THE EPISCOPAL CATHEDRAL SCHOOL

SAN JUAN, PUERTO RICO

AMMENDMENT TO POLICY IN STUDENT HANDBOOK

Rafael Miranda — August 29, 2022

HEADMASTER — **EFFECTIVE ON**

The purpose of this amendment to policy in student handbook is to help specify the protocol for birthday celebrations.

To ensure that birthday celebrations are conducted in such a way as to ensure the safety and well-being of students and do not conflict or interfere with the school's educational program. The conditions for such approval will be the following:

- Birthday celebrations will be limited from **Kindergarten** to **Fifth** grade.
- Approval for celebration will only be given by Principal/Headmaster.
- Permission must be requested with at least two weeks in advance.
- Birthday celebration will be held only on Fridays during the last period.
- Parents or legal guardian are the only ones allowed to enter the classroom.
- Balloons, cakes, and candles are not allowed.

The Episcopal Cathedral School is a closed campus with a commitment to safeguard the health and safety of students.

DISSEMINATION OF POLICY:

This policy shall be included in the Student/Parent Handbook, posted to the direct website, and otherwise distributed upon request.