

# **Leavitt Middle School**



## **Student Handbook**

**2019-2020**

**4701 Quadrel St.**

**Las Vegas, NV 89129**

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

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



**Principal:** Keith Wipperman

**Assistant Principal's:** Sharon Newman  
Lana Roper

**Counselors:**           6<sup>th</sup>: Nicole Pedego  
                                  7<sup>th</sup>: Tami Taylor  
                                  8<sup>th</sup>: Iris Shreiar

## **Welcome to Leavitt Middle School**

We are pleased to have you join our school family. We are looking forward to meeting each of you and are excited about having your child in our educational programs. The administration encourages you to come and visit the school at any time. 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

Assistant Principal's Office 4200/4202

Attendance/Dean's Office 4500

Health/Nurse's Office 4022

Cafeteria 4012

Ms. Shreiar (6<sup>th</sup> grade counselor) 4301

Ms. Pedego 4303 (7<sup>th</sup> grade counselor)

Ms. Taylor (8<sup>th</sup> 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.

### Attendance Guidelines

Attendance letters will automatically be sent home once the student accumulates his/her third, fifth, eighth, and tenth 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 dean's office before school on the day of their return from an absence. It is required that students bring absence notes even if the dean's office has been notified by phone of a student's reason for absence. **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 be in the following format.**

**A template can be found online at**

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

**DATE OF NOTE:** 10/6/11  
**STUDENT'S FIRST & LAST NAME:** Mary Smith  
**STUDENT'S GRADE:** 7th **STUDENT #:** 234765  
**FIRST & LAST DATE OF ABSENCE:** 10/2/11-10/5/11  
**REASON FOR ABSENCE:** Illness  
**PARENT SIGNATURE:** \_\_\_\_\_  
**TELEPHONE NUMBER:** Home # / Work #  
(Where note may be verified if necessary)

Parents may contact the Dean's Office at 799-4699 Ext 4500 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 request must be made at least three (3) days in advance with the attendance office and approved by the Dean of Students. 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. If upon returning from an arranged absence the student does not turn in assignments within three school days, the absence will be marked unexcused.

### 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 or designated area no later than three school days after the student returns to school. 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 three (3) school days immediately following an **Excused** absence. Students will be given three (3) days to complete the makeup work from the time it was given to them. Teacher discretion may be used to extend the time allowed for makeup work based on

individual student circumstances.

### 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 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.
- 11 or more unexcused absences may result in a failing grade.

### 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 school-wide tardy policy.

Progressive discipline steps per semester are:

- 1st tardy – Warning / Parent Phone Contact
- 2nd tardy – Warning / Parent Phone Contact
- 3rd tardy – Contract
- 4th tardy – After-School Detention
- 5th tardy – In-House Suspension
- 6th tardy – RPC/ Tardy Contract
- 7th and subsequent tardies – In-House Suspension

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 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 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 are not allowed in classrooms. Students may bring backpacks to school, but they must remain in their lockers during the school day. Also, purses that are large enough to contain a composition book are not allowed in classrooms.

### **Bicycles**

All bicycles must be parked and locked in the bicycle area. Do not lock your bicycle up with a friend's bicycle. The bicycle area is locked during the school day. Students with permission to leave during the school day must go to the deans' office to arrange for access. **Leavitt Middle School is not responsible for damaged or stolen bicycles.** 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, Lacrosse, National Jr. Honor Society, Student Council, and Volleyball.

### **Competitive Sports**

Prior to trying out for basketball or cheerleading, students must pass a sport 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.

### **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.

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 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 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.

### **Homework**

Homework reinforces class work through practice. It gives students the opportunity to display responsible behavior and to develop self-directed, independent study habits. It is an integral part of the program at Leavitt Middle School. Students can expect to have homework in all major subjects and may have homework in many electives. Failure to complete homework will result in an academic detention to complete the missing work. After four academic detentions, the administration will require a parent conference to discuss academic concerns.

### **Intramurals Programs**

Intramurals will be available for Leavitt students after school. Dates and times will be provided during morning announcements. Currently, we offer basketball.

### **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 deans' office will not provide late bus passes. The late bus leaves campus at approximately 4:30 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 may only use their lockers before and after school, and before and after lunch. 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 acknowledgement 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 deans' office.
- 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 to the deans' office.

- 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 deans' office. Please check with the deans' 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 within three school days immediately following the absence. Once contact has been made with the teacher(s), specific make-up work must be completed and returned to the teacher(s) within a reasonable length of time, to be determined by the teacher and communicated to the student/parent or legal guardian. The make-up work must be returned to the teacher(s) by the specified due date if it is to be acknowledged. Students shall be allowed a minimum of three (3) days to complete make-up work.

### **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.

### **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. He 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 nonrefundable due to revoked field trip privileges as a result of disciplinary consequences.

### **School Bank**

All money collected for a class, a club, or an activity by either students or school district employees must be deposited in the school bank on a daily basis. A school deposit slip completed by the club advisor is required and will be verified by the 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 8:00 a.m. The teachers' workday is from 8:30 a.m. – 3:41 p.m. There is no supervision for students before 8:30 a.m. unless they are enrolled in an early bird class. Students may conference with

their teachers after 8:30 a.m. with prior arrangement. Students should be off campus by 3:26 p.m. unless they are under the direct supervision of a faculty member.

### **Semester Exams**

Semester exams will not be administered early. Students who are absent may make up their exams on the district approved make-up day.

### **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 fit inside the student's locker and remain there for the day. Leavitt Middle School is not responsible for lost, stolen, or damaged skateboards or roller blades.

### **Student Store**

The student store is open during each lunch period. The store stocks a wide variety of school supplies, as well as CCSD approved nutritional 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 **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 dean of students and may be denied the privilege of riding the bus.

