Letter from Mrs. Miller

I would like to extend a warm welcome to your family for the 2014-15 school year. I hope you have had an opportunity to enjoy the summer and build lasting memories with your children. We are working diligently to make sure that this is a fantastic year at Burris Laboratory School. There is such positive energy in the building as we prepare to welcome back our students and families. We have several new faculty members who bring a wealth of experience to our Burris family. Please welcome Mr. Vince Edwards – Assistant Principal, Mrs. Kelly Sloan – third grade, Mrs. Laura Lannan – third grade, Mr. Michael McClure – fourth grade, Ms. Evelyn Walker – middle school math, Mrs. Lainey Marshall – middle/high school math and Mrs. Edilia Ferrer – K-12 Spanish. I will keep you informed as we continue to fill positions.

So, what is new for 2014? Our elementary students will receive 30 minutes per week of Spanish instruction beginning in October. We are removing bulletin boards and adding a fresh coat of paint in the cafeteria. Student music lockers will be available for rental at the cost of $8 per year, which will include a school-issued padlock. The lockers will be repaired and secured. Additionally, I have requested that a small wall and door be built to secure the music practice room hallway by Dr. Lamb’s room. We are taking a close look at building security and requesting that Ball State University assist us in making needed changes. We will also recognize student achievement at Burris in new ways. We will publish a middle and high school honor roll. We will have elementary, middle and high school award ceremonies. Students with perfect attendance will be recognized on News in a Flash each quarter. We have more ideas and look forward to sharing more as the year progresses.

As we look forward to this year with anticipation, it is important that parents do their part to ensure that Burris can continue to offer quality programming and educational opportunities. First, parents must be fiscally responsible and pay their school fees on time. If students have unpaid balances, this will effect their ability to attend extracurricular events. This is never our first choice, but we have to respond to parents who are not supporting the school by paying their fees. I will work with any family to set up a payment plan that will fit their budget. Please do not hesitate to ask for assistance in setting up a plan. At registration, I will meet with families who have unpaid balances prior to releasing their students’ schedules to parents. Please plan on bringing your checkbook to clear past due balances. Your student fees allow us to purchase and install technology, such as Epson projectors, in our classrooms. Fees also allow us to provide parent communication through PowerSchool, and we are working to add online registration options next school year. Important assessment and support programs such as NWEA and Study Island are paid for through student fees to support student learning. Additionally, we are working on a way for parents to see their lunch balances, but it is the parents’ responsibility to keep funds on their students’ lunch cards. We will notify you when your balance is low, but we will not accept charging lunches to student accounts more than twice. After two charges, you will be notified that your child must either pack his/her lunch, pay in cash, or the amount must be cleared to purchase lunch with the lunch card.

I have appreciated all the cards, emails and telephone calls from families congratulating me on my recent appointment as principal. Below is my pledge to the parents and students of Burris Laboratory School:

A Laboratory School Principal’s Pledge

I will put students first – Every decision, every discussion will be through the lens of what is best for students. I will look for opportunities for students to achieve academically, physically, artistically and socially. I will always remember that I became a teacher and administrator so that I could have a positive impact on students and their families.

I will communicate – There are many tough decisions to be made, and I pledge to be transparent about decision-making processes. I will proactively engage our faculty, staff, students and parents so their input can be considered. I will
do my part to ensure that all stakeholders have access to pertinent and timely information. I will always strive to have positive interactions with teachers, students and parents, even when the discussions are tough.

I will make difficult decisions – Realizing that our budget is tight; I will use my judgment and discretion to allocate funds to maximize student achievement. I will not shy away from challenging decisions and discussions. I will be direct in my approach knowing that I cannot please everyone all the time, but I can make decisions that are in the best interests of students and the school as a whole.

I will be visible – I will know every student by name and spend time getting to know them by attending school events, greeting them at the door, walking the hallways and visiting classrooms. I am in a people business. I will not forget that the relationships that I build matter.

I will hold myself and others accountable – I will ensure that the faculty, students and myself uphold the policies and procedures set forth by our school. I will monitor our classrooms to ensure that teachers are professional, prepared and willing to do whatever it takes so that our students succeed. It is inevitable that I will make mistakes. I will admit my mistakes and ensure that they are not repeated.

