

Student Conduct Violation Notice

Date: [Date]

To: [Student's Name]

From: [School Official's Name]

Subject: Notice of Student Conduct Violation

Dear [Student's Name],

This letter serves as a formal notice regarding a violation of the student conduct policy that occurred on [Date of Incident]. It has come to our attention that you [describe the nature of the violation briefly, e.g., "were involved in disruptive behavior during class."]

This behavior is in violation of [cite specific policy or code], which states that [quote specific policy or code]. As a result, we have decided to take the following action: [describe any disciplinary action being taken, e.g., "a warning, a meeting with the school counselor, or suspension"].

We encourage you to reflect on your actions and understand the impact they have on yourself and others in the school community. Please schedule a meeting with [name of the person, e.g., your counselor, the principal] to discuss this matter further.

If you have any questions or wish to discuss this notice further, please do not hesitate to contact me at [contact information].

Sincerely,

[School Official's Name]

[Title]

[School Name]

[Contact Information]