dedicated to providing you with a school environment that is safe, secure and drug-free. Should a student be found in possession of marijuana or other drugs, we will make every effort to remove him or her from the regular school setting. Students are encouraged to call school administration at **702-799-4699** and/or school police at **702-799-5411** if they are aware of any drugs or weapons on campus.

## Gum and Food

Eating food (including candy) or drinking beverages is permitted only in the cafeteria. There is not to be any gum chewing anywhere on campus. Gum is a nuisance item that when used, may deface school property. Students will receive gum detention after school if caught with gum. Students are not permitted to sell food or beverages (including candy) on campus without the express permission of the school administration or activity/ club advisor.

## Habitual Disciplinary Problem/Suspension and Expulsion (NRS 392.4655)

Nevada law states that a student shall be deemed a **Habitual Discipline Problem** if the school at which the student is enrolled has evidence which documents that in one calendar year:

1. A student has threatened or extorted, or attempted to threaten or extort, another student, teacher, or other personnel employed by the school
2. A student has been suspended for initiating two fights on school property.
3. A student has a record of five (5) suspensions of 3 days or more from school for any reason.

When a student is deemed a Habitual Disciplinary Problem, the law requires that the student must be suspended or expelled from all CCSD schools for a period of at least one semester (18 weeks).

### Hands-Off Policy

Leavitt Middle School has a hands-off policy- no hitting, “binder,” slapping, kicking, pushing, shoving, holding hands, embracing, or kissing.

### Harassment

Harassment in any form against students by students is grounds for severe disciplinary action. It may be the basis for suspension/expulsion in accordance with the existing disciplinary procedures. The principal shall take the appropriate actions to reinforce this regulation. These actions should include the following:

- Remove vulgar or offensive graffiti, pictures, or objects
- Provide staff in-service on the policy
- Provide proper notification to students
- Conduct an investigation into allegations using the procedures set forth in Regulation 4110
- Refer the incident to the school police, if appropriate
- Take immediate and appropriate disciplinary or remedial action as needed
- Take appropriate follow-up actions in an attempt to ensure there are no further incidents or retaliation
- Inform parties of the disposition of the complaint

Any student, male or female, who feels that he/she is a victim of harassment should immediately contact his/her teacher, assistant principal, or principal unless the principal or teacher is believed to be part of the harassment, in which case contact should be made with the appropriate associate superintendent.

### Student IDs

- Students are required to wear their Leavitt MS issued ID at all times.
- It is to be visible around the student’s neck area.
- If a student needs a temporary ID, they will proceed to the SSO to receive a temporary ID sticker and will also receive a detention.
- If a student needs to replace the ID, it will be at a cost of \$5.

It is to be visible around the student’s neck area.

### Chromebooks

Each student has the opportunity to check out a Clark County School District Chromebook for the school year. This will allow students access to online educational materials and other resources both at school and at home. Chromebooks will be used daily in classrooms as a learning tool. Students will be expected to care for the Chromebooks as if they owned them. The Chromebooks will be distributed in August. In order to check out a Chromebook for their student, parents/guardians and students must submit an agreement which is found in your CCSD online registration application to accept responsibility for the cost of repair or replacement in case of damage, loss, or theft of the device.

### Nuisance Items

Items not directly associated with the educational program are not to be brought to school. These items include but are not limited to: radios, laser pointers, cell phones that are on during school, electronic games, cameras, water guns, yo-yos, balloons, flowers, rubber bands, pets, stuffed animals, playing cards, and permanent markers. Students found in possession of such items will have the items confiscated, and they will only be returned to a parent or guardian. Leavitt Middle School is not responsible for lost, stolen, or damaged nuisance items. At the end of the year, remaining confiscated items will be donated to charity.

### Cell Phones

- Leavitt MS follows District Policy 5136
- Students are allowed to use their cell phones before school, at lunch, and after school.
- Students are **not** allowed to use their cell phones during passing periods, during class, or in the restroom (this includes smart watches and earbuds/headphones).
- Cell Phones may be placed in a pouch on the student’s desk (turned off or in airplane mode) **or** may be kept secured in the student’s bag (turned off or in airplane mode) if allowed by the staff member. Earbuds/headphones should **always** be placed in the student’s bag (unless allowed by a staff member).

- If staff see a cell phone or earbuds/headphones out of the pouch (or bag) **or** it goes off in class, it will be confiscated and sent to the SSO.
- Students who refuse to give up their cell phones will go to the administration for insubordination.
- If confiscated, a parent or guardian must pick it up from the Student Success Office.
- Leavitt Middle School is not responsible for lost or stolen cell phones.

## PARENTS

### Parent Communication

Parents are encouraged to use our Infinite Campus Parent Portal system to keep abreast of student progress. Also, our website acts as a useful communication tool. You may access our website at [www.leavittms.net](http://www.leavittms.net).