I will have high expectations – I will not expect more from others than I am willing to give myself. I will work to create a positive school climate and culture that recognizes and rewards those who exceed expectations. I will address any behaviors from faculty, staff or students that impede the educational environment. I will expect that all interactions within the school are professional and all employees are courteous, helpful and willing to do whatever it takes to get the job done.

I will take risks – I will recognize daily that I work in a laboratory school. I will encourage teachers and myself to take risks by being innovative and creative in our approach. This means that we will look at research, collaborate and plan before we move forward. We will take calculated risks, not chase after trends that do not have research to support them.

I will empower – I will encourage teachers to come out of their comfort zones and develop leadership roles within the school. I will trust that they are professionals and never hesitate to encourage them to try new roles within the school community. I will recognize that great school leaders have a succession plan. I will work to develop a strong administrative team that is intentional, focused and driven to make decisions that will let teachers teach and students learn.

I will do whatever it takes – I will work hard to find answers to challenging issues. I will be persistent in my efforts. I will move this school forward.

What do you pledge as parents/guardians of Burris Laboratory School students? Take a moment to submit an “I will” statement that shows your commitment to your child’s education at burrisparentpledge@gmail.com. We will compile the submissions for a future newsletter and/or bulletin board. I am looking forward to an excellent school year!

Mrs. Miller

Asbestos Management Plan and Pesticide Notification Registry

An Asbestos Management Plan for Burris Laboratory School (including the athletic facilities used in Ball Gym) is required by the Environmental Protection Agency under existing federal law. This plan is on file with the appropriate agencies. Federal Law requires that parents be notified that the plan is also on file in the office of the Principal and may be viewed by anyone who is interested.

Indiana Code (357 IAC 1-16.8) requires that parents, guardians, and staff be invited to be added to a pesticide notification registry on an annual basis. If you are interested in being added to our notification registry, please contact Mrs. Susan Adair at 285-8065, or stop in the main office.

Student Identification Cards

All Burris students will be required to have a Ball State University issued identification card this school year. This card will have the same capabilities as their old Burris identification card. Students will purchase school lunches with the card, and high school students will be able to swipe their card to gain entrance to the school during building hours. As with previous cards, all elementary and middle school identification cards will be kept at school. High school students will be issued the card and be responsible for it. The cost to replace this card is $10. Cards will be reissued through Ball State University, not Burris Laboratory School.

After registering at Burris on August 5th or 6th, students must go to Lucina Hall, room B43 to have a photo taken for the identification card. The identification cards will be distributed during the first day of school.
Students Charging Breakfast or Lunch

Students charging meals in the Burris cafeteria should NOT occur. Please make sure that your child has funds on their meal account to cover meals, cash to pay for the meal, or a bagged lunch from home. Again this year, parents may put funds on their child’s account using a CREDIT CARD. More information will be available during registration. NEW THIS YEAR: Parents will be called when a meal is charged.

Your cooperation will be appreciated and will allow our meal programs to run much more smoothly for everyone.

School Registration

Student registration at Burris Laboratory School will be held on Tuesday, August 5 from 7:30 a.m. to 6:00 p.m. and Wednesday, August 6 from 7:30 a.m. to 4:00 p.m. in the gymnasium. Students in grades K-8 must pay the $25 iPad insurance fee prior to being issued an iPad. This fee will be collected at registration. Parents will also receive a student fee statement and will have the opportunity to pay the entire balance or fill out a payment plan if unable to pay the entire balance. An abbreviated registration will be available on Monday, Aug. 11 from 7:30-noon in the main office. Please call the office at 285-1131 if you are unable to attend. More information regarding supply lists and registration will be sent home in the Owl Hoots back to school edition during the third week of July. Enjoy the summer!

What happens at registration?

☑ Handbooks/planners are distributed (parent and student signature required)
☑ Middle and high school students receive schedules and locker assignments
☑ Funds may be deposited for lunches/breakfasts/Burris Bucks
☑ Applications for free/reduced meals and textbook assistance will be accepted
☑ Verification of student information will be requested
☑ Health and physical forms may be turned in (if required)

You must register your child before the first day of school.

