

Date: October 21, 2024

To: VP Academic Affairs

Subject: complaint

Issue Date: October 21, 2024

Urgency:

Type: complaint

Description:

I am writing to inform you about an incident that occurred on October 20, 2024, during the third period in Room 304. As I was conducting my history lesson, two students, James Peterson and Olivia Brown, were repeatedly disrupting the class by talking and laughing loudly. Despite my requests to stop, their behavior persisted, affecting the learning environment for the rest of the students. At approximately 10:30 a.m., their behavior escalated when James began throwing small paper balls across the room. Olivia encouraged this behavior, further disturbing the class. I had to pause the lesson several times to address the issue, which led to a significant loss of instructional time. After giving them several warnings, I sent both students to the office for further disciplinary action. I also spoke with their parents later in the day to ensure they were aware of the situation. I kindly request your guidance on how to proceed with these students, as their disruptive behavior is negatively impacting both their own learning and that of their peers. Thank you for your attention to this matter. Sincerely, [Your Name] [Your Position] [School Name] This paragraph outlines a classroom incident in a clear and professional manner. Let me know if you'd

Sincerely,

Your Name