### Parent Advisory Committee

See our website for more information.

### Parent Conferences

Parents are encouraged to make appointments for conferences with teachers, counselors, or administrators by calling the school office at **702-799-4699**. Should a student be placed on Required Parent Conference (RPC) Notice, he/she must attend the conference with the parent/guardian.

### Parent Identification

Bring your driver's license or other photo identification when you come to school to pick up your child during the school day. We need to confirm identification prior to releasing a student. Also, it is imperative we have current telephone and emergency contact numbers.

### Telephone Messages

Occasionally parents request to leave telephone messages for their children. However, school personnel cannot accept such requests by phone. Since there would be no way of verifying the legal parent/ guardian leaving the message, a possible violation of the Family Educational Rights and Privacy Act might occur.

Should an emergency arise necessitating the need to contact a student, parents are asked to come to the office and provide appropriate identification.

## SAFETY AND SECURITY

### Accidents and Illness

It is imperative that current home and emergency telephone numbers be on file at the school. If your telephone number changes, please refer to our website under the Registration tab, click on Update Emergency Contact Request or call **702-799-4699**. Every accident occurring at school or a school-sponsored event must be immediately reported to the adult in charge and/or the School Health Assistant (SHA). A student who is too ill to remain in class should obtain a pass from the teacher, then report to the health office so the parents may be notified. State law does not allow school health personnel to diagnose illness or injury. Parents should check with their family physician if they have a question about their child's health.

### Personal Belongings

Students who bring personal belongings to school are responsible for their security and safety. The school is not responsible for any items lost, stolen from lockers, or stolen from anywhere within the school during a school day, from the school at night, or over a weekend. This includes bicycles, scooters, calculators, band instruments, clothing, confiscated nuisance items, or any school items, etc. Backpacks are not to be left and should remain with the student at all times. Students are responsible for all materials issued to them (textbooks, musical instruments, etc.) during the school year.

### Medication

School personnel are not allowed to dispense non-prescription medication, such as aspirin. This does not mean that a student cannot take an aspirin at school. It does mean that we cannot provide the aspirin. Students may carry and take over-the-counter medication provided they have a note from their parent/guardian, the medication is in the original container, and it is not shared with other students. Students who require assistance with their medication must have on file a signed and witnessed medication release in the health office. The medication must be

prescribed by an appropriate health care provider and be properly labeled with the student's name, prescribing practitioner, and instructions for administration. Students may be self-medicated only with the written permission of their appropriate health care provider and be properly labeled with the student's name, prescribing practitioner, and instructions for administration. Self-medicating students are not monitored by the SHA or the school nurse and should carry only one day's medication.

### Campus Security Monitors

Campus Security Monitors assist in keeping our campus safe and secure. They are also available to help students locate their classrooms. The monitors frequently check areas of the school and the surroundings.

### Crisis Response

The Clark County School District (CCSD) and Leavitt Middle School place a high priority on protecting the safety of our students and employees. In emergency situations, if everyone knows what to do, all involved can *Stay Calm and Stay Safe*. This information will inform you of how you and your child can stay safe in an emergency.

The CCSD Crisis Response Plan includes the following elements:

- A detailed plan, coordinated with national, state, and county emergency action plans, with detailed procedures for protecting the welfare of students during an emergency event.
- School-based and District-wide Crisis Teams, integrated with community emergency and mental health resources.
- Site-Based Crisis Plans, including drills for Evacuation, Secure Lockdown, Lockdown, Shelter Reverse Evacuation, and plans for other potential emergency situations.
- School-based and District-wide Health Services, integrated with community health and medical resources.
- A reunification site to reunite parents and students if off-school site evacuation is necessary. All community media outlets will communicate the site of reunification immediately after confirmation of the need for reunification off-site.

*As the parent of a Clark County student, you are a vital part of our plans to protect your child.* You can assist the various school police and fire personnel, or others engaged in the protection of your child and others by remaining calm and following the steps outlined below.

### Before a Crisis

- Practice family crisis response at home: have a plan and supplies organized, and discuss remaining calm and asking for help when needed.
- Make sure the school has updated information regarding your child, including contact names and numbers and your child's medical history.
- Discuss with your child the school's rules during drills for fire and other emergencies. Be sure your child understands correct procedures and that they take the drills seriously.
- Teach your child to stay with school staff and follow their directions.
- Tell your child NOT to try to contact you by cellular phone or landline, thus allowing communication channels to remain open for emergency responders.
- Tell your child that you will remain at work or home and watch for information from CCSD Media and Parent Link as to where and when you and your child can reunite.
- Assure your child that the school staff will follow procedures to keep them safe.

