

Leavitt Middle School



Student Handbook

2026-2027

4701 Quadrel St.

Las Vegas, NV 89129

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www.leavittms.net



Principal: Lana Roper
Assistant Principals: Danielle Atkinson
Nancy McPartlin
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Counselors: 6th – Iris Shreiar
7th – Nicole Pedego
8th – Annetta Bonner

Welcome to Leavitt Middle School

Welcome to Leavitt Middle School! We are excited to have your child in our educational programs and are pleased to introduce our student handbook. Please take some time to review it together, as it details important school-wide rules and procedures designed to keep your student organized and successful.

Middle school is an incredible time to grow, build lasting study habits, and take advantage of new educational opportunities. Our teachers and counselors will share more about these guidelines soon, and we look forward to working together to ensure a fantastic, productive school year!

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

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.

Follow the Patriot P.A.C.T.

PATRIOT PACT	
P	PURSUE EXCELLENCE WITH CREATIVITY AND GRIT
A	ACT WITH LEADERSHIP
C	COURAGEOUS CHOICES
T	TREAT OTHERS WITH KINDNESS



LEAVITT MIDDLE SCHOOL FIGHT SONG

Fight On, Leavitt Patriots

Be Proud Red, White, and Blue

Stand Tall With Your Head Held High

Give A Cheer, Let 'Em Know Who's Who!

Fight On, Leavitt Patriots

Be Proud and True Blue

Red, White, and True Blue

Leavitt Patriots Fight On!

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1. Attendance & Tardies

Attendance Policies & Guidelines

The Value of Attendance: When a student is absent, the educational experiences lost are irretrievable. Instruction and classroom interactions cannot be duplicated through makeup work.

Legal & District Mandates: Attendance enforcement is a shared responsibility between CCSD and the parent/legal guardian (CCSD Regulation 5113). Nevada Revised Statutes (NRS 392.040) require guardians to send students to school regularly for the entire school day. Corrective steps and legal sanctions apply when a student fails to attend.

Notification Letters: Attendance letters are automatically mailed home once a student accumulates their 3rd, 6th, and 9th excused or unexcused absence in one or more classes. Parents can track live data via Infinite Campus.

Absence Notes: Students must bring an absence note to the Administration Office before school on the day they return. Notes can also be submitted online at [Leavittms.net](https://leavittms.net) under the parent tab.

Submission Deadline: Notes must be submitted within 3 school days of the return, or the absence is permanently recorded as unexcused/unapproved.

Note Requirements: All notes must include the student's name, student ID number, dates of absence, reason for absence, and a parent's signature. If the student saw a doctor, a formal physician's note must be provided.

Approved Absences: Absences may only be officially excused when a student is physically/mentally unable to attend due to illness, medical/dental appointments, an unavoidable emergency, a prearranged absence, a required court appearance, or a required religious holiday.

Credit Denial: Accumulating 10 or more unexcused absences may result in a denial of class credit. Furthermore, 10 or more unexcused absences in any semester may result in a failing grade and grade-level retention.

Arranged Absences: May not exceed 10 absences per school semester. They are strictly prohibited during the first and last 10 days of school, except in extreme emergencies. Written requests must be submitted to the attendance office at least 3 days in advance for administrator approval, detailing the dates, reasons, and verification methods. Students must route an arranged absence form to all teachers. Academic, attendance, and behavior records are evaluated for approval.

Attendance and Policies & Guidelines continued:

Exempt Activities: Absences due to school-sanctioned activities, suspensions, or required parent conferences are excluded from the student's absence total. Routine medical appointments should be scheduled outside the school day.

Makeup Work: Students are responsible for requesting makeup work within 5 days of an assignment's original due date. All missed work due to an absence must include a makeup option carrying equal points.

Tardy & Truancy Consequences

30-Minute Rule: A student in a secondary school setting who misses more than 30 minutes of an instructional period has missed an essential part of the learning experience. Any student who is 30 minutes or more late to any class period is counted absent, and the teacher will mark the roll book accordingly.

Bell Requirement: Students are expected to be inside their designated classroom by the time the bell rings.

Period 1 Tardies: Progressive disciplinary steps apply for all tardies taking place during the first period of the day.

Periods 2–6 Tardies: Being tardy during any of these periods results in an automatic Lunch Detention.

Two Tardies in One Day: Being tardy twice in a single school day results in an automatic Required Parent Conference (RPC).

Tardy Sweeps: Enforced randomly throughout the school year. Students caught outside of class when the bell rings receive an automatic after-school detention.

Truancy: Absent from school for one or more class periods without the written approval of a teacher or principal, unless physically or mentally unable to attend (NRS 392.130). Per the CCSD Student Code of Conduct, truancy results in immediate disciplinary action.

