Burcham Elementary, Weatherford Public Schools
1401 Lark, Weatherford, OK 73096

Board of Education Carrie Schmidt, Matt Fast, Bryan Bayless, Chris Gregston, Kyle King
Superintendent of Schools Mark Harmon
Assistant Superintendent of Schools Steven Callen

Dear Parents:

Welcome to Burcham Elementary and Weatherford Public Schools! We feel blessed that you have chosen Burcham Elementary for your child's early childhood education. We are committed to our students and will do everything that we possibly can to make this a wonderful year full of educational experiences that lead to new learning, new friends, and great memories.

We value your interest in your child's education, your suggestions, and your cooperation. Communication is the key to a successful year. Please feel welcome to contact or visit me any time.

Brooke Brown, Principal

PRINCIPAL
Brooke Brown

ADMINISTRATIVE ASSISTANTS
Yolanda Kroeker
Amanda Suderman

COUNSELOR
Kim Shields

KINDERGARTEN TEACHERS
Allison Coalson
Chelsea Kirby
Ashtin Opitz
Rilee Krewall
Jennifer Shelton
Jami Young
Brittney Webster
Tia Willard

FIRST GRADE TEACHERS
Sarah Barnwell
MaKenna Crites
Lyndi Jobe
ShaRon Martin
Taylor Matthews
Maycee Augustine
Rebecca Miller
Krystal Peck
Paige Sampley

SPECIALISTS
Delydia Givens, Physical Education
Tonya Buckner, District Psychometrist
Edie Visnieski, Reading Lab
Lindsey Merrell, Librarian
Misty Hickman, Music
Taylor Haynes, Speech
Morgan Hill, Learning Lab
Cassidy Lynn, Occupational Therapy
Donna Miller, Reading Lab/Science/Art
Kylee Sawatzky, Nurse
Aaron Skinner, Physical Therapy Assistant
Debbie Suderman, Learning Lab

SUPPORT PERSONNEL
Maritza Contreras, Custodian
Lucy Gomez, Custodian
Maria Salazar, Custodian
Payton Lesperance, Library Assistant
Emily Lane, Paraprofessional
Dana Brunner, Paraprofessional
Renee Brunner, Paraprofessional
Misty Cates, Paraprofessional
Cindy Lawrence, Paraprofessional
Taelar Baggett, Paraprofessional
Isela Rendon, Paraprofessional
Valeria McSperitt, Paraprofessional

Shyanne Pool, Paraprofessional
Makenzie Long, Teacher Assistant
Miriam Hicks, Teacher Assistant
Irene Johnson, Teacher Assistant
Kellie Temple, Teacher Assistant
Justin Bushong, School Resource Officer
Troy Freeborn, School Resource Officer

BURCHAM ELEMENTARY SCHEDULE

KINDERGARTEN

7:45 Boys and girls should go straight to their classrooms upon arrival unless they are eating breakfast. If circumstances necessitate bringing your child early, the Cafeteria (S) door will be open from 7:30-8:00am with supervising adults on duty in the cafeteria.
7:55 School Day Begins
8:05 Tardy Bell rings
2:55 Dismissal of Students - It is very important to pick your child up at **2:55**. Please call the office if you are going to be late. Parents pick up children at the door designated by their child's teacher.
3:00 Buses will load at the West Bus Loading Zone. Day Care students will load at the East Loading Zone.

FIRST GRADE

7:45 Boys and girls should go straight to their classrooms upon arrival unless they are eating breakfast. If circumstances necessitate bringing your child early, the Cafeteria (S) door will be open from 7:30-8:10am with supervising adults on duty in the cafeteria.
7:55 School Day Begins
8:05 Tardy Bell rings.
3:05 Dismissal of Students - It is very important to pick your child up at **3:05**. Please call the office if you are going to be late. Parents pick up children at the door designated by their child's teacher.
3:00 Bus Route and Shuttle Bus will load at the West Bus Loading Zone. Day Care students will load at the East Loading Zone.

