

**PRATTVILLE HIGH SCHOOL  
E-DISCIPLINE NOTICE**

<b>STUDENT'S NAME</b>	<b>Gender</b>	<b>DATE</b>	<b>TIME/BLOCK</b>	<b>GRADE</b>

<b>SCHOOL</b>	<b>REFERRED BY</b>	<b>LOCATION OF OFFENSE</b>

**All Minor (Class I) Offenses should be initially managed by the teacher.**

<b>First Offense Date:</b>	<b>Step 1. A teacher-student conference initiated by the teacher (Warning)</b> <b>Description of Event:</b>
<b>Second Offense Date:</b>	<b>Step 2. Teacher-initiated notification of discipline problem(s) to parent/guardian (Phone Call, E-Mail, Remind, Dojo, etc.)</b> <b>Description of Event:</b>  <b>Person Contacted:</b> _____ <b>Date:</b> _____
<b>Third Offense Date:</b>	<b>Step 3. Referral to the appropriate grade level administration</b> <b>Description of Event:</b>

**All Class II, III, & IV Offenses should be referred to the appropriate grade level administrator.**

<b>Date:</b>	<b>Description of Class II, III, or IV Event</b>

<b>Administrative Notes/ Response</b>	
<b>Corrective Actions Addressed by:</b>	