2. General Campus Information

Daily Operations & Safety

School Hours: Office opens at 7:00 a.m. There is no student supervision before 7:10 a.m. Students may conference with teachers after 7:10 a.m. by making prior arrangements. Students must leave campus at 1:41 p.m. unless under direct faculty supervision.

General Campus Information continued:

Student IDs: Students must prominently wear their school-issued ID badge around their neck area at all times. Temporary IDs cost \$1 from the school banker. Permanent replacement IDs cost \$5.

Personal Deliveries: Deliveries interrupt classroom instruction and are limited strictly to emergency items and forgotten student lunches. Flowers, balloons, and party foods (such as pizza and desserts) are prohibited and will not be delivered to students. Outside delivery services (e.g., DoorDash, Uber Eats) are completely barred from campus.

Lost & Found: Found clothing items are placed in the cafeteria bins and are donated to charity periodically throughout the year. Valuables, such as electronics, are securely held in the Student Success Office (SSO).

Visitors: Students may not bring guests to school. Parents/guardians are welcome but must coordinate classroom visits with the counseling office at least 24 hours in advance.

Parent-teacher conferences: Must be scheduled ahead of time through the counseling office.

Equipment & Facilities

Chromebooks: Students have the opportunity to check out a CCSD Chromebook in August for school and home use. Chromebooks are used daily as a learning tool, and students are expected to care for them responsibly.

Backpacks & PE Lockers: Backpacks must remain with students at all times. PE lockers are assigned through PE teachers. Leavitt Middle School assumes no responsibility for items missing from lockers or for lost/stolen personal property.

Wheeled Transportation: Bicycles, scooters, and skateboards must be walked—never ridden—on school grounds. All items must be parked and locked individually in the bicycle area; do not lock items together with a friend's. The bike area is locked during the school day; students permitted to leave early must contact the Student Success Office for access. Leavitt Middle School is not responsible for damaged, lost, or stolen bicycles, scooters, or skateboards.

Library: Open before school, during lunches, and during class time (requires a corridor pass and student ID). Students may check out up to 2 books at a time for a 2-week period. Fines apply for lost or damaged books. Overdue notices are sent quarterly.

Equipment & Facilities continued:

Computer Usage: Requires a signed Network Access Form (CCF-797) and computer use contract completed during annual online registration. Tampering with or abusing equipment results in a permanent computer ban and financial liability for repairs/replacements. Attempting to decode passwords, violating copyright laws, crashing files, accessing unauthorized folders/system controls, or copying peer files is treated as vandalism of CCSD property.

Activities & Athletics

Clubs & Assemblies: Students are encouraged to participate in extracurriculars (e.g., Chess Club, Jr. Varsity Quiz, National Jr. Honor Society, Student Council). Assemblies are scheduled throughout the year; seating is by assigned teacher sections, and attendance is a privilege limited to students demonstrating positive behavior.

Competitive Sports: Prior to trying out for basketball, flag football, volleyball, cross country, table-tennis, soccer, or cheerleading, students must pass a physical exam, provide proof of insurance, and meet academic eligibility requirements. All digital athletic documents must be uploaded to [Aktivate.com](https://www.aktivatemy.com).

Financial Policies

School Bank: The school is not responsible for non-refundable funds lost due to a canceled trip, nor will it issue refunds if a student's privileges are revoked due to disciplinary actions. For all other eligible circumstances, families must explicitly request a refund, which is issued exclusively via check.

Student Store: Open during lunch periods selling CCSD-approved snacks. All sales are final; no currency bills over \$20 are accepted.

Textbooks & Consumables: Provided free of charge but remain school property. Lost, stolen, or damaged books must be paid for before a replacement book is issued to the student.

3. Academics & Grading

Grade Reporting

Progress Reports: Student progress reports are available via Infinite Campus every 4 weeks.

Report Cards: Formal report cards are available via Infinite Campus at the conclusion of each 9-week quarter.

Academics & Grading continued:

Infinite Campus Access: All current student academic marks and grade summaries remain continuously visible to parents and students online via Infinite Campus.

Quarterly Evaluation Components: Each quarter, students receive three distinct marks for every course:

- *Academic Grade:* Reflecting mastery of course standards.
- *Citizenship Grade:* Reflecting behavior and conduct.
- *Teacher Comments:* Providing specific feedback on student performance.