****Siblings can be picked up together in the afternoon in one place with the oldest siblings. Please make arrangements with your child's teacher.**



ATTENDANCE

One of the most important factors contributing to success in the school is attendance. Prompt and regular attendance is a must if a student expects to succeed in the work assigned.

Tardy and Early Checkouts

The tardy bell rings at 8:05 a.m. Students will be considered tardy if they are not inside the classroom when the tardy bell finishes ringing. If students come to school late or leave early and miss more than 1.5 hours, they will be counted absent for one-half (½) school day. Excessive tardiness or early checkouts may result in penalties similar to those for truancy. Arrival after 9:45am is ½ day absence. Checkout before 1:30pm is ½ day absence. Absence of 1.5 hours in the middle of the day is ½ day absence.

Excessive Absence

Excessive absence is defined as a student with 10 or more absences per semester in a class for any reason except school activity absences. When a student acquires 10 absences (excused or unexcused) in a semester, credit for classes and/or promotion to the next grade level will not be given. An appeal to the Attendance Review Committee may be made upon request to hear extenuating circumstances concerning absences and review documentation over 9 absences. The principal will appoint the members of the committee. When coming before the committee, all absences must be supported with proper written documentation. The school will pursue the legal obligation of the parent/guardian to compel the student to attend school as required by law if necessary.

Excessive Absence Appeal Process

If a student accumulates 10 or more absences (excused or unexcused) and believes that special circumstances exist which should be considered, the student and parent/guardian might request a hearing for consideration of the granting of credit/promotion. Such a request must be in writing and presented to the building principal.

The student's Attendance Review Committee (consisting of an administrator, counselor, and 3 classroom teachers) will schedule a hearing when classes are not in session on a regular school day. The hearing will be scheduled to allow the student a minimum of five (5) school days in order to gather evidence, (such as hospital records, doctor reports, funeral attendance, etc.) contact witnesses, and prepare his/her case and that supporting documentation must be submitted to the school office two (2) school days prior to the hearing.

The student will be allowed to present his/her case before the hearing panel. Following the presentation of evidence, the hearing panel will be allowed an executive session to discuss and study the case. Following the executive session, each panel member will cast a ballot for or against the granting of credit/promotion. The ballots will be counted in the presence of the student. The granting of credit/promotion will be determined by majority vote of the panel.

The decision of the hearing panel will be final and no other agency within the structure of Weatherford Public Schools will have the authority to overturn that decision.

Types of Absence

Excused Absence

An *excused absence* occurs when the student is absent with the knowledge ***and*** approval of the guardian ***and*** school. The guardian must notify the school of the student's absence. Guardians are asked to call the school early the day the student is absent. Failure to do this could result in an *unexcused absence* and/or admittance problems to class for the student when they return to school. Students will be responsible for making up all work missed for full credit. If a student goes to a doctor or court appearance, documentation must be brought to the office when returning to school. Funerals in the immediate family will be an *excused absence* and marked as bereavement. Four (4) absences per semester with knowledge ***and*** approval of the guardian ***and*** school will be *excused absences*. Any absence beyond four (4) *excused absences* per semester will be marked *unexcused* unless the parent or guardian provides proper medical documentation.

Truant/Unexcused Absence

A *truant/unexcused absence* occurs when the student is absent from school without the knowledge ***and*** approval of the guardian ***and*** school. The student will be allowed to make up all work missed for full credit. However, student will be subject to disciplinary action.

Admission After Absence

Students should report to the office before reporting to class after an absence. Time given to make-up work will correspond to time of the absence. A student will have one make-up day for each day absent. Example: A student gone on Tuesday, back on Wednesday, has all work due Thursday. It is the student's responsibility to make arrangements with the teacher to make up the work for full credit.

