

How to be Successful at LEO

The LEO school day begins at 8:25 a.m. and ends at 3:30 p.m.

Upon entering the LEO building a student and all the student's belongings are subject to be searched. This includes and is not limited to: lunch bags, wallets, purses, backpacks, makeup bags that carry female hygiene products, pencil pouches, binders, textbooks, library books, extra articles of clothing such as jackets, winter caps, sweatshirts, t-shirts, shirts used as a jacket, etc. Periodically the LEO staff will require each student to remove their shoes and socks for inspection.

Students must:

1. Comply with all LEO rules and staff directives.
2. Follow dress requirements at all times while on LEO school grounds.
3. Walk through the metal detector daily and be cleared by staff before going to class.
4. Empty pockets and put all non-prohibited items in an envelope each day.
5. Comply with a non-invasive search daily and when directed by staff.
6. Complete classwork each day in each subject as directed by the teacher.
7. Have textbooks, free reading books, paper, and pencil each day for each class.
8. Remain seated at all times unless given permission to leave your desk.
9. Remain facing forward and sit upright at all times.
10. Be on task doing assigned schoolwork (for the subject of the period) at all times.
11. Let the classroom teacher know if you do not have work and/or missing a textbook.
12. Wait to be dismissed from the classroom before leaving the classroom.
13. Get permission to write a note to the office staff.

Students may not:

1. Use profanity or disrupt the learning environment.
2. Communicate with another student while on LEO school grounds.
3. Sleep or put head down during free reading or class time.
4. Write or draw on yourself, assignments, folders, textbooks, library books, or any other school property.
5. Draw, write, or display any markings or writings that could cause others to believe that you are affiliated with a gang.
6. Have food or drink at your desk.
7. Chew on anything.
8. Take your LEO library books home.
9. Have a LISD student bring you to LEO or pick you up from LEO without permission from a LEO administrator.
10. Go on any other LISD property or go to any LISD activity or event, even if held off campus.
11. Go on LISD property for any out of district functions such as sports games, theater productions, or any other events without permission from your campus administrator and/or LEO administration.
12. Park your vehicle within 300 feet of LEO or any other LISD property.

School Supplies and Textbooks

1. On the first day you may bring your backpack with textbooks, laptop, paper, pencil and a free reading book.
2. Leave all other supplies at home.
3. Failure to have the necessary supplies/textbooks will become a disciplinary issue and appropriate consequences will be issued. On the last day you may bring an **empty** backpack.

Consequences for Violations of LEO Rules and Procedures

Write outs: A write out is a form of correction used by the teaching staff to remind the student of the LEO rules and what the consequences of non-compliant behavior could be. Copy it exactly as written and raise your hand as soon as you have finished it.

1. One write out will be assigned if a student breaks a LEO rule or procedure. If the student does the write out immediately, there are no additional consequences.
2. Multiple write outs may be assigned if a student:
 - a. Does not start the write out immediately or continues to sleep.
 - b. Makes a comment, questions or argues with the teacher about the write out.
 - c. Demonstrates disrespect to the staff member who assigns the write out(s).
 - d. Disrupts the classroom during the write out process.
 - e. Violates the dress requirements.
3. Any write outs not completed by the end of the day must be taken home to complete. The write outs are due at 8:45 a.m. the next day.
4. Once write outs have been issued to a student the write outs must be completed regardless of any additional consequences the student may receive.
5. All write outs must be hand written by the student.

Demerits: A demerit is a mark against a student for misconduct or deficiencies.

1. A behavior demerit will be issued when a student spends more than half of a period (about 20 minutes) doing write outs.
2. A non-productive demerit will be issued when a student does not produce enough written work during a class period. The amount of work will be determined by the teacher.
3. A tardy demerit will be issued when you arrive after 8:30.
4. You will receive a notice when you are issued a demerit. You should share this report with your parents.
5. All demerits: behavior, non-productive, and tardies are added together and will affect early release days.
6. When a student accumulates 30 or more demerits, the student's behavior will warrant a new assignment.

LEO Standard Early Release Plan:

If a student has a standard 30 day or 45 day assignment the student will have the opportunity to be released early. The student's compliance with all LEO rules and procedures will determine how many of the early release days are granted. (Not to exceed 5 days.) The chart below explains the LEO early release plan.

0 – 4 Demerits	5 – 9 Demerits	10 – 14 Demerits	15 – 19 Demerits	20 – 24 Demerits	25 – 29 Demerits	30 or More Demerits
5 Days Subtracted	4 Days Subtracted	3 Days Subtracted	2 Days Subtracted	1 Day Subtracted	0 Days Subtracted	New LEO Assignment

If the student has been granted a modified or non-standard early release plan by the home campus, the student will not be eligible for the LEO early release plan as described above. In other words, this means if a student received a reduced assignment from their home campus, the student is no longer eligible for additional early release days from the LEO Center. The student's compliance with all LEO rules and procedures will determine early release eligibility for either plan.

Administration disciplinary actions could include one or more of the following:

1. Conference with student and/or student and parent conference.
2. A new assignment.
3. Assignment to before, after or in-school detention.
4. Suspension from school and/or forfeiture of early release days.
5. Double demerits for all missed class periods due to behavioral non-compliance.
6. Other consequences as determined by the administration of the LEO Center.

Daily Schedule

Each day the student will:

1. Complete all check in requirements before going to class.
2. Report to the classroom intake teacher each morning.
3. Read library book until first period begins.
4. Have eight 45 minute periods each day.
5. Have a 35 minute lunch period each day from 11:45 a.m. to 12:20 p.m.
6. Have three scheduled restroom breaks each day: upon arrival, at lunch time, and at the end of the day. Each student will be eligible for a specified number of emergency breaks. This will be outlined during orientation. When the student uses all the emergency breaks, administration will be notified. For students with medical needs, documentation is required.

