

Burch Elementary School

Route 3 Box 4B
Delbarton, West Virginia 25670

Doug Ward Ed.D., Principal
Deborah Starr, Assistant Principal Kim Hatfield, School Counselor

Friday, March 21, 2014

In regards to Burch Elementary School Special Education teacher, Missi Kirk, a follow up to review lesson plans for her class was made. The several weeks of lesson plans were once again not in her book. Upon requesting to review the student's portfolios and assessment documentation, the files were not organized and they were not updated to reflect student learning and progress.

This is unacceptable teaching practices to meet the required needs of the students in Mrs. Kirk's class, and here at Burch Elementary School.

Professionally:

Mrs. Deborah Starr
Assistant. Principal
Burch Elementary School