Oklahoma Laws on School Attendance

"If a child is absent without valid excuse four (4) or more days or parts of days within a four-week period or is absent without valid excuse for ten (10) or more days or parts of days within a semester, the attendance officer shall notify the parent, guardian or custodian of the child and immediately report such absences to the district attorney in the county wherein the school is located for juvenile proceedings pursuant to Title 10 of the Oklahoma Statutes." (70-10-106)

Section 229. Neglect or Refusal to Compel Child to Attend School

A. It shall be unlawful for a parent, guardian, or other person having custody of a child who is over the age of five (5) years, and under the age of eighteen (18) years, to neglect or refuse to cause or compel such child to attend and comply with the rules of some public, private or other school unless other means of education are provided for the full term the schools of the district are in session or the child is excused as provided in this section.

B. It shall be unlawful for any child who is over the age of twelve (12) years and under the ages of eighteen (18) years, and who has not finished four (4) years of high school work, to neglect or refuse to attend and comply with the rules of some public, private or other school, or receive an education by other means for the full term the schools of the district are in session.

C. Any parent, guardian, custodian, child or other person violating any of the provisions of the section, upon conviction, shall be guilty of a misdemeanor. Each day the child remains out of school after the oral and documented or written warning has been given to the parent, guardian, custodian, child or other person or the child has been ordered to school by the juvenile court shall constitute a separate offense.

Reporting Requirements of School

Custer County has established a truancy court. If a child is absent without a valid excuse for four (4) or more days or parts of days within a four (4) week period or is absent without valid excuse ten (10) or more days or parts of days within a semester, the school is required by law to notify the District Attorney. (A valid excused absence occurs when the student is absent with the knowledge ***and*** approval of the guardian ***and*** school.) Upon receiving notice, the District Attorney will generally place the case on the Truancy Docket although the law gives the District Attorney other options.

Activity Absence

An *activity absence* is given when the student misses instructional time and is engaged in a school sponsored activity sponsored by a school official or other activity sponsored by an outside agency/organization when approved by school administration, providing the student meets eligibility requirements. Students with an absence coded as school activity are responsible for obtaining assignments and turning in missed work for full credit. Assignments or tests will be due or taken upon return to class. The instructor may grant additional time to complete work.

15-Day Activity Absence Rule

The student's first obligation should be academic and to maintain a strict attendance in that program. Students should attempt a program of study that will afford them maximum educational opportunities and experiences for a successful year.

In accordance with the guidelines set by the State Board of Education, the Weatherford Public School Board of Education has approved the maximum number of absences for activities, whether sponsored by the school or outside agency/organization, which removes the student from the classroom, will be fifteen (15) days for any one (1) class period of each school year. District, Regional, Area, State, and National contests (requiring earned participation) do not count against the fifteen (15) days. By limitation of the State Board of Education, there are no exceptions to this rule.

BULLYING PHILOSOPHY

Weatherford Public Schools is committed to creating a safe and healthy learning environment for all students, one that enhances personal safety and encourages respect, dignity and equality among students. Weatherford Public Schools is committed to creating and maintaining a learning environment that is free from bullying and harassment. Our complete Bullying Policy is located on the Burcham website.

CAFETERIA

Our goal is to serve your child a nutritious meal in a pleasing atmosphere. We do require payment of all meals prior to being served. Students must have funds in their account or pay cash at time of purchase for extra food items. Throughout the year we will do our best to let you know when funds are needed, but we do ask for your help and understanding in this area. Many times statements do not arrive home with the student or are left in backpacks. If the need to charge a meal becomes necessary due to "circumstances beyond your control", arrangements must be made "prior" to meal being served, with the cafeteria manager at your student's school site. She

can be reached on school days before 2:00 PM by calling 774-0812. A time frame to pay for charged meals will be set at the time of request.

Extra food items/Seconds

Money must be in the student's account or cash payment will be required at time of purchase. It is the parents' responsibility to educate their students as to which choices for extras and/or seconds they would like their students to have. Student accounts may be flagged to indicate that money in their accounts may only be used for meals and not used for extras and/or seconds.

