

Notification of Student Conduct Issues

Date: [Insert Date]

To: [Parent/Guardian Name]

From: [School/Administrator Name]

Subject: Notification of Conduct Issues

Dear [Parent/Guardian Name],

I hope this message finds you well. I am writing to inform you of some conduct issues involving your child, [Student's Name], that have arisen at [School Name]. We believe it is essential to bring these matters to your attention to ensure we work together in addressing them.

On [specific date or dates], [Student's Name] was involved in [describe conduct issues, e.g., disruptive behavior, disrespect towards staff, etc.]. This behavior is contrary to our school's code of conduct, and it affects not only [Student's Name] but also their classmates and the learning environment.

We have taken the following measures to address these issues:

- [Action taken, e.g., meeting with the student, consequences applied]
- [Additional action, if applicable]

We encourage you to discuss this matter with [Student's Name] to reinforce the importance of positive behavior in school. We believe that with support and guidance, [Student's Name] can improve their conduct and contribute positively to our school community.

If you have any questions or would like to discuss this further, please do not hesitate to contact me at [Phone Number] or [Email Address]. We appreciate your cooperation and support.

Sincerely,

[Your Name]

[Your Title]

[School Name]