Grading Scale

Academic Grade	Percentage Range	Evaluation	Citizenship Grade	Definition
A	90% – 100%	Excellent	O	Outstanding
B	80% – 89%	Above Average	S	Satisfactory
C	70% – 79%	Average	N	Needs Improvement
D	60% – 69%	Below Average	U	Unsatisfactory
F	Below 60%	Failure		

Late Work & Assessment Retakes

Late/Missing Work Policies: Students have a maximum of 5 days from the date an assignment is posted in Infinite Campus to turn it in for full earned credit. Missing work is marked as "M" (calculating as zero points). Work turned in late within the 5-day window receives its full earned grade but is marked with an "L". Teachers send weekly missing work notifications via Infinite Campus.

Grading Timelines: All graded assignments must align to a content standard. Grades and feedback are generated within a maximum of one week from submission.

Summative Assessment Retakes: Students are allowed exactly 1 retake opportunity on a summative assessment to demonstrate mastery, capped at a maximum score of 70% (excepting IEP/504 accommodations).

Late Work & Assessment Retakes continued:

Retake Prerequisites: To be eligible for a summative retake, students must have completed all corresponding formative assignments to prove foundational mastery, request the retake within 5 days of the grade posting to Infinite Campus, and complete a student reflection.

Retake Scheduling: If a student cannot attend a retake session before or after school, they must coordinate with the teacher to arrange an alternative time during the instructional day.

Exclusions: Teachers are not required to offer retakes for formative assignments. Semester and final exams are administered on designated half-days and are entirely ineligible for reassessment.

Gradebook Closures: All gradebooks close permanently 1 week before the end of the academic term for all assignments and tests, except in cases where a student was absent on an assignment's due date and lacked sufficient time to submit it.

Promotion & Retention Requirements (CCSD Reg. R-5123)

Grade 6: Must complete one semester with a passing grade in mathematics, one semester in English or reading, and one semester in science for promotion to Grade 7.

Grade 7: Must complete one semester with a passing grade in mathematics, one semester in English or reading, one semester in science, and one semester in social studies for promotion to Grade 8.

Grade 8: Must complete three semesters with a passing grade in mathematics, three semesters in English or reading, two semesters in science, and two semesters in social studies across their 7th and 8th-grade years for promotion to high school.

Academic Probation: An 8th-grade student who fails to meet these requirements may be promoted to high school on academic probation if they meet district criteria. A parent/guardian may choose to opt out of academic probation, keeping the student in Grade 8 for an additional year.

4. Discipline & Behavior Expectations

General Behavioral Rules

Core Standards: Leavitt Middle School requires students to exhibit integrity, respect, responsibility, and justice. Discipline is administered consistently and equitably in accordance with the CCSD Student Code of Conduct.

Discipline & Behavior Expectations continued:

Classroom Interventions: Teachers utilize progressive discipline (verbal warnings, parent contact, classroom interventions) for minor behaviors. Major violations that severely disrupt learning result in immediate removal to the Student Success Office (SSO).

Patriot Pact: Implemented with the school's House System to define campus expectations. It is reviewed during the first week of school and orientation..

Hands-Off Policy: Strictly enforces a zero-contact environment. Hitting, "binding," slapping, kicking, pushing, shoving, holding hands, embracing, or kissing are entirely prohibited. Public displays of affection are not allowed.

Gum & Food: Eating food/candy and drinking beverages are permitted exclusively in the cafeteria. Gum chewing is strictly prohibited anywhere on school grounds. Violators face disciplinary actions. Selling food, beverages, or candy without express administrative or advisor approval is banned.

Assembly Behavior: Students must listen and follow staff directions, pay attention to the speaker, turn off cell phones, stay seated, refrain from talking or making noises, avoid distracting others, keep hands to themselves, and show good manners.

Detention: Assigned for undesirable patterns of tardiness or disciplinary problems. Held Monday through Friday during lunch.

Prohibited Offensive Behaviors

The following behaviors represent serious violations of Nevada State Law and/or CCSD regulations. Engaging in these behaviors on campus, at school activities, or traveling to and from school will trigger disciplinary consequences ranging from detention to school expulsion, alongside direct referrals to law enforcement:

Smoking or vaping on or around the school campus.

Theft, burglary, arson, or defacing/vandalizing school property.

Use, possession, and/or distribution of a controlled and/or illicit substance (or anything represented as such).

Possession, use, transmittal, or concealment of ANY operable or inoperable weapon, including but not limited to guns and/or knives.

Throwing items (including food).

Prohibited Offensive Behaviors continued:

Immoral, lewd, or disorderly conduct, including saying or writing obscene words or symbols.

Fighting or 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 actions/statements.

Use of cameras or recording devices in the locker rooms or restrooms (this includes Smart Glasses and watches).

Buying or selling items on campus not approved by the administration.

Bullying, harassment, and racially motivated incidents.