CHANGE OF STUDENT PLACEMENT

When a parent requests a change of placement, the following procedure will be followed:

1. The parent(s) will meet with the principal to discuss the problem.
2. A conference between the parent, teacher, principal and counselor will be held to identify and discuss the problem(s) and develop strategies to address each problem.
3. The strategies to correct the problem will be implemented immediately. A period of time will be set by the principal to allow the strategies to work.
4. If necessary, modifications and adjustments will be made in an attempt to correct any additional problems. Every attempt will be made to correct the problem without a change of placement.
5. The principal will make the final decision concerning placement. This decision may be appealed to the superintendent.

COLLECTION OF PERSONALLY IDENTIFIABLE INFORMATION

Educational records containing personally identifiable information collected by schools in the identification, location, screening, and evaluation of children shall be maintained in accordance with Family Educational Rights and Privacy Act (FERPA) and the Policies and Procedures for Special Education in Oklahoma. School districts develop and implement a local policy regarding the collection, storage, disclosure, and destruction of confidential student records. Parents may obtain a copy of the local policy from the local school district's administrator.

These are the rights of parents and children regarding personally identifiable information in accordance with FERPA.

*To inspect the student's education records;

*To request the amendment of education records to ensure that they are not inaccurate, misleading, or in violation of
the student's privacy or other rights;

*To consent to disclose education records, except where consent is not required to authorize disclosure;

*To file complaints with the Family Policy and Regulations Office, United States Department of Education,
Washington, D.C. 20202, concerning the alleged violations of the requirements of FERPA (34 CFR S 99.1-99.67)

*To obtain a copy of the FERPA policy adopted by the local school district upon request being made to the local school administrator.

Before any major identification, location, or evaluation, schools shall provide notice to parents. Accommodations for other languages or means of communications may be provided upon request. Such notice shall occur at least annually prior to conducting these activities and shall include the rights of parents under FERPA.
For more information - Director of Special Programs - 772-3327 – 1409 Cypress, Weatherford, OK 73096

