

ACKNOWLEDGMENT OF CODE OF CONDUCT VIOLATION

Date: [Insert Date]

To: [Student's Name]

From: [School Administrator's Name]

Subject: Acknowledgment of Code of Conduct Violation

Dear [Student's Name],

This letter serves to formally acknowledge the violation of the school's Code of Conduct that occurred on [insert date of violation]. It has been reported that you [briefly describe the violation].

We take these matters seriously, and it is important for you to understand the implications of your actions. As a part of our community, we expect all students to adhere to the established standards of conduct to ensure a safe and respectful environment for everyone.

As a result of this violation, the following consequences will be implemented: [describe consequences, e.g., detention, warning, etc.]. We encourage you to reflect on this incident and how it affects not only yourself but your peers and the school community as a whole.

If you have any questions or wish to discuss this matter further, please feel free to contact me directly at [insert contact information].

We hope to see improved behavior moving forward and encourage you to make positive choices in the future.

Sincerely,

[School Administrator's Name]

[Title]

[School Name]

[Contact Information]