Attendance and Tardies

1. All absences must be made up day for day regardless of the reason.
2. Excuse notes should be brought to school upon a student's return.
3. Attendance is reported to the student's home campus daily. All absences are cumulative, regardless of campus.
4. Students are counted tardy at 8:30 a.m. A tardy demerit will be issued when a student arrives after 8:30 a.m.
5. The LEO staff will make a determination if a student is consistently late or often leaves early as to whether the student will be given credit for the day or if consequences are warranted.
6. The LEO staff will make a determination if a student will get credit for a LEO day if a student has one of the following reasons for being out for a part of the school day:
 - A health care appointment
 - A court appearance/meeting with probation officer
 - An LISD meeting
 - Becomes ill at school

Class Schedule, Class Work, and Grades

1. The LEO teachers will receive information from the home campus teachers concerning the topics, chapters, etc. to be covered when a student is at LEO.
2. Instruction is given individually or in small groups by certified teachers.
3. The LEO teacher will give each student a folder that will contain the assignments to be done. The assignments may not be the same as the assignments given on the home campus.
4. In the folder the student will be given directions for the assignments.
5. If the student has a question about the assignment, the student needs to ask for help.
6. The student must complete an adequate amount of written work each day as determined by the teacher. The student's progress will be monitored and the student will be notified if enough work is not completed. The student may receive a nonproductive demerit if enough work has not been completed.

Breakfast and Lunch

1. Cafeteria breakfast and lunch are served each day.
2. A student may continue to use his/her home campus lunch account. If a payment is made online the funds may not be available for 2 days.
3. Breakfast is served during the morning free reading time.
4. Students must order breakfast one day in advance.
5. Students must order lunch at morning check-in. Once lunch is ordered, it must be paid for.
6. Students may bring a lunch.
7. Students may not bring any food items such as soup, chili, stew, or smoothie type drinks in an open container.
8. Students may bring a drink in a sealed unopened container.
9. Students are not allowed to have food delivered from an outside eating establishment.
10. Students who know they will be late, but coming to school before lunch, must call and order a lunch by 9:30 a.m.
11. Food/drink may not be on student's desk except during designated breakfast & lunch breaks; earned water bottles are an exception.

Illness at LEO

1. If you feel ill during the school day you will complete an illness report and it will be sent to the clinic. The nurse will call you to the clinic as soon as possible.
2. Repeatedly leaving school early and showing no measurable or observable signs of illness can affect the length of the student's assignment.

Technology

1. All students who bring a cell phone to LEO will be required to place the item in an envelope upon check in to school. The student's cell phone will be returned at the end of the day.
2. Students who have district issued laptops should bring them to LEO. All Leander ISD regulations, rules and guidelines as outlined in the LISD Student Handbook, Appendix B, LISD Technology Resource Acceptable Use Guidelines will be followed. If a student fails to follow the guidelines, the student and parent will be informed of the violations and the student will not be allowed to use the device again.
3. Procedures for student's own or district issued device:
 - a. Use only at the teacher's discretion.
 - b. Close and put away device each class period as directed by teacher.

LEO Allowed Items (This list is specific. Any item not listed below will be confiscated and will only be returned to the student's parent/guardian. If the parent/guardian does not pick the item up during the student's stay, the item will be returned to the student on the last day of the assignment.)

Cell phone	Watch	House/Car key (on a plain key ring or a piece yarn/string)	Driver's License/ID
Lunch money	Lunch box or bag	Sealed can or bottled drink only	Lip balm

1. You may keep your lunch money and lip balm in your pocket.
2. Your lunch and drinks will be kept on a table in the classroom.
3. All other items will be placed in an envelope until the end of the day.
4. If you keep your cell phone on you and it is discovered, the cell phone will be confiscated and not given back to you. Your parent will have to retrieve the phone. You will not be allowed to bring your cell phone back.

LEO Prohibited Items

Gum and candy*	Any type of head gear	Comic books or magazines	Sunglasses
Fidgets & spinners	Vape devices & fluids	A second set of clothes	Make up of any kind
Ammunition/gun powder*	Mirrors or glass containers	Backpacks, purses, wallets, bags	Jewelry** (See below for definition)
Skateboards, scooters, skates	Tobacco products, pipes, lighters, matchers*	Audio/video/recording devices	Electronic games/laser pointers
Cards and dice	Pornography*	Aerosol cans/spray paint*	Mace and pepper spray*
Correction fluid, permanent markers, Sharpies*	All knives, any type of firearms (real or not real) razors/box cutters/chain*	Incendiaries, smoke or stink bomb, stun, air, BB guns or look alike weapons/tasers*	Poisons, caustic acids, or other materials that may be toxic to the human body*
This list is not all inclusive. There may be other items that the campus or district administration determines to be disruptive to the educational environment.			

1. If a student brings any of the items listed above the item will be confiscated and placed in the school office area.
2. Allowed items and non-asterisked items will be returned to a parent at any time or returned to the student on the last day of the student's assignment.
3. It is the student's responsibility to inform the teacher during check out that the student has confiscated items in the school office.
4. All items brought to or used at the LEO Center (including but not limited to: vehicles, desks, purses, electronic equipment, book bags, jackets, lunch bags, etc.) are subject to search at any time with or without the presence of the student.

* Item will not be returned to the student or the student's parent.

**Jewelry: Personal adornment; worn for ornament, utility, or to follow customs or fashion.