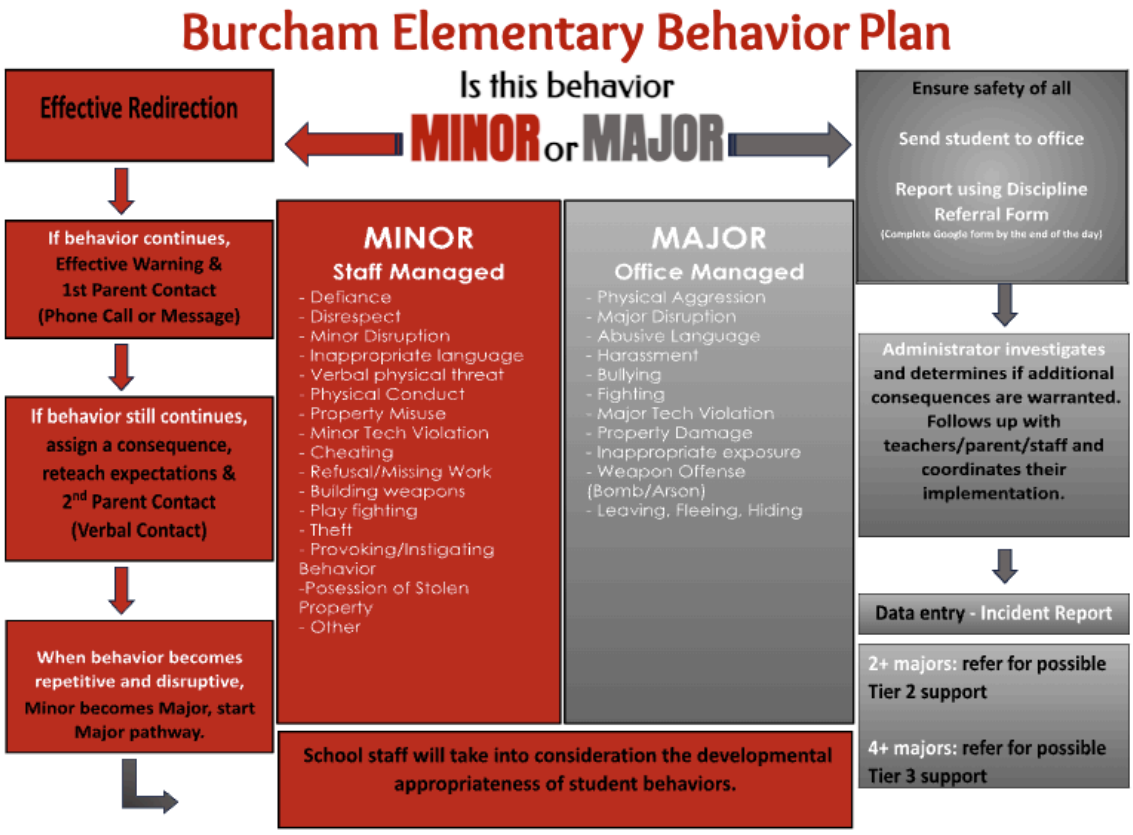
COMMUNICATION

Teacher, Student, Parent Communication

All electronic or digital communication between school personnel (teachers, coaches, administrators, bus drivers, etc.) and students must include the student's parent or guardian, except in emergencies, with subsequent notification to the parent or guardian. The only district-approved platforms of electronic communication will be school email, Rooms, Schoology, and PowerSchool.

DISCIPLINE POLICY

We want to work with students and parents to provide a safe and pleasant atmosphere at Burcham Elementary. It is expected that all students will act in the appropriate manner while in school. Student conduct is not so much a set of rules and regulations as a consideration of the rights of other persons. If a student's conduct interferes with the rights of others, it is not appropriate. Rules and regulations are made for the purpose of helping everyone in school to do their work to the best of their ability. The appropriate disciplinary action will be taken due to the severity of the inappropriate behavior. Discipline will be handled and addressed through site personnel, however, certain situations may result in a referral to an outside agency or legal authority.
The following flow chart is part of Burcham's discipline plan. Definitions of major and minor behaviors can be provided upon request.



Note: The final decision regarding disciplinary action is at the principal's discretion.

EXPECTATIONS:
1. Be Responsible
2. Be Respectful
3. Be Ready

COMMUNICATION:

Teachers and parents should communicate regularly regarding the behavior of students through behavior charts, notes, and conversation. Depending on the severity of the offense, parents will be contacted by the principal when appropriate.

POSITIVE RECOGNITION FOR GOOD BEHAVIOR:

1. Praise & Burcham Brags
2. Positive notes to students and parents
3. Positive remarks on student's work
4. Positive referral to Principal or Assistant Principal
5. Special privileges – receive Burcham Brag sticker, announcements on the intercom
6. Positive telephone calls to parents

CONSEQUENCES FOR POOR BEHAVIOR:

1. Verbal Warning
2. Time out
3. Loss of privileges

4. Isolation from other students in the classroom
5. Note or phone call to parent
6. Child makes a telephone call to parent from school
7. Child goes to see the principal or assistant principal.
8. Parent comes to school and sits with the child for one to two hours
9. Child is removed from the classroom for "In-School" Suspension
10. Child is sent home under Principal/Assistant Principal's direction for "Out-of-School" Suspension
11. Behavioral Intervention team is created and prepares a Behavior Intervention Plan.

DISTRICT REPORT CARDS AVAILABLE

The Academic Performance Index (API) and Accountability Data reports for our school district are available on our Weatherford Public School website www.wpsok.org. The information contained in these reports allows our district to gauge our progress toward improving student achievement and can be used to meet reporting requirements in the "No Child Left Behind Act". The Weatherford Public School website also contains a link to the "No Child Left Behind" website.

DRESS CODE

The dress code is established to teach hygiene, prevent disruption, and avoid safety hazards. We expect students to maintain an appearance that is not distracting to teachers or students or which interrupts the educational process of the school. Cleanliness and neatness of appearance is important and is the responsibility of that individual and their parents/guardians.

