

**LEO Center  
300 S. West Drive  
Leander, TX 78641  
512-570-2230**

## **FREQUENTLY ASKED QUESTIONS**

### **How are students transported to LEO?**

The Leander Independent School District operates four buses to service our school. A list of the bus routes and pick-up times can be found on our website. Parents can also transport and pick up their students. Students may not drive to the LEO Center and/or be transported by a high school age student. If someone other than the student's parent will be picking up the student, we ask that you contact the school office by note or by phone @ 512-570-2230. Students who live close to the school may walk or ride a bike.

### **What about lunch and breakfast?**

A student may purchase a cafeteria breakfast or lunch while at LEO. The student may continue to use the lunch account that has been established on the home campus or pay with cash. If an online payment is made to a student's account please note that it will be 48 hours before a student can access the funds. Breakfast must be purchased one school day in advance. Lunch must be ordered at morning check-in. If the student participates in the free or reduced lunch program on the home campus, the student can continue to participate in this program while at LEO. Students may also bring a sack lunch from home. All drinks brought to LEO must be in a sealed, unopened container.

### **What supplies does my student need?**

Students are required to have paper, pencils, and a textbook for each subject. No other school supplies such as scissors, markers, and glue are needed at LEO. Please help by checking with your student before the LEO assignment begins to make sure that he/she has what is needed.

### **Is there a dress code requirement?**

The students are expected to follow the LEO dress code. The school is happy to furnish a set of the appropriate clothing upon parent request. There is no charge for borrowing the clothing as long as the clothing is returned to us in good, useable condition. We require that both you and your student read over and sign a contract prior to borrowing any items. Each student will be issued a belt and a sweatshirt on their first day; these items will stay at school. Please visit the LEO website for more detailed information, including pictures of a female and male student in the required clothing.

### **What if my student needs to be absent?**

If your student must be absent we ask that you call the LEO school office if possible. For your information, we attempt to call parents of each student who is absent. Please send a written note upon the student's return as you would to the home campus. We will send the note to the home campus who will code the absence. All absences regardless of the reason must be made up day for day. If your student must arrive or leave early during the day you should follow the same procedure as you do on the home campus. Please come into the building and be ready to show an ID. Attendance hours will accumulate on the home campus if your student is absent while at LEO. If your student is required to complete attendance hours from the home campus, you can get a form to make-up attendance hours from our counselor or from the student's home campus.

### **What about the classes?**

The LEO staff receives general instructions/guidelines from the home campus teacher about the materials the home campus teacher will be covering during the student's absence from the regular campus. The teachers at LEO take the information from the home campus teacher and assign the lessons. When a student needs help with the assignments, or a new concept, the teachers work individually with that student. Small group instruction is done periodically. The LEO staff is made up of both certified teachers and instructional assistants. We are privileged to have: four certified Math teachers, three certified English teachers, three certified Science teachers, three certified Social Studies teachers, one certified Art teacher, one certified Business teacher, one certified Foreign Language teacher, and four instructional assistants who support the teachers. Additionally, five of our teachers are certified Special Ed. teachers.

## FREQUENTLY ASKED QUESTIONS

### **Does LEO have txConnect?**

The txConnect program is active at the LEO Center. You access your child's LEO grades the same way you would for the home campus txConnect account. You will be able to use the same password. Grades are recorded by the LEO teacher for students who are in regular program classes. The LEO teacher will assign the classwork and record the grades. Grades will be recorded by the home campus teacher if the student is in an AP/IB, French, German, Latin, or ASL class. This also happens if the student is in a vocational class such as Agricultural, Electrical, Construction, and Engineering classes. What you will see in your child's LEO txConnect account is a weekly average. For more detailed information about your child's grade you should call or email the LEO teacher. You can find the teacher's contact information and subjects taught on this website under Staff Directory.

### **How are grades shared and averaged?**

When a student comes to LEO, the LEO teacher will accept the home campus teacher's grade. The grade is weighted based on the number of weeks at LEO and on the number of weeks the student is on home campus. For example, if the student is at LEO for two weeks of a grading period the LEO grade will count twice and the home campus grade four times. If a student is in an AP/IB class a grade will come from the home campus teacher as all work is assigned and graded by the home campus teacher. There can be a delay in these grades as the completed work must be exchanged between the two teachers. This can also occur in foreign language classes, some vocational classes, and agriculture classes. Please feel free to call the LEO teacher for more details on the grading system or if you have concerns about your child's progress.

In some cases students are missing grades from the home campus teacher upon assignment to LEO. If you would like for your child to make up these assignments you will need to contact your child's home campus teacher as the LEO teacher is not authorized to alter the home campus teacher's grade. The LEO teachers are happy to facilitate the completion of the assignments should the home campus teacher approve the makeup work.

### **Is my student safe at LEO?**

When a student arrives at school the student goes through a "check in process" each morning. The student must show the staff their waist line, the tops of their shoes, and the lining of their pockets. For everyone's safety, on random occasions all students will be asked to remove his/her shoes for inspections. Students must place any items brought to school into a container and the staff inspects these items. Non-prohibited items are placed in an envelope that is kept in a file during the school day. All prohibited items are confiscated at that time. Any illegal items will be handed over to the police. You can find a list of non-prohibited and prohibited items in the LEO rules and procedures. After going through this procedure each student walks through a metal detector. If the detector sounds the student will walk through the detector again and in most cases the second walk through will clear the student. If it becomes necessary, the student is scanned with a hand held wand. A student will not be allowed to go to class if staff is not able to determine what is preventing clearance. This student will be taken to the office and parents might be required to pick up the student.

**For more information, please visit the LEO website at <http://leo.leanderisd.org>**