

September 2020

Dear CTW Parents and Guardians,

Welcome Back! We would like to take this opportunity to share important information about our discipline plan with you. Infractions are calculated per week. Your student will receive a weekly grade.

Daily Scale

0 infractions: your child will earn a 100 in conduct

Infraction one: Verbal Reminder -5pts

Infraction two: Silent Lunch or Walking Reflection during recess -10pts

Infraction three: Detention- If the student accumulates three infractions in the course of one school day, he/she will be assigned one or more hours of detention -15 pts

Infraction four: Counselor referral and schedule a formal team conference to include student, parent, principal and/or support teacher -20pts. Minor Incident Report sent home. After 3 MIRs in a semester a write up is given.

Infraction five: If the student accumulates five or more infractions within the course of one week, they will be assigned one or more hours of detention depending upon the infraction as outlined on the Richmond County Detention form -25pts

Detention or Office Referral -Some infractions may result in an automatic office referral and /or detention. For example, any student acting in a dangerous, illegal, or insubordinate manner will be referred to the office immediately.

***Students begin each week with a 100 in conduct; the weekly grades are averaged together at the end of each nine weeks period.

Infractions can occur but are not limited to when students demonstrate one or more of the following behaviors:

- **off task**
 - talking/playing during instruction
 - drawing during instruction
 - playing with school supplies
 - not doing the task you have been assigned
- **consistently talking**
 - talking during instruction
 - talking after being warned
 - talking to classmates during instruction / in the hallway
- **being disrespectful to a teacher**
 - talking back
 - rolling eyes
 - smacking lips
 - not following/responding to directions
- **being disrespectful to another student**
 - name calling
 - unwanted touching
 - touching other's property
 - kicking/hitting
- **not taking proper care of materials**
 - purposely damaging school property
 - purposely damaging school supplies
- **obscenity/ profanity**

- inappropriate words said or written
- inappropriate gestures

- **defiance**
 - not following/responding to directions

Please note these grades will be shown on your child's report card. If you have any questions or concerns throughout the year, please do not hesitate to contact your child's homeroom teacher. Each teacher's email and content area may be found below.

Teachers' emails

bakerra@boe.richmond.k12.ga.us

hillje2@boe.richmond.k12.ga.us

thompth@boe.richmond.k12.ga.us

willish3@boe.richmond.k12.ga.us

****I have read and understand the method in which my child's conduct grade will be recorded. ****

Parent Signature _____ Date _____

Student Signature _____ Date _____