* The wearing of "flip-flops" is allowed. However, students often get injured during playground and physical education activities when they are worn. For your child's safety, we recommend they wear a type of rubber-soled shoe that fits over the entire foot. (E.g. tennis shoes)
* Due to various classroom, recess, and physical education activities, it is suggested that shorts be worn under girls' dresses/skirts.

The following are specifically prohibited:

- Shorts and skirts too tight or too brief. Clothing which allows undergarments to be seen.
- Halter-tops, tank tops or any clothing, which allows a bare midriff, exposed back or exposed chest.
- Indoor wearing of caps, hats, or any head covering unless prescribed on special activity days.
- Any clothing with suggestive or derogatory pictures or phrases. (Phrases that are inappropriate to say to someone else or are rude are considered derogatory.)
- Any garments that display or suggest immorality, vulgarity, tobacco, alcohol or other drugs.
- Gang related symbols, colors, etc. are not allowed at school or school activities.

When a student's dress is deemed inappropriate, the school will provide a piece of clothing to be worn over the inappropriate garment. Parents will be contacted if repeated offenses occur.

FOOD ALLERGY

If a student has a food allergy, the Child Nutrition Department requires a statement and signature on letterhead of a recognized medical authority to be on file. The statement must list food items the student cannot have. This statement must be renewed yearly. If more information is needed, please contact the child nutrition director at 580-772-5389.

HEAD LICE POLICY

Educating your child(ren) about how lice are spread from one child to another may prevent infestation. Home head lice checks should be a part of routine personal hygiene and are recommended to identify early, easily treatable infestation.

To help parents be aware of the presence of head lice in your child's school, a letter of notice will be sent home to parents when random head checks find lice in their class. To help parents check for and control head lice, fact sheets, and control tip sheets will be given out during enrollment. Our school nurse and/or school personnel throughout the school year will perform regular head lice checks. If a student has live lice and/or excessive nits, the parent will be contacted. The parent will need to take the child home and treat the head lice. After the appropriate treatment is given, the parent must bring the child to the office. The child will be checked in the office before being allowed to return to class. Parents must bring the signed Head Lice Treatment Verification form and the shampoo empty box/container.

HEALTHY & FIT

We will make an effort to educate our students about healthy eating habits and physical fitness. We will promote our students' positive body image. We encourage students to wear tennis shoes daily for safety as they participate in Physical Education and climb on playground equipment. We will encourage healthy lunches and drinks from home and offer healthy lunches at school. We will include information in our newsletter and on our web site to promote healthy and fit students. We encourage healthy snacks for students and will offer healthy choices at each of our school parties.



INTERNET AND OTHER COMPUTER NETWORK ACCESS CODE OF CONDUCT

The purpose of providing Internet and other computer network access in this district is to promote the exchange of information and ideas with the global community. The following represents a guide to the acceptable use of the technology provided by this district. All network use must be consistent with the policies and goals of this school district. Inappropriate use of district technology will result in the loss of technology use, disciplinary action, and/or referral to legal authorities. The district may monitor use of district technology at any time. All Internet and computer network users are hereby informed that there shall be no expectations of privacy in that school officials may monitor users at any time.

All Internet and other computer network users will be expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

1. Be polite. Messages should not be abusive to others.
2. Take pride in communications. Check spelling and grammar.
3. Use appropriate language. Do not swear or use vulgarities or any other inappropriate language, symbols, or pictures.
4. Protect password confidentiality. Passwords are not to be shared with others. Using another user's account or password or allowing such access by another may be permitted only with the approval of the supervising teacher or system administrator.
5. Do not reveal your personal address or telephone number or those of other persons. No student information protected by FERPA should be electronically transmitted or otherwise disseminated through the network.
6. Do not disguise the point of origin or transmission of electronic mail.
7. Do not send messages that contain false, malicious, or misleading information that may be injurious to a person or a person's property.
8. Illegal activities are strictly prohibited: transferring offensive or harassing messages; offering for sale or use any substance the possession or use of which is prohibited by the school district's staff and student policies; viewing, transmitting, or downloading pornographic materials or materials that encourage others to violate the law; intruding into the networks or computers of others; and downloading or transmitting confidential, trade secret information, or copyrighted materials.
9. The district technology is not to be used for playing multi-user or other network intensive games, commercial ventures, Internet relay chat lines, or downloading excessively large files.
10. No charges for services, products, or information are to be incurred without appropriate permission.
11. Do not use the network in such a way that you would disrupt the use of the network by other users.