### During a Crisis

- **Stay calm and do not come to the school** so emergency responders can complete their mission.
- Keep phone lines free so school personnel and community responders can communicate with each other.
- Listen for information from CCSD over TV, radio, Parent Link, or the internet as this information will help you reunite your child in an orderly and safe manner.
- Make sure you bring legal identification (driver's license or passport) to the designated reunification site (may be at a location other than the school).
- For the safety of your child, students will not be released to anyone who is:

1. Not listed on the enrollment form as a parent or guardian or
2. Who is on the enrollment form but has no identification.

### When you reunite with your Child

- Be a model of **Calm, Control, and Comfort**: let your child know you will protect them.
- Listen to your child and watch for temporary changes in behavior like being clingy or angry, having trouble sleeping, acting younger, or acting scared.
- Seek assistance for negative behavior changes that persist after two weeks: you may need to contact your child's school, your family doctor, or community counselors/psychologists.
- Keep in contact with your child's school and follow recommendations from CCSD and community experts.

CCSD and Leavitt Middle School take pride in responding to the needs of our students and employees. Training and awareness activities continue in all areas of crisis response and school safety in an effort to stay current with national, state, and county response plans. We appreciate your efforts in doing all you can to help us protect your child in an emergency.

### Evacuate Drills

Fire drills are required monthly by law and are an important safety precaution. Exit routes are posted in every classroom. It is essential that when the signal is given, everyone obeys promptly and clears the building by the prescribed route as quickly as possible. Students are to remain outside the building until the signal is given by the teacher to return inside.

### Secure Drills

NRS 392-450, Section 2, requires three shelter-in-place drills conducted by the fire department during the school year to instruct pupils on appropriate procedures in the event of a chemical release incident or other related emergency. The drill essentially consists of securing the school facility to trap breathable air and protect against an external

toxic gas release. Shelter-in-place can be used to protect students and staff during an emergency.

### Hall Passes

In order to leave the classroom, students must utilize the hall pass from their teacher. Hall passes will not be issued during the first ten minutes or the last ten minutes of class, except in cases of extenuating circumstances.

### Insurance

The school does not carry insurance for your child and has no responsibility for accidental injury. Information concerning accident insurance from a commercial insurance agency is available in the main office. If your child is not covered under your current insurance, we encourage you to take advantage of this opportunity. Proof of insurance is required to try out for athletics and physically demanding

### Loitering

To maintain maximum safety, students are to report to the cafeteria or courtyard as they arrive on campus each day. Students should not arrive on campus prior to 7:30 a.m. since there will not be any supervision prior to that time. Students are not to loiter in parking lots, on the basketball courts, or on properties adjacent to Leavitt Middle School campus either before or after school. Once students arrive at school, they must remain on campus. Any student who leaves without checking out through the attendance office will be considered truant. During after-school activities, students not authorized to be on campus may be cited for trespassing.

## STUDENT SERVICES

### Cafeteria

The school cafeteria provides lunch for Leavitt students. Although students are not allowed to leave the campus for lunch, they are encouraged to bring lunch from home. The cafeteria manager and other students will appreciate your cooperation with the following:

- One student at a time at the serving window
- Stand behind the line until it is your turn
- Know what you wish to order before it is your turn in line

- Students are required to have their student ID in order to receive lunch
- When you receive your food, find a seat
- Please remain seated with your legs under the table unless you are in line purchasing your food
- Food is not allowed in the restrooms, outside, or in the classrooms
- Be polite and patient. Don't cut the line, save a place, or buy food for others
- Put your trash in the garbage can
- Food is never to be thrown on campus

Free or Reduced Lunch Families that qualify for the federal free or reduced lunch program may obtain an application from the registrar or the kitchen manager. The cafeteria supervisor manages this program and any questions concerning the program may be handled through the cafeteria supervisor.

#### **ACCESSIBILITY NOTICE and PROCESS**

CCSD is committed to nondiscrimination in its programs, activities, and services, and to providing facility accessibility. Parents, students, staff, or other members of the public, who are seeking information or have questions about the existence and location of accessible services, activities, and facilities in the district, should contact the building principal with their inquiry, and the building principal will respond to the inquiry within a reasonable period of time. The building principal may, if necessary, refer the person to one or more of the following individuals, who will respond to the inquiry within a reasonable period of time:

Facility Accessibility:

Administrative Manager, Facilities Division  
702-799-8710

Employee or Public Access/Services Issues:

Diversity/ Affirmative Action Compliance, Title IX  
Coordinator 702-799-5087

Student Programs/Services Access:

Compliance Officer Office of Compliance and  
Monitoring Student Support Services Division  
702-799-1020

Student Athletics/Activities Access:

Instructional Support/Student Activities Executive  
Director 702-799-8493

If parents or members of the public have additional concerns or complaints regarding their inquiry, they may initiate a formal review by completing a Public Concern Form and trigger the public concern process as outlined in CCSD Regulation 1213.1.