NJHS
Sample Warning Letter

Title: Notification of Warning

Date:

Dear [insert student's first name]:

This is to notify you and your parents that you have fallen below the standard(s) for [identify the criterion or criteria in which the student has fallen below standard, e.g. “Service” “Character” or “Scholarship”] as set forth in Article ____ of the bylaws of the [school name] chapter of NJHS.

Specifically, [Outline the nature of the deficiency referenced in the first paragraph.]

The nature of this deficiency requires that we place you on warning. You will remain on warning until _____, at which time your progress will be evaluated again. [or include alternative language as situation requires.] During this time you must [insert terms of warning here] and are not considered a member in good standing.

Due to this status, you may not [insert restrictions here, i.e. serve as a chapter officer, etc. If the student is an eighth grader, cite recognition, including the wearing of an honor cord or stole, may be withheld at graduation.] If you have not [insert terms of warning here] at the conclusion of the warning period on [date], you may be considered for dismissal.

You will be informed in writing of your membership status and the next steps by [date].

If you have any questions about this warning or your membership status, please see Darlene Rose.

Sincerely,
Darlene Rose

Please make a copy for your records, sign below and return to the chapter adviser.

We have reviewed this notification and understand its content.

_____ _____
Student Signature and Date Parent Signature and Date