

Dear [Parent/Guardian's Name],

We hope this message finds you well. As we continue our academic year, we would like to take a moment to reiterate our conduct guidelines that help ensure a positive and conducive learning environment for all students.

Conduct Guidelines

- Respect for all staff and students is mandatory.
- Attendance and punctuality are crucial for academic success.
- Dress code must be followed at all times.
- Bullying, harassment or any form of discrimination is not tolerated.
- Use of mobile devices is restricted during class hours.

We kindly ask for your cooperation in reinforcing these guidelines at home. Together, we can cultivate a safe and respectful environment for our students to thrive.

If you have any questions or concerns, please do not hesitate to reach out.

Sincerely,

[Your Name]

[Your Position]

[School Name]

[Contact Information]