



August 21, 2009

Dear Parents and Guardians of Leesville Road High School,

Because it is the policy of Leesville Road High School to keep parents and guardians informed, I would like you to be aware of a new program we will be starting on Monday, August 31, 2009.

The staff at Leesville Road High School understands that attendance is crucial to student success. We believe that every student should be in class and on time every day possible to make the most of their learning experience. It is the expectation that all students are in class on time. We will be beginning a *Start on Time* Program to help reinforce our efforts to help all students make full use of the instructional and learning time at Leesville Road High School.

Start on Time is a program that involves all students and teachers. The teachers will spend the first ten minutes of their planning time to make sure that all students are in class. If a student is tardy to class, he/she will receive a lunch detention for the following day. The tardy student will be assigned a lunch detention and then given a pass to class. If a student is tardy to more than one period a day or fails to show up for a scheduled lunch detention, he/she will receive additional consequences.

We will inform students of this program during PRIDE period on Thursday, August 27 and all teachers will be reminding students of this new procedure on Friday. Please take the time to reinforce the importance of making the most of class time with your student at home.

I am confident that *Start on Time* will have a positive impact on teaching and learning at Leesville Road High School. Thank you for your continued support and cooperation.

Sincerely,

Scott Lyons
Principal