

Sample Letter

Date _____

Dear Parent,

This letter is sent to give warning that your child, _____, has lost two recesses due to the breaking of school rules stated below. One more violation of rules will result in detention. It is our hope that these behaviors will cease and that a detention will be avoided.

Teacher's signature

Rules

Entering School

1. Keep hands, feet, objects to yourself.
2. Walking at all times.
3. Bell or hand signal = complete silence.

Classroom

1. Keep hands, feet, objects to yourself.
2. Be truthful at all times.
3. Use appropriate language at all times.
4. Complete assignments in a neat and timely fashion.

Playground

1. Keep hands, feet, objects to yourself.
2. Be polite and courteous at all times.
3. Remain within the boundaries of the playground at all times.
4. Use appropriate language.

Cafeteria

1. Stay in your seat at all times unless you have permission to move.
2. Keep hands, feet, objects to yourself.
3. All children will be silent and still when the quiet sign is shown.

Please sign below.