Substitute Teachers

Substitute teachers provide a valuable service to our students and school. They are "day-to-day" employees who can decide which days they want to work and in which schools they want to accept assignments. Since substitute teachers follow the school calendar, there is no expectation of employment during school holidays, breaks, or during the summer months.

Substitute teaching often meets the needs of individuals changing careers or retirees looking for flexible and rewarding work. Many teachers begin their careers as substitute teachers, providing them an opportunity to get to know school staff and school culture prior to accepting full-time teaching positions. Substitute teaching is also a great way to make employment contacts for positions which may become available in the future. Substitute teaching is a wonderful way to get involved in your child’s school. Questions: Contact Susan Adair, 285-8065.

General qualifications for being a substitute teacher at Burris:

1. Two years of education beyond high school
2. Experience working with children
3. Current teaching license or willing to obtain a substitute teaching license
4. Ability to pass extended criminal background check
Cell Phone Policy

CELL PHONES

High School

High School teachers have classroom Cell Phone policies that students need to be aware of in order to follow expectations in each classroom. PHONES SHOULD NOT BE HEARD.

- 1st offense held in office till the end of the day
- 2nd offense parent is required to pick up phone from the office
- All subsequent offenses will result in the phone being checked in and out of office on a daily basis.

Middle/Elementary

CELL PHONES ARE NOT PERMITTED AT ANYTIME DURING THE SCHOOL DAY (even during the lunch hour). PHONES SHOULD NOT BE SEEN OR HEARD.

- 1st offense held in office till the end of the day
- 2nd offense parent is required to pick up phone from the office
- All subsequent offenses will result in the phone being checked in and out of office on a daily basis.

Free/Reduced Lunches and Textbook Assistance

Applications for Free/Reduced Lunches and Textbook Assistance are included in this mailing. It is your responsibility to file these forms if eligible for this assistance. If students received free or reduced meals last year, we can temporarily allow students to continue until September 15. Letters will be mailed in July concerning this and what action a parent/guardian must take. PLEASE NOTE: If a parent/guardian received a letter from us informing them that their student(s) have been pre-certified using a required procedure for schools through the Indiana Department of Education, they do NOT need to complete an application. Parents/guardians: If you received a letter from Burris in July, please read it carefully.

If you did not qualify last year and think you may qualify now, please apply right away so that your application can be considered and your child can begin receiving benefits, if approved.

STUDENT MEAL PRICES FOR 2014-15

<table>
<thead>
<tr>
<th></th>
<th>Breakfast</th>
<th>Lunch</th>
<th>REDUCED PRICE</th>
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<tbody>
<tr>
<td></td>
<td>$2.75</td>
<td>$3.55</td>
<td>$.30</td>
</tr>
<tr>
<td>REDUCED PRICE</td>
<td>$2.75</td>
<td>$3.55</td>
<td>$.40</td>
</tr>
</tbody>
</table>

Parents: Again this school year, you will be able purchase Burris Bucks using a Discover, Visa, or MasterCard via the Ball State University Dining Services website. Burris Bucks may be used to purchase meals in addition to snacks.

More information and instructions will be available at registration.
2014-15 School and Course Fees—Important Information

Again this year, Burris Laboratory School will be using the services of the Ball State University’s Bursar’s Office to collect fee payments. Fee payments will be collected in the Burris main office during registration only. Past due statements will come from the Burris School Office and payments must be made to the Bursar’s Office. All parents will receive a billing statement at registration for the entire year of classes. The first statement for the year will include the annual school fees that include the student planner, communication, technology, and locker fees. The full policy is included in the mailing.

PARENTS OF STUDENTS ON FREE/REduced LUNCH—PLEASE NOTE: You will not be billed for course fees if you request and qualify for textbook assistance. If you do not request textbook assistance on the application, you will be expected to pay ALL COURSE fees. However, other school fees such as the student planner, communication, locker, and technology fees are NOT eligible for textbook assistance. Also, band and strings instrument rental are not eligible for textbook assistance. Parents may purchase their own instrument if they do not wish to pay the instrument rental fees. You will be billed for and are expected to pay ALL fees that are not course fees.

ALL PARENTS: IF YOU ARE UNABLE to make the full fee payment during registration, you must come to the Burris office and complete a form to request to make partial payments on specific dates. All fees must be paid by April 1st if you choose a payment plan. Once a fee payment schedule has been accepted by Burris, please note that a missed payment will result in the Bursar’s Office being given approval to begin collection procedures. Collection procedures may include legal action and use of a collection agency.

