

Private School Disciplinary Standards Clarification

Date: [Insert Date]

To: [Recipient's Name]

From: [School Principal's Name]

[School Name]

[School Address]

[City, State, Zip]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to clarify our school's disciplinary standards, as we believe it is essential for our community to be well informed about our expectations and consequences.

1. Code of Conduct

All students are expected to adhere to our code of conduct, which includes respect for peers and staff, adherence to dress codes, and punctuality.

2. Disciplinary Actions

Violations of the code may result in:

- Verbal Warning
- Written Warning
- Detention
- Suspension
- Expulsion (for severe offenses)

3. Appeals Process

If a student or guardian disagrees with a disciplinary action, an appeal can be submitted in writing to the principal within [number of days] days of the action.

We appreciate your cooperation and support in maintaining a positive educational environment. Should you have any questions or require further clarification, please do not hesitate to contact me at [phone number] or [email address].

Thank you for your attention to this important matter.

Sincerely,

[School Principal's Name]

[Title]