

Letter of Guidance for School Disciplinary Actions

Date: [Insert Date]

To: [Student's Name]

From: [Principal's Name]

Subject: Disciplinary Action Guidance

Dear [Student's Name],

This letter serves as formal guidance regarding the recent disciplinary action taken against you in connection with [briefly describe incident]. We aim to ensure that you understand the situation clearly and the steps that will be necessary moving forward.

Incident Description

On [date of incident], it was reported that you [detailed description of the incident]. This behavior is not in alignment with our school's code of conduct.

Consequences

As a result of this incident, the following disciplinary actions will be enforced:

- Warning/Detention/Other specific consequence
- Mandatory counseling session
- Parental meeting on [date]

Support and Resources

It is important to understand that our goal is to support you. We encourage you to reach out to [school counselor's name] for any guidance or support you might need during this time.

Next Steps

Please confirm your understanding of this action by signing and returning the enclosed form by [due date]. Failure to comply could result in further disciplinary actions.

Should you have any questions or wish to discuss this matter further, please do not hesitate to reach out.

Best regards,

[Principal's Name]

[School Name]

[Contact Information]