Severe Violations & Intervention Frameworks

Fighting Policy: All participants in a fight will be placed on suspension and placed in Virtual Star-On Learning. Students who gather at or witness the scene of a fight are also subject to disciplinary action. If a student is initiated into a conflict, they must report it immediately to the SSO.

Minimum Fight Consequences: First offense results in suspension for the remainder of the school day with instruction, followed by four days of virtual StarOn learning. Any fight can result in a formal recommendation for placement in an alternative behavioral program.

Habitual Disciplinary Problem (NRS 392.4655): A student is legally deemed a Habitual Discipline Problem if school records document that within one calendar year they have:

- Threatened, extorted, or attempted to threaten/extort another student, teacher, or staff member.
- Been suspended for initiating two fights on school property.
- Accumulated five (5) separate suspensions of 3 days or more for any reason.
- *Penalty:* State law requires that a student designated as a Habitual Disciplinary Problem be suspended or expelled from all CCSD schools for at least one full semester (18 weeks).

Severe Violations & Intervention Frameworks continued:

Safety Searches (CCSD Regulation 5144): As a condition of possessing a personal electronic device on campus, the student agrees to a search of the device's content if reasonable suspicion of violating the cell phone use policy exists. Cell phones are subject to search by school staff following the guidelines of CCSD Regulation 5144. Students are also subject to a Safety Search based on reasonable suspicion.

Harassment, Bullying, and Discrimination

District Commitment: CCSD provides a safe, respectful learning environment across all buildings, grounds, buses, and activities. Bullying, cyberbullying, harassment, and intimidation are aggressively addressed to prevent disruptions to the learning process. Victims or bystanders must immediately notify an administrator, school staff, or report the event via the **SafeVoice** portal.

Legal Definition of Bullying: Written, verbal, or electronic expressions, physical acts, gestures, or single severe willful acts directed at a person or group that:

- Result in physical harm, property damage, or a reasonable fear of harm/damage.
- Create an intimidating, hostile educational environment, or interfere with academic performance and school privileges.
- Are based upon actual or perceived race, color, national origin, ancestry, religion, gender identity/expression, sexual orientation, physical/mental disability, sex, or any other distinguishing characteristic or background association.

Cyber-Bullying (NRS 388.123): Bullying through electronic communication devices (telephones, cell phones, computers). This explicitly includes "sexting"—the transmission or distribution of visual depictions, photographs, or videos of a minor simulating or engaging in sexual conduct (NRS 200.737). Minors are legally prohibited from utilizing electronic devices to distribute images of bullying to encourage, promote, or cause further harm to a minor.

Discrimination Based on Race (NRS 388.12350): Any single, repeated, or pervasive act (including jokes, threats, physical altercations, or intimidation) targeting a demographic's race, color, culture, religion, language, ethnicity, or national origin that causes harm or creates a hostile learning environment. This applies in person, online, or within distance education.

5. CCSD Dress Code (Regulation 5131)

Students must strictly comply with official CCSD Dress and Appearance Regulation 5131. Non-compliant students are referred immediately to the Student Success Office (SSO) to remedy the violation. The primary goal is to fix the violation quickly so the student can return to

CCSD Dress Code (Regulation 5131) continued:

class. Students who refuse to fix a violation will be sent home on an immediate Required Parent Conference (RPC).

Appearance Requirements

Waistline: "Sagging" pants or shorts are strictly prohibited. All jeans, pants, and trousers must be secured firmly at the natural waist level.

Coverage: Pants, skirts, and shorts must fully cover the buttocks whether the student is sitting, squatting, bending, or walking.

Hoodies: Hoodies must be pulled completely down and removed from the head and face while indoors.

Tops & Shirts: Must be long enough to cover the midriff and belly button at all times. Strapless tops are prohibited. Low-cut tops are prohibited; top fabric must extend horizontally from the bottom of one armpit across to the other armpit.

Fabric Transparency: Fabric covering all private areas of the body must be completely opaque (not see-through or sheer).

ID Badges: A student's official school ID badge must be prominently displayed around the neck area at all times.

Prohibited Messaging: Clothing or jewelry containing text or imagery that states, implies, or depicts hate speech targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, or religious identity is banned.

Prohibited Media: Clothing or jewelry may not depict pornography, nudity, sexual content, alcohol, tobacco, marijuana, other controlled substances, or gang identifiers.

Health and Safety: Clothing or jewelry must not pose any threat to the health or safety of any student or staff member.

Progressive Discipline:

1st Offense and 2nd Offense: Call home for a change of clothes. Leavitt MS has alternative clothing items to change into if necessary to resolve the issue immediately.

Subsequent Violations: Will result in formal progressive disciplinary actions.