

Heritage Middle School
4005 Poplar Springs Road
Ringgold, GA 30736
Phone: 706-937-3568
Fax: 706-937-2483
www.heritagegenerals.com

Student Name: _____

Homeroom Teacher: _____

Date: _____ Grade: _____

Class Tardy Policy (per 9 weeks)

1 st	Verbal Warning
2 nd	Parental Contact (email, note in agenda, phone call home)
3 rd	Lunch Detention + Parent Contact
4 th	Morning Detention +50 Sentences (Student will serve morning detention until sentences are completed) +Parent Contact
5 th	Afternoon Detention +100 Sentences (Student will serve afternoon detention until sentences are complete) + Parent Contact
6 th	Administrative write-up with an Assignment to Saturday School
7 th	Administrative write-up with an Assignment to Saturday School
8 th	Administrative Write-up with an assignment to ISS

1. Students who ride the bus are not tardy, no matter how late the bus arrives at school.
2. All tardy students, upon arriving at school, must sign in at the main office with the receptionist.
3. **Documented** medical or dental appointments are considered excused and will not count against the student. These excuses must come from the medical office at which you received services. **Written notes/doctors notes will not be accepted for excuses after 3 days of student's return.**

Signature of Parent/Guardian _____