

Heritage Middle School  
4005 Poplar Springs Road  
Ringgold, GA 30736  
Phone: 706-937-3568  
Fax: 706-937-2483  
[www.heritagegenerals.com](http://www.heritagegenerals.com)

Student Name: \_\_\_\_\_

Homeroom Teacher: \_\_\_\_\_

Date: \_\_\_\_\_ Grade: \_\_\_\_\_

### Tardy Policy (per 9 weeks)

1st	Verbal Warning
2nd	Parental Contact (email, note in agenda, phone call home)
3rd	Lunch Detention
4th	1 Afternoon Detention
5th	2 Afternoon Detentions
6th	Administrative write-up with an Assignment to Saturday School
7th	Administrative write-up with a 1 day assignment to ISS
8th	Referral to the Attendance Review Team

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 the student's return.**

Signature of Parent/Guardian: \_\_\_\_\_

Date: \_\_\_\_\_