

December 12, 2008

Dear PRM Parents and Guardians:

As you are aware, we are employing new safety measures that note where your children are following school dismissal, if they are involved in an after-school activity. To ease the process for parents and students alike, we are instituting a new permission form that is more user- friendly.

This week, all homeroom teachers will explain how the form is to be used and will give a sample form for your child to take home. In addition, the form will be explained at the lunch periods to the students. Students will obtain this form **in advance** from the teachers in charge of their club or class activity or from the extra help teacher they are seeing.

For clubs and activities, the advisor will advertise the event to the students and provide permission slips in advance. **One form may be used for all of the scheduled meetings, by listing each date of the activity separately on the form.** *To stay for club/class activities and the HIP Program, the students need to make sure the form lists all the dates they will be staying after school, the activity, the mode of transportation home, completed with a parent signature.* The homeroom teacher will continue to issue the late bus passes to the students. In the afternoon, the club advisors will collect the permission slips in order for the student to stay for the activity or club.

For extra-help, students may sign up for only *ONE* calendar date at a time. Again, the homeroom teacher will issue the late bus pass. The student must present the permission form in the afternoon to the extra-help teacher in order to stay after school.

This new form can be obtained through the teachers or it may be obtained from the PRM website. We ask you to encourage your children to plan their weekly activities in advance. **The office staff and the administrators will no longer be accepting phone permissions, emails or faxes.**

We ask the parents cooperation, as we implement this improved form.

Thank you.

Sincerely,

Nancy Elmezzi, Principal