12. Users shall respect the privacy of others and not read the mail or files of others without their permission. Copyright and licensing laws will not be intentionally violated.
13. Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy hardware, data of another user, Internet, or any other agencies or other networks that may be accessed. This includes, but is not limited to, the uploading or creation of computer viruses.
14. Report security problems to the supervising teacher or system administrator.
15. Violators of this policy shall hold the district, including its employees and agents, harmless against any and all causes of action, damages, or other liability resulting from the willful or negligent violation of this policy.

PARENT PERMISSION FORMS WILL BE PRESENTED IN ENROLLMENT PACKET.

MEDICATION POLICY

OVER THE COUNTER MEDICATION

Weatherford Public Schools will not provide OTC medications to students.
If a student requires an OTC medication during the school day, the parent or legal guardian will be contacted. The parent or legal guardian will be responsible for bringing the medication to the school.

PRESCRIPTION MEDICATION

Prescription medication will be given with the physician and parent/guardian written permission. It must be in a pharmacy bottle marked with the child's name, name of physician, date, and name and dosage of medication, and method of administration.

ASTHMA

If your child needs to use an inhaler during school hours, parents must complete the Asthma Management Plan. This allows students who are able to self- administer inhalers to carry the inhaler with them. The school will also need a written statement to self-administer from a physician, physician assistant, and/or a nurse practitioner. According to State Law, if your child uses an asthma inhaler, the parent/guardian must provide an extra asthma inhaler to the front office to be used in case of an emergency.

EPI PENS or OTHER SELF-ADMINISTERED MEDICATIONS

Students who are able to administer specific medications may do so if they provide the following:
*Written statement to self-administer medication from physician, physician assistant, and/or nurse practitioner.
*Written authorization for self-administration of medication from parent/guardian.
*Inform the office and teacher that the student is self-administering medication.

MEDICATION ON FIELD TRIPS

The parent will be required to supply the medication in a prescription bottle that has only the required amount of medication for that particular trip. The school nurses will **NOT** be allowed to transfer medication from one bottle to another.



MOMENT OF SILENCE

In accordance with SB815 we will observe one minute of silence each day when students may "reflect, meditate, pray or engage in other silent activity" that is not disruptive to the classroom.

NONDISCRIMINATION STATEMENT

The Weatherford Public Schools does not discriminate on the basis of race, color, religion, sex, age, national origin, disability or veteran status. The district is aware of the provisions of applicable federal and state statutes and regulations prohibiting discrimination and intends to comply with them. Inquiries concerning application of this policy may be referred to:

Federal Programs/504/ADA Coordinator
Steve Callen
1409 Cypress
Weatherford, OK 73096

Title IX Coordinator
Steve Callen
1409 Cypress
Weatherford, OK 73096

PARENTS RIGHT TO KNOW POLICY

In accordance with Parents Right-to-Know requirement under *Every Student Succeeds Act – ESSA, Section1112 (e)(1)(A)* this is a notification from Weatherford Public Schools to every parent/guardian of a student in a Title I school that you have the right to request and receive in a timely manner:

a) information regarding the professional qualifications of your student's classroom teachers. The information regarding the professional qualifications of your student's classroom teachers shall include the following:

- If the teacher has met state qualification and licensing criteria for the grade level and subject areas taught;
- If the teacher is teaching under emergency or temporary status in which the state qualifications and licensing criteria are waived;
- The teachers baccalaureate degree major, graduate certification, and field of discipline; and

