

## **Everett Public Schools ECEAP BIRTHDAY POLICY**

This policy meets the District memo of instruction re: FERPA “directory” information while trying to accommodate the value of using birthdays as an instructional tool with young children.

See attached memo from September 2, 2010.

In order to follow the guidelines to use an “abundance of caution to avoid birthday information being available to someone not authorized to have it”, the following guidelines are being adopted:

### Displays

- “If teachers have birthday displays in classrooms, those should not be visible during open house events or when the classroom is being used or visited by outside groups or during curriculum nights when people might rotate through classrooms.”
- Birthday displays in classroom should be limited to the month and student first names. Dates should not be included.
- Try to be discreet and instead of having a “Birthday Wall” with cakes/candles, etc. that would cue someone that it was obviously related to the child’s birthday, have, for example, a chart that shows the birthdays as a graph.

### Celebrations

- All birthday celebrations should be parent initiated.
- Birthday information or photos of birthday celebrations should not be included in classroom communications to families, PAC, or the public.

The birthday policy and district memo should be included in the Policies and Procedures Notebook.

The birthday policy is included in the parent handbook.

Information parents receive in Parent Handbook 2011-2012:

### Birthdays

- Your child’s birthday is special.
- If you’d like your child’s birthday to be celebrated at ECEAP, you are welcome to send a healthy snack.
- For summer birthdays please contact your teacher to arrange a special date for your child’s birthday within the school year.
- Please do not send birthday party invitations to school with your child unless you are inviting each ECEAP student in your child’s classroom.
- If you don’t celebrate birthdays please talk to your ECEAP staff.