

Dear Parent or Guardian,

We at Headland Middle School believe that attendance and punctuality are key ingredients in the education process of all students here at HMS. With this in mind, we have noticed an increase in morning tardiness and tardiness to the classroom during the school day. In an effort to prevent this trend from increasing, and to give your learners a better opportunity to gain the knowledge they need to be successful in the classroom, we have come up with a plan to help prevent continued tardiness.

Attached, you will find the **Headland Middle School Tardy Policy**. This policy outlines the consequences of continued, chronic tardiness. All the information is based on documentation found in the **Henry County Board of Education**, and/or **the Headland Middle School Learner Codes of Conduct**. This policy has been created with the learner's best interest in mind, and we believe that it is firm, but fair for all students.

This Policy, and the consequences there of will be put into effect Monday, March 11, 2019. As always, we appreciate your support in this and all matters related to your learner's time at HMS. If you have any questions, please feel free to contact us.

Sincerely,

Linda Saffold
Principal, HMS