

Classroom Guidelines Reminder

Dear Students,

This is a friendly reminder of our classroom guidelines to ensure a respectful and productive learning environment:

- Be respectful to your classmates and teacher.
- Arrive on time and prepared for class.
- Participate actively and listen attentively.
- No food or drinks in the classroom.
- Keep your workspace clean and organized.

Please remember that these guidelines help us all learn better and create a positive atmosphere. If you have any questions or concerns, feel free to reach out.

Thank you for your cooperation!

Sincerely,

[Your Name]

[Your Position]