

# Notification of Student Misconduct

Date: [Insert Date]

To: [Student's Name]

From: [Teacher's or Administrator's Name]

Subject: Notification of Misconduct

Dear [Student's Name],

We are writing to inform you about an incident that occurred on [Insert Date of Incident], which is considered a violation of our school's code of conduct. Specifically, you are being notified of the following misconduct: [Briefly describe the misconduct, e.g., disruptive behavior, cheating, etc.].

This behavior is not acceptable at [School's Name], and it contradicts our values of respect, responsibility, and integrity. We take such matters seriously, and as a result, we will be arranging a meeting to discuss this incident and its consequences. This meeting will take place on [Insert Date and Time of Meeting] at [Insert Location].

Please come prepared to discuss your actions and any supporting information you would like to share.

Thank you for your attention to this matter. We look forward to seeing you at the meeting.

Sincerely,

[Your Name]

[Your Position]

[School's Name]

[Contact Information]