PLEASE READ THE 2010-2011 FEE POLICY THAT IS INCLUDED IN THIS MAILING.

PowerSchool, our student information system, allows our middle and high school parents to request daily, weekly, or monthly emails giving grades and attendance reports or to view this information using a web browser anytime. Students may also view their information. Our teachers will need a couple of weeks to set up their classes on the system. Parents and students will receive usernames and passwords at registration on August 5th and 6th. If you remember your username and password from last year, they should still work. Access will be enabled when school begins.

Speech and Hearing

In the State of Indiana hearing screenings are required for students in grades 1, 4, 7, and 10 as well as for students new to Burris and students suspected of having a hearing problem. At Burris, kindergarten students also complete hearing screenings. Additionally, students in grades 1 and 2 will complete speech screenings. You will be notified only if your child does NOT pass the speech or hearing screening.

Physicals—School and Athletic

All students NEW to Burris must submit a current (2014) physician’s physical to the school nurse.

Students entering FOURTH or NINTH grades must also submit a current (2014) school physical to the nurse. These physical exams should be submitted on a Burris or Muncie City School health card. The Burris form is available in the main office.

Middle school and high school students who wish to participate in athletics must ALSO submit an IHSAA physical form to, Chad Wlodarek, Burris Athletic Director. The IHSAA physical form can be downloaded using the following web address:  www.ihsaa.org/Schools/Forms
Burris Food Policy

To ensure the safety of our students, only prepackaged store-bought food, foods prepared in a sterile commercial kitchen, or whole foods (grapes, bananas, oranges, etc.) may be served to students during classroom parties or other classroom events during normal school hours. Our students who have specific food allergies benefit from the ingredient lists that most of these food items provide, protecting them from accidental exposure to an allergen that might result in a serious medical reaction.

Athletic Website

The Burris Athletic Department has a website. You may see schedules, rosters, results and directions to all schools. Please check it out at http://www.ihigh.com/school24071/.

Cash Handling

Checks are the preferred method of receiving payments at Burris. Checks may be made payable to Burris Laboratory School or Ball State University. Payments to the athletic department may be made payable to Burris Athletics. Checks should never be made payable to a teacher or a staff member. These cannot be cashed or deposited with Ball State University. If checks have been returned by your bank, we will no longer be able to accept any checks—you will need to pay with cash.

Cash may be used in the cafeteria to make purchases.

Checks must be postmarked, post-dated, or properly pre-dated. When depositing checks with the Bursar’s office at Ball State University, we are questioned and can be reported in violation of the Cash Handling Policy if checks older than 7 to 10 days are presented. Please make sure that your child understands that payments brought to school should be given to the appropriate person immediately and not carried around in their backpack or kept in their locker.

The office staff does not accept cash from parents to be delivered to students. Parents should make sure that the students have cash needed during the day before coming to school.

Parents and students making payments in the office must wait for a receipt. The office staff is required to write a receipt for any amount received in cash, check, or money order.

Classroom teachers issue receipts in the classroom to students for cash or checks that are more than $25.00.

The Burris office does not make change unless a payment is being made. The office does not make change for students wanting to use the vending machines.

School Arrival Times and Expectations

Please take special notice of school hours. School begins at 8:00 a.m. for all students and ends at 3:00 p.m. for all students. Prior to 7:45 a.m., students should be with a parent/guardian or eating breakfast in the cafeteria, which starts serving breakfast at 7:30 a.m. Students should be aware that before 7:45 a.m. is considered teacher prep time and students should not be in the classroom unless permission is obtained from the classroom teacher.

Starting at 7:45 a.m., students should be arriving, taking care of belongings, preparing materials needed to start class and greeting classmates. From 7:55 a.m. to 8:00 a.m., students have a very limited amount of time to get settled before class begins. After 8:00 a.m., students are considered tardy which causes disruption of class time and instruction. Please be courteous to everyone and be on time. All students must be picked up promptly after school unless the student is participating in a school sponsored event. Students must not be on the Burris Backyard before or after school unless adult supervision is available.

