

Parents/Guardians: Keep this page for your records.

Heritage Middle School
4005 Poplar Springs Road
Ringgold, GA 30736
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Tardy Policy (per 9 weeks)

1st	Verbal Warning
2nd	Parental Contact (email, note in agenda, phone call home)
3rd	Lunch Detention
4th	Afternoon Detention +50 Sentences (Student will serve afternoon detention until sentences are completed)
5th	Afternoon Detention +100 Sentences (Student will serve afternoon detention until sentences are completed)
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.**

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