School Name  
Address

Re. Reprimanding the Non-Conforming Behavior and Recruiting Disciplinary Actions  
  
Dear Tom,

This letter has been penned to serve as a reprimand to your behavior transcript and indicating a set of disciplinary actions that have been recruited against you followed by the warning letter sent to you by the Directorate of Student Affairs on 05-01-20XX.

In the referred letter, your non-academic behavior was discouraged, and an academic demeanor was directed to develop. The warning letter was also sent to notify you of the possible disciplinary action/measures that are likely to be taken if your code of conduct which is precisely non-academic according to the Academic Conduct of Student 5540 had been discouraged and reprimanded.

The school is not merely for the art-learning and social development, in fact, it is a place that is teaching the most conforming behavior and reprimanding what is non-conforming according to the set of rules for standard conduct. The school has an ambiance of learning which gets disruptive while intruded by the acts like you did in the recent past. The Academic Code of Conduct 202-209 has been attached to the letter. You are required to investigate the attached document to get the entire idea of possible reprimands and punitive measures that can be brought to you.

A warning letter that was sent to you remained unresponsive and your behavior was observed strictly during the time mentioned in the warning letter. The referred letter was recalled on 17-01-20XX through an email which was again not responded to. Your observed behavior compels me to write this disciplinary action letter to you, according to which you are liable to following punitive measures.

First, it is informed to you that your quality points will endure a ZERO (0) which will befall you in a D grade. Secondly, you have been expelled from the Booker Flyer Club of the school and your membership in the club has been abandoned. Thirdly, you have been dropped from the Redbird Competition Program of the school. You are advised to mend your code of conduct and behave in the most appropriate way in the class otherwise you will be expelled from the school. For any kind of legal assistance, you can seek a piece of legal advice from the School Advocacy Association.

You can meet me in person or write to me for any query regarding the preceding matter of misconduct and inappropriate behavior. You can contact me at [email]. Thank you.

Regards

Andrew Stylar  
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