If your child is ill, has a doctor’s appointment, or there is another emergency, parents must call before 8:30 a.m. Remember, we have a voice mailbox that will take absence reports anytime the office is closed. Call 285-1131. Any
student that is out of school for three or more consecutive days due to their health condition must have a doctor’s statement in order to return to school.

For Pre-Arranged Absences: Parents should complete a Pre-Arranged Absence Form that is available in the office or online at the Burris website and submit it at least one week in advance. Please remember, family vacations and other absences not associated with school, should be planned around the Burris calendar.

Please take the time to read the handbook that you receive at registration and discuss the handbook with your children.

**Electronic Messages**

We are again using PowerSchool to send emails, voice mail, and text messages to parents. If you do not have any updates to your email addresses or phone numbers, you do not have to resubmit the form. However, if you have changes or want to sign up, please complete the form included in this mailing. These mail addresses and phone numbers will be used to send alerts such as school cancellations or to convey important information. **We will communicate through email as our primary means of communication.** We must have a valid email address on file in order for you to receive communication.

**Homework Requests**

As stated in the handbook, homework requests will be honored on the third consecutive day of absence. Calls must be received before 9:00 a.m. if homework is wanted the same day. Homework for a one or two day absence should be obtained by the student from a friend in class or from the teacher when the student returns to school.

**Emergency Information**

Please keep the main office informed of new phone numbers and address changes during the year. Be sure to keep your emergency contacts updated. When naming emergency contacts, please keep in mind that these contacts may be called to take your child from school during the day should the child become ill and you cannot be reached. No person will be permitted to pick up your child for any reason if they are not listed as a contact in the main office.

**Student Messages and Student Deliveries**

Emergencies occur and may necessitate that a message or an item be taken to your child. The office staff will deliver only emergency messages from the parent or guardian and will inquire about the emergency when taking a message. Messages such as a change in their transportation arrangements or a family emergency will be delivered. Please call as early as possible, but no later than one hour before the school day ends, so there will be ample time to deliver the message. Instruction time is lost when classes are disrupted to deliver messages. Your cooperation will be appreciated.

**Visitors**

All visitors of the school, including parents and guardians, must check in with the main office, room 132, when coming to the school building between the hours of 8:15 a.m. until 2:45 p.m.

Those interested in observing a particular classroom, must schedule a time through the office.

Those students wishing to bring a visitor with them during the school day must seek approval from Burris administration one week prior to the guest’s visit. Teachers may refuse student visitors if they believe the visit will be a disruption to the learning environment.
**New - Parking Permits**

Ball State University will no longer issue (or allow Burris to issue) visitor permits without charge. There will be a limited number of parking spaces on the streets around Burris, at the parking meters in the Burris loading dock, the Lucina parking lot or on University Avenue, or one of the Ball State parking garages. You may obtain a visitor’s permit from Ball State Parking Services for $5.00 daily. The only exceptions will be drop off/pick up, registration days (August 5 and 6) and parent/teacher conference days (October 8 and April 2). We apologize for any inconvenience!

**Drop Off Areas/Parking**

**Parking during arrival and dismissal**

Between the hours of 7:30 a.m. to 8:30 a.m. and 2:30 p.m. to 3:30 p.m. in lots P14, H6 and G10, enforcement personnel will not ticket vehicles out of zone or at the meters. Vehicles may park in drives as long as the vehicles are not left unattended. Please do not park in Lot G15, it is no longer permitted.

The BSU Police Department has asked that we issue a reminder to parents. It is illegal to stop your car on the south side of University Ave to drop off your child. This behavior creates a significant risk and safety concern for both students and drivers alike. Please use the designated drop off areas or parking lots listed above and be sure your child crosses with a crossing guard at all times.

A designated drop off area has been added to the Lucina parking lot. A directional arrow will direct traffic movement in a counterclockwise manner. The student drop off area will be just north of the crossing guard so students may walk directly to Mr. Jackson for assistance crossing University.

Please welcome back both Mr. Jackson and Mr. Shears as our crossing guards. We are very lucky to have them both again this year.
Background Checks

All parents or other adults volunteering at Burris Laboratory School must have a Limited Criminal History check. A form is available to make this request in the Burris office or for download on the Burris website at http://cms.bsu.edu/Web/Burris/Publication.aspx.

