

To: Teachers

From: Parent-Teacher Association

Re: Class parties

This memo is to inform you that a class party planned by students at a nearby school caused a number of problems that concerned parents, including:

- Students missed hours of instructional time when they planned and held the party.
- The site students selected was unsafe; uninvited older children disrupted the party.
- Several students were injured during games involving physical contact, such as tackle football and dodgeball.
- Some students complained afterward about stomachaches caused by the consumption of “junk” food.
- The party costs were in excess of school policy.

Therefore, the PTA has decided to set specific guidelines for all class parties.

From this time forward, all parties must conform to these guidelines:

- For educational purposes, all class parties will be held on Tuesdays, Wednesdays, or Thursdays for no more than 30 minutes, during lunch period.
- For safety reasons, all class parties will be held in the classroom.
- For safety reasons, only approved games, such as pin-the-tail-on-the-donkey and beanbag toss, will be allowed.
- For health reasons, food or drink with high sugar content, such as soft drinks, cakes, and candy, will not be served. Water, fruit juices, and vegetable sticks are acceptable alternatives.
- For financial reasons, all students must pay one dollar to help fund the party. Students who do not bring money may not participate.