

Dear [Student's Name],

We want to take this opportunity to remind you of the behavioral expectations that we uphold at [School/Organization Name]. It is important for everyone to contribute to a positive and respectful environment.

As a member of our community, we expect you to:

- Respect yourself and others.
- Follow classroom and school rules.
- Be responsible for your actions.
- Strive for excellence in your work and behavior.

We believe that everyone has the ability to follow these expectations and contribute positively to our community. Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Position]

[School/Organization Name]