



Birthday Celebration Protocol

Purpose: To provide consistent expectations for recognizing student birthdays while minimizing disruptions to instructional time and ensuring the safety and inclusivity of all students.

Advance Notice: Parents/guardians must notify the classroom teacher at least five (5) school days in advance if they would like to coordinate a birthday celebration. Celebrations not submitted within this timeframe may not be approved.

Instructional Integrity: Birthday celebrations may not interfere with instructional time, including core content delivery, enrichment blocks, or scheduled intervention periods. Celebrations are not permitted on days when state or district assessments are scheduled for the classroom or grade level.

Teacher-Approved Dates: Celebrations will be scheduled only on dates approved by the classroom teacher to ensure alignment with instructional and campus priorities. Approval of a date is at the teacher's discretion, based on the class schedule and student needs.

Campus Notification and Communication: Once a birthday celebration is approved, the teacher shall inform the campus office of the scheduled celebration date and time. The teacher shall notify all classroom parents/guardians in writing at least two (2) days in advance of the celebration. Notification must include details such as date, time, and any items being distributed.

Student Participation and Allergies: A parent permission form must be sent home and returned for each student to participate in the celebration. The permission form will include a disclosure about potential food allergies and an assurance that all items must meet safety requirements.

Food and Beverage Guidelines: Only store-bought, prepackaged food and beverages may be brought to the school for birthday celebrations. All items must be sealed in original packaging with ingredient labels clearly visible to ensure allergy safety. No homemade or unpackaged items will be permitted.

Important Note: Failure to follow these protocols may result in the denial of the celebration request. These guidelines are in place to ensure a safe, inclusive, and instructionally focused environment for all students.