

### **Class Celebrations**

(Any deviation from these guidelines must be approved in advance by the Principal or Assistant Principal.)

Each Kindergarten through Grade 5 homeroom is allowed a Christmas party and a Valentine party per academic year. Grades 6-8 are allowed two activities, one at Christmas and another activity (i.e. middle school dance) per academic year. Celebrations will be held in the afternoon. Kindergarten may also have a 100<sup>th</sup> Day celebration. End of the year celebrations, birthday celebrations and birthday treats are not permitted.

It is the duty of the teacher to direct the planning and execution of the event. The teacher must provide an estimated cost of the party to the Principal for approval prior to making purchases for the party. The teacher must be present at and supervise all celebrations. The celebration may be planned by a parent with final approval of all aspects of the event by the teacher.

The school office should be notified of the date, time and location of class celebrations. Prior approval from the Principal or Assistant Principal is required:

- When the celebration needs to be in a space other than the classroom
- When an exception from the afternoon guideline is requested

Celebrations are generally 45 minutes in duration. Activities during the celebration may include a craft and/or game.

Outside food brought into the classroom for parties must be store bought and individually wrapped with ingredients listed. A list of foods to be avoided due to allergies will be provided to all room parents. The following may be served at classroom celebrations: small snack/treat (nutritional snacks encouraged) and a small drink (no soda).

Receipts for food and materials for the celebration should be submitted to the school office as soon as possible after the event so that reimbursement may be made.

If cards are exchanged, students should bring in one card for each other student. Small tokens such as a pencil or stickers may be given by the teacher to the students, however, no additional gifts should be exchanged or given to the students. If students want to exchange gifts they must be exchanged outside of school.