

Disciplinary Action Notification

Date: [Insert Date]

To: [Student's Name]

From: [Principal's Name]

School: [School's Name]

Subject: Disciplinary Action for Code of Conduct Violation

Dear [Student's Name],

This letter serves to formally notify you of a disciplinary action resulting from a violation of the [School's Name] Code of Conduct. It has come to our attention that on [insert date], you [describe the specific violation, e.g., "engaged in disrespectful behavior towards staff members"]. This behavior is inconsistent with the standards set forth in our Code of Conduct.

As a consequence, the following disciplinary action will be taken:

- [Detail the specific consequences, e.g., "1-day suspension, meeting with the school counselor, etc."]

This action is intended to help you reflect on your behavior and to reinforce our school's commitment to maintaining a respectful and safe learning environment for all students. We encourage you to take this opportunity to learn from this experience.

Please be advised that you have the right to appeal this decision. Should you wish to do so, please submit your appeal in writing to [insert relevant person or office, e.g., "the Principal"] within [insert time frame, e.g., "five school days"].

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

Sincerely,

[Principal's Name]

[Title]

[School's Name]