

Heritage Middle School

4005 Poplar Springs Road

Ringgold, GA 30736

Phone: 706-937-3568

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www.heritagegenerals.com

Tardy Policy (per 9 weeks)

1st	Verbal Warning
2nd	Parent Contact (email or phone call home)
3rd	Lunch Detention
4th	2 Lunch Detentions
5th	1 After School Detention
6th	Saturday School - Administrative write-up
7th	Administrative write-up with an assignment to ISS
8th	Administrative write-up with a 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. All students who do not arrive in homeroom by 8:00 AM, must check in at the main office.
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.
4. When the parent is contacted, please go over the tardy policy. If the parent has any questions, have them contact administration.