- Whether the student is provided services by paraprofessionals, and if so, their qualifications *[ESSA, Section 1112(e)(1)(A)(i)-(ii)]*

b) information regarding any State or local educational agency policy regarding student participation in any assessments mandated by section 111(b) (2) and by the State or educational agency, which shall include a policy, procedure, or parental right to opt the child out of such assessment, where applicable. *[ESSA, Section 1112(e)(2)(A)]*
c) upon request, parents of an English learner may:

- have the child immediately removed from an English Learner (EL) program; *[ESSA 1112(e)(3)(A)(viii)(i)]*
- decline the child's enrollment in an EL program, or choose another program or method of instruction, if available; *[ESSA, Section 1112(e)(3)(A)(viii)(iii)]*
- receive assistance in selecting among various programs and methods of instruction, if more than 1 program or method is offered by the eligible entity. *[ESSA 1112(e)(3)(A)(viii)(iii)]*

d) In addition to the above information you will be notified if your student has been taught for four or more consecutive weeks by a teacher who does not meet the applicable state certification for licensure requirements at the grade level and subject area in which the teacher has been assigned. *[ESSA, Section 1112(e)(1)(B)(ii)]*

PLEDGE OF ALLEGIANCE TO THE AMERICAN FLAG

Students have the option to participate when classroom teachers or the principal leads a group of students in the pledge of allegiance to the American flag.

PROFICIENCY BASED PROMOTION POLICY

Weatherford Public Schools give students the opportunity to demonstrate proficiency in one or more areas of the core curriculum in order to be promoted up a grade. These tests are offered at the beginning and at the end of the school year. If you have questions about this policy and process, please contact the school's counselor or principal.

SPECIAL STUDENT CONCERNS

Parents must inform teachers at the beginning of school of any particular problem their child has: asthmatic condition, a restroom problem, a heart condition, food allergy, etc. Please do not hesitate to talk with the teacher as soon as possible if your child has any type of problem of which we should be aware.

STUDENT COMPLAINTS AND GRIEVANCES

Any student of Weatherford schools may file a complaint against any school employee or any school rule or regulation. The complaint must be in writing. A complaint against an employee must be filed within 20 days following the act or event about which the complaint arose. The complaint must be specific and in reasonable detail as to who, what, where, and when.

Complaints or grievances not filed within 20 days shall be deemed to have been waived. Complaints or grievances concerning a board rule or regulation may be filed at any time and shall be filed on the board complaint form. Complaints or grievances concerning a principal's rule or regulation shall be filed with the principal. Complaint forms are located at the District Administration building located at 1409 Cypress, # 580-772-3327. The EEO officer for WPS is the Superintendent of Schools.

VALENTINE DAY DELIVERIES TO WEATHERFORD PUBLIC SCHOOLS

Weatherford Public Schools will **NOT** be accepting any Valentine related deliveries of items to the school sites on Valentine's Day for students and staff. This will include flowers, balloons, gifts, and food items. Issues of concern are safety of students loading and unloading vehicles, safety of students on buses, loss of classroom time for staff and students, disruption of office efficiency, theft of items, damaged/hurt feelings of students, and competition among students. We appreciate your assistance with this matter!

WIRELESS COMMUNICATION DEVICES

Burcham Elementary recommends students do not bring cell phones or other communication devices to school. Lost, stolen, or damaged cell phones or devices are not the responsibility of WPS or Burcham and may not be investigated by school administration.

Cell phones and other electronic devices, including but not limited to Bluetooth earbuds and headphones, gaming devices, personal communication devices, or smart watches must be TURNED OFF and placed in a backpack during school hours (7:45a.m.-3:15p.m.). If a student's device is sent to an administrator's office for violation of this policy, a parent will be contacted and asked to pick the device up in the office.

Burcham Elementary Creed

I am a Burcham Eagle.
I have Eagle Pride.
I will walk the Eagle Walk and
talk the Eagle Talk.
I will use the Eagle High 5!
Today, I will be Responsible, be Respectful and be Ready!
I will be the best I can be!
GO EAGLES!