

# Response to Code of Conduct Violation

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To [School Administrator's Name],

[School Name]

[School Address]

[City, State, Zip Code]

Dear [School Administrator's Name],

Thank you for your letter dated [Insert Date], regarding the alleged violation of the school's code of conduct by my child, [Child's Name]. We take these matters very seriously and appreciate the opportunity to respond.

Upon receiving your notification, I have thoroughly discussed the situation with [Child's Name] and gathered additional context regarding the incident. [Insert a brief summary of your child's perspective or any mitigating circumstances].

We understand the importance of adhering to the school's code of conduct and are committed to working together to address this matter. [Mention any steps taken to rectify the situation, if applicable].

I request a meeting to discuss this further and explore possible resolutions that align with the school's values and expectations. Please let me know a suitable time for you.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]