Registered Sex Offender School Access Policy

Purpose of Policy

Burris Laboratory School (“Burris”) declares that the sole purpose of the Burris Laboratory School Registered Sex Offender School Access Policy (“Policy”) is for the compelling purpose of protection and safety of Burris pupils and visitors. Further, Burris declares that punishment of any Registered Sex Offender (“RSO”), as defined under the Indiana Sex Offender Registration Act [IC 11-8-8-4.5 and IC 11-8-8-5], was in no manner part of the consideration by Burris in adopting this Policy.

School Off Limits

Burris declares that no RSO may come on Burris property except as otherwise provided in this Policy and as permissible by State and Federal Law. If an administrator becomes aware that a RSO is on Burris property, or attending a Burris function without prior approval, the administrator/designee shall direct the RSO to leave the area immediately, except under limited circumstances as directed below. The administrator may request the assistance of the appropriate law enforcement authorities to secure the removal of any RSO from the Burris property or function. Violations of this Policy may subject a person to prosecution of the crime of criminal trespass.

The Policy shall apply only when the principal/designees are aware that the person in question is on a Sex Offender Registry, either under the laws of the state of Indiana or another state.

The provisions of this Policy prohibiting an RSO from coming on Burris property shall not apply in the event that a sex offender’s name has been expunged from the Sex Offender Registry.

Limited Circumstances

Limited circumstances may occur when a RSO has either a right or a legitimate need to come upon Burris property. In such a case, prior to entering Burris property, the RSO must contact a member of the Burris Administration to establish a written School Access/Child Protection Plan (“SACPP”). The SACPP will be established by discussion with a school administrator(s). The SACPP will address access to school, school properties, and school functions during regular school hours, after school, evenings, and weekends. The SACPP and approval will be in writing with signatures of the involved parties. Only after there is an approved written SACPP may the RSO enter school property and only within the restrictions of the SACPP.

This policy and the school access request form are available in the Burris main office or on our website at http://cms.bsu.edu/Web/Burris/Publication.aspx.
NEWS FROM THE BURRIS PTSO

PARENT VOLUNTEERS HELP BUILD OUR COMMUNITY!

Burris PTSO would like to invite every Burris family to join this valuable and important organization. The Burris Parent, Teacher & Student Organization (PTSO) is charged with the responsibility for providing support to our Burris community. It is our hope this year to be a communication and information liaison in a positive and fun environment for all participants. In the past we have given teacher grants for classroom activities, raised funds for the library and maintained our wonderful playground. The 2014-2015 PTSO Officers have planned an exciting and educational year for Burris families. Please support our school by joining and attending PTSO meetings and special events. Cost for joining is $25.00. We generate our funds from fundraisers and PTSO dues. It’s a wonderful way to be involved in your child’s education. Our PTSO meetings are held on every third Tuesday of the month in the Burris Library 6:30 pm.

Mark your calendars now for our first events of the school year:

- Burris New Family Welcoming Gathering - Thursday, August 7 - Burris East Yard
- Back to School Picnic - later in August - date to be announced - watch for the announcement - Burris East Yard
- PTSO Meeting – Tuesday, September 16, 6:30 pm – Burris Library (childcare provided)
- PTSO Meeting – Tuesday, October 21, 6:30 pm – Burris Library (childcare provided)
- Owl Walk – Friday, October 7, 1:30-2:30 pm – Location TBA
- Harvest Festival – Saturday, November 8, 6-8 pm – Burris School
- PTSO Meeting – Tuesday, November 18, 6:30 pm – Burris Library (childcare provided)

Our e-mail address is burris_ptso@yahoo.com. You can also follow us on Facebook at Burris PTSO or check out our new website www.burrisptso.org

2014-2015 PTSO Officers
Becky Isaacs & Sheila Bracken, Co-Presidents
Jen Lembo, Vice-President
Jacqueline Burton, Secretary
Jim Hammons, Treasurer
## Welcome Back to School!

