

**LEAVITT
MIDDLE
SCHOOL**

**Student
Handbook**

2012-2013

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: Bowling, Chess Club, Forensics Club, Jr. Varsity Quiz, Lacrosse, National Jr. Honor Society, Student Council, Tennis, Volleyball, and Creative Writing Club.

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.

Daily Announcements The daily announcements are read during first period then posted on our website at www.leavittms.net. 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.

Intramurals Programs will be available for Leavitt students after school. Dates and times will be provided during morning announcements. Programs may include, but are not limited to: basketball, bowling, lacrosse, tennis, & volleyball.

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 4:40 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 card that contains the AUP red sticker. Red stickers are obtained in the library. 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 turned in to the deans' office. All other valuables are held in the deans' office. Please check with the deans' secretary. Remaining items are donated 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.

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 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 8:10 a.m. The teachers' workday is from 8:35 a.m. – 3:46 p.m. There is no supervision for students before 8:35 a.m. unless they are enrolled in an early bird class. Students may conference with their teachers after 8:35 a.m. with prior arrangement. **Students should be off campus by 3:27 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 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.

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.

ATTENDANCE

Absences A note is required following an absence. Absence notes must be turned in before school in the attendance office no later than the third day after the student returns from the absence. An unexcused absence is a truancy and may be subject to citation. Absence note forms are available online or in the office. Absence notes should include: student's name, grade, date of absence(s), reason, parent signature and telephone number. Only written notes will be accepted in order to excuse an absence. **Please do not call the school if your child will be absent or was absent.**

Attendance cards will automatically be sent home from the main district office 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 record via Parentlink. Any concerns or questions regarding attendance should be directed to the deans' office in person, as we are unable to discuss specific student information over the phone.

Prearranged Absences Prearranged absences must be requested at least three days in advance using the Prearranged Absence Form which can be obtained in the attendance office. The form must be signed by a parent and initialed by each teacher. The completed form must then be returned to the deans' office in order for the absences to be considered prearranged. These absences are still included in the absence total and no more than 10 prearranged absences may be used during the school year.

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 – After-School Detention
- 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.

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.

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

DISCIPLINE

Leavitt's School Wide Rules

1. Students will be prepared and ready for instruction daily.
2. Keep food and drink in the cafeteria.
3. Keep hands, feet, objects, and unkind words to yourself.
4. Hats, mp3 players, gameboys, cameras, ipods, cell phones that are on during school, and other nuisance items will be confiscated and only returned to a parent and/or guardian.
5. No gum on campus.
6. Place all litter in trash cans.
7. Show respect for yourself, others, and school property.

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.

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

Note: Fighting will result in a minimum five-day suspension for the first offense. A student's second fighting incident will result in a recommendation to an alternative educational setting.

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.
- 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.
- 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.

- 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 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
- 2nd offense – Detention (After School)
- 3rd offense – Detention (After School)
- 4th offense – 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. With your help, we can. 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.

Hands-Off Policy Leavitt Middle School has a hands-off policy- no hitting, “binding,” 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

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.

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 Parentlink 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. 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.

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. There is a section in the student agenda for this purpose. 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

The 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.