

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)

1st	Verbal Warning
2nd	Parental Contact (email, note in agenda, phone call home)
3rd	Lunch Detention + Parent Contact
4th	1 Afternoon Detention + Parent Contact
5th	2 Afternoon Detentions + Parent Contact
6th	Administrative write-up with an Assignment to Saturday School
7th	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 the student's return.**

Signature of Parent/Guardian: _____

Date: _____