

Notice of Code of Conduct Violation

Date: [Insert Date]

Dear [Parent's Name],

We are writing to inform you of a violation of our school's code of conduct involving your child, [Student's Name]. The incident took place on [Insert Date of Incident].

Details of the Violation:

[Briefly describe the nature of the violation, including any relevant circumstances or actions taken.]

We take such incidents seriously and have taken the following actions as per our school policy:

- [Action taken, e.g., verbal warning, detention, etc.]
- [Any additional actions or follow-up steps, if applicable.]

We encourage you to discuss this matter with your child and reinforce the importance of adhering to our school's code of conduct. It is vital for maintaining a safe and respectful environment.

If you have any questions or wish to discuss this further, please do not hesitate to contact us at [School Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[School Name]

[School Contact Information]