

November 18  
, 2009

Dear Burton Elementary Parents,

All is well at Burton Elementary! The students are actively engaged in the learning process and the teachers are working hard to meet the needs of every child. We are excited about the Thanksgiving holiday and know that you are looking forward to spending time with your families.

**On another note, I want to make you aware of a change effective immediately.**

The Texas Department of Agriculture recently had representatives in our school district conducting audits. The following corrective actions must take place by each campus immediately.

**Elementary Schools can no longer allow cupcakes, cookie, brownies, etc. in the cafeteria for birthday parties. Refer to Texas Administrative Code. (Title 4, Part 1, Chapter 26, Subchapter A)**

**Middle School vending machines need to be set to “off” from 30 minutes prior to 30 minutes after the meal periods, breakfast and lunch.**

**High School vending machines in the Commons need to be turned off during meal periods, breakfast and lunch, since reimbursable meals are served in this area and the CND is no longer a part of the Exclusive Beverage Contract.**

Currently we do not allow birthday celebrations in the classrooms; therefore, we will continue to protect the instructional class time. WBE does acknowledge your child on his/her birthday on the morning announcements and this will continue.

If you bring cupcakes, cookies, brownies, etc. you will be asked to take them back home. If your child brings them in, we will hold them in the office and they will have to take them back home at the end of the day.

Thank you for your understanding and support in this matter.

Sincerely,

Ida Ford

Principal