

**\*\*Title: Clarification on Classroom Conduct and Participation\*\***

Hello everyone,

Today, I want to take a moment to clarify our expectations regarding classroom conduct and participation to ensure our learning environment remains respectful and productive for all.

1. **\*\*Respectful Communication\*\***: Always speak to one another with respect. Listen actively when someone else is speaking, and avoid interrupting. This helps in creating an open and welcoming atmosphere where everyone feels valued.
2. **\*\*Participation\*\***: Your contributions matter. When you have a question or comment, raise your hand to share your thoughts. Participation not only helps you learn but also enriches the class discussion for everyone.
3. **\*\*Punctuality\*\***: Arrive on time for class. It shows respect for your peers and allows us to start and finish on time, maximizing our learning period.
4. **\*\*Preparedness\*\***: Come to class prepared with all necessary materials and completed assignments. This helps you engage more fully with the lesson and ensures you are ready to participate actively.
5. **\*\*Attention\*\***: Stay focused during lessons. Avoid distractions such as side conversations or using your phone during class. Staying attentive shows respect for the speaker and helps you absorb the material better.
6. **\*\*Group Work\*\***: When working in groups, contribute equally and respect everyone's input. Collaboration is crucial for success and kindness fosters a positive team dynamic.

Let's commit to these guidelines to maintain a constructive and enjoyable classroom experience for all. Thank you for your cooperation and dedication to learning!

If you have any questions, feel free to approach me after class.

Thank you!