

LETTER TO PARENTS

From: _____

School/Organization Name: _____

Address: _____

Phone: _____

To: _____

Parent(s)/Guardian(s) of: _____

Student Name: _____

Subject: _____

Introduction:

Dear Parent(s)/Guardian(s), this letter serves to inform you about important policies, upcoming events, and necessary permissions required for your child's participation in school-related activities. Our goal is to maintain open communication and ensure the safety and well-being of all our students.

Attendance and Punctuality:

Regular attendance and punctuality are essential for your child's academic success. Please ensure that your child attends school daily and arrives on time. In case of absences, notify the school promptly with a valid reason. Excessive unexcused absences may result in disciplinary actions.

Code of Conduct:

We expect all students to adhere to the school's code of conduct, which promotes respect, responsibility, and safety. Any violations, including bullying, harassment, or disruptive behavior, will be addressed according to school policies, which may result in consequences including suspension or expulsion.

Health and Safety:

To safeguard the health and safety of all students, please inform the school of any medical conditions, allergies, or special needs your child may have. The school provides regular health screenings and emergency procedures. Parents are responsible for promptly updating health information.

Field Trips and Extracurricular Activities:

Participation in field trips and extracurricular activities requires signed permission forms from parents or guardians. These activities are supervised by qualified staff, and safety protocols are strictly followed. Please review the specific details and return the permission slips by the indicated deadlines.

Technology Use Policy:

Students are provided access to school technology resources for educational purposes only. Unauthorized use, including access to inappropriate content, cyberbullying, or personal data sharing, is strictly prohibited. Violations may result in loss of privileges and other disciplinary measures.

Communication:

We encourage ongoing communication between parents, teachers, and administration. Please attend scheduled parent-teacher conferences, read school newsletters, and promptly respond to communications from the school.

Consent and Legal Compliance:

By continuing enrollment, you acknowledge that you have read, understood, and agreed to comply with all school policies outlined herein. The school operates in compliance with all applicable United States laws and regulations, including FERPA and IDEA. Any disputes will be resolved under applicable state and federal laws.

Closing:

Thank you for your continued support and cooperation. Together, we strive to create a positive and productive learning environment for all students. Please do not hesitate to contact the school office if you have any questions or require further information.

Authorized School Official's Signature

Parent/Guardian's Signature

Signature: _____

Signature: _____

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