### **Visitors' Policy**

Students are not allowed to bring guests with them to school. Parents are always welcome and are encouraged to visit their child's classrooms. Parents 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 Report cards are issued to students every nine weeks. The final report card of the year is mailed home. Students will receive two grades for every course: an academic grade and a citizenship grade. At the end of each semester, students will also receive a grade for their semester exams. CCSD policy does not allow for taking semester exams at any time other than the announced test schedule. 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

**6<sup>th</sup>Grade** –The student must complete one semester with 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 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 with 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 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 dean's 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 referral to a counselor. Minor offenses include classroom interruptions, gum chewing, failure to be prepared for class, etc.

#### **Denial of Credit**

Students who have accumulated 11 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 Dean of Students or individual teachers. This is for those

students with undesirable patterns of attendance, tardiness, or other disciplinary problems. Students assigned to detention are to report to the room designated on the detention notice for the number of days assigned. Each student is to have sufficient materials and a book to study for the hour 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**

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

### **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 the Deans' Office. 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 5 day suspension

**2<sup>nd</sup> fight** Automatic 10 day suspension and Star-On

**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**

The Leavitt Middle School dress code is in accordance with CCSD Regulation 5131. The specific requirements and prohibitions are:

- No facial jewelry or tongue piercing (small studs in the nose are acceptable).
- Requires the wearing of shoes with hard soles; no slippers or shoes with wheels.
- No skin will show between bottom of shirt/blouse and top of pants or skirts at any time.
- Requires that all shorts, skirts, and dresses must be at least fingertip length. Ø Prohibits the wearing of transparent, see through, bare midriff, strapless, low-cut clothing with slits, or tops and outfits that provide minimum coverage.
- Prohibits the wearing of spaghetti straps; all sleeveless shirts must have straps at least three inches wide.
- Prohibits the wearing of sunglasses in the building.
- Prohibits the wearing or carrying of headgear on campus including hats, hoods, hair grooming aids, and beanies.

- Prohibits the wearing of gloves, bandanas, spiked or studded jewelry, or any gang-related clothing.
- Prohibits slogans or advertising on clothing, which, by their controversial, discriminatory, double-meaning, or obscene nature, disrupt the educational setting. This includes any clothing that advertises tobacco, weapons, alcoholic beverages or drugs.
- Prohibits the wearing of any attire, makeup, or hair style/color that is not conducive to the educational setting of Leavitt Middle School.
- Prohibits the wearing of pocket chains.
- Prohibits writing on clothing and self with markers/pens.
- Jeans, pants, and trousers are not to have rips or tears that expose undergarments and/or are located above the knee revealing skin.
- Pajamas are not to be worn to school.
- No "sagging" pants or shorts. All jeans, pants, and trousers must be secured at waist level.
- Spandex/Lycra (similar tight clothing) cannot be worn as an outer or under garment. Spandex/ lycra (similar tight clothing) can be worn in addition to a piece of clothing within the dress code, such as a skirt or shorts which meet the length criteria.
- In following our backpack policy, students are not allowed to carry a purse or other similar bag large enough to hold a composition book. These items need to be stored in the student's locker.

Any student violating the dress code will not be allowed to attend class. Consequences will be issued in all dress code violations and will include a change of clothing, detentions, dean referrals, in-house, and required parent conference. The administration shall have the right to designate which types of dress, fashion, fads, or appearance disrupt or detract from the educational program and may be a potential safety hazard.

Progressive discipline steps for dress code violations are:

1st offense – Warning / Parent Phone Contact / Office Clothing  
2nd offense – Warning / Parent Phone Contact / Office Clothing  
3rd offense – Warning / Parent Phone Contact / Office Clothing / Counselor Referral  
4th offense – Parent Phone Contact / In-House Suspension  
5th offense – Required Parent Conference (RPC)/ Contract  
6th and subsequent offenses – In-House Suspension

### **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 **799-4699** and/or school police at **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 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 school 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, “bindering,” 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, dean, 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.

### **iPads**

Each student has the opportunity to check out a Clark County School District iPad for the school year. This will allow students access to online educational materials and other resources both at school and at home. iPads will be used daily in classrooms as a learning tool. Students will be expected to care for the iPads as if they owned them. The iPads will be distributed in August. In order to checkout an iPad for their student, parents/guardians and students must submit a signed agreement form to accept

responsibility for 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**

Cell phones may only be used before and after school and during lunch. Cell phones must be turned off during instructional time. If confiscated, a parent or guardian must pick it up from the deans' 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**

Monthly Parent Advisory Committee (PAC) meetings inform parents of current events and issues.

### **Parent Conferences**

Parents are encouraged to make appointments for conferences with teachers, counselors or administrators by calling the school office at **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**

**Accident and Illness** It is imperative that current home and emergency telephone numbers be on file at the school. If your telephone number changes, please notify the registrar at **799-4699**. Every accident occurring at school or a school sponsored event must be immediately reported to the adult in charge and/or the First Aid Safety Assistant (FASA). 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, calculators, band instruments, clothing, confiscated nuisance items, or any school items, etc. Backpacks are not to be left in the bike rack. 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, 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 FASA 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, Soft Lockdown, Hard

Lockdown, Shelter-in-Place, 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 site of reunification immediately after confirmation of 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 land line, 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.

### Fire 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.

### Shelter-In-Place 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 have a 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 8:35 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 a 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 his/her student ID in order to purchase lunch
- When you receive your food, return to the table and meet your friends there
- 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 799-8710

Employee or Public Access/Services Issues:

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

Student Programs/Services Access:

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

Student Athletics/Activities Access:

Instructional Support/Student Activities Executive Director 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.