### Schedule of Events – August

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>August 5</td>
<td>Registration 7:30 a.m. until 6:00 p.m.</td>
</tr>
<tr>
<td>August 6</td>
<td>Registration 7:00 a.m. until 4:00 p.m.</td>
</tr>
<tr>
<td>August 7</td>
<td>New Burris New Family Welcoming Gathering - Thursday, August 7 - Burris East Yard</td>
</tr>
<tr>
<td>August 11</td>
<td>Teachers’ First Day (No Students)</td>
</tr>
<tr>
<td>August 11</td>
<td>Parent ONLY Kindergarten and 1st Grade Meetings, 6:00 p.m.</td>
</tr>
<tr>
<td>August 11</td>
<td>Parent ONLY 2nd and 3rd Grade Meetings, 6:30 p.m.</td>
</tr>
<tr>
<td>August 11</td>
<td>Parent ONLY 4th and 5th Grade Meetings, 7:00 p.m.</td>
</tr>
<tr>
<td>August 13</td>
<td>Students’ First Day of School</td>
</tr>
</tbody>
</table>

*Back to School Picnic - later in August - date to be announced - watch for the announcement – Burris East Yard*

### Schedule of Events – September

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>September 1</td>
<td>Labor Day (No School – Office Closed)</td>
</tr>
<tr>
<td>September 16</td>
<td>PTSO Meeting, 6:30PM Library</td>
</tr>
</tbody>
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### Schedule of Events – October

<table>
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<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>October 8</td>
<td>Parent Teacher Conferences (No school for students)</td>
</tr>
<tr>
<td>October 13-17</td>
<td>Fall Break</td>
</tr>
<tr>
<td>October 22</td>
<td>Mid-Term Semester 1 and End of Q1</td>
</tr>
</tbody>
</table>

All calendar events and sporting events can be found on the official Burris calendar: [www.dynacal.com/burris](http://www.dynacal.com/burris)

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**ART SUPPLIES NEEDED FOR KAZAKHSTAN CHILDREN**

I will be collecting new and gently used art supplies again this year to send with Pam Turner next summer to the orphanage where she volunteers in Kazakhstan. They need colored pencils, markers, watercolor paint sets, brushes, etc. Please bring them to my room, marked for Kazakhstan, at any time throughout the school year.

Stacy Morton
Dear Kindergarten Parents,

Welcome to Burris! We are very excited to have you join our Burris family! We are hosting a Parents-only night on Monday, August 11th, at 6:00 p.m. We will meet in the Burris auditorium. Please bring all of your child’s new school supplies to this meeting.

We will discuss classroom and school expectations, daily routines, and share some of the exciting activities your child will experience next school year as a Burris Kindergartener.

We will also host a “Meet-the-Teachers” open house for you and your child on Tuesday, August 12th, from 3:30 p.m. – 4:30 p.m. Please bring your child to meet both of us, see his/her classrooms, and get acquainted with new friends.

We look forward to seeing you in August. Have a wonderful summer!

Mrs. Huffman and Mrs. Marcum

Attention all 4th, 5th and 6th grade students:

This fall we will be hosting our friends from Japan at Burris. One of our gifts to them is always a commemorative t-shirt to mark the occasion. All 4th/5th and 6th grade students are invited to create an owl design that will be used during the exchange.

The design must be turned in to Mrs. Morton by Friday, August 22 at 3:00. The design needs to be a line drawing, black and white, with no color or shading (a simple outline drawing). The owl can have details, but cannot be “colored in.” The design needs to be a minimum of 5.5 x 8.5” and no larger than 8.5x11 (half or whole sheet of copier paper size). You may e-mail Mrs. Morton with any questions at slmorton@bsu.edu.

Have fun!”
GUIDANCE OFFICE NEWS

Counseling Center News

New staff in the Burris Counseling Center Fall 2014
When school begins, there will be a few new faces in the Counseling Center joining Julie Maugherman and Elise Chupp. We are excited to welcome three new counseling interns, Samantha Lamb, Natalie Sachs, and Sadie Wright. More information about the new staff members will be included in the next issue of Owl Hoots.

New students to Burris will be invited to participate in activities to help them acclimate to their new school during the first few weeks of school. A scavenger hunt activity will be held for elementary and middle school students, and a lunch-and-chat will be held for high school students. More information will be sent out to new students as these dates are set. Please feel free to contact Mrs. Maugherman with any questions or concerns. Welcome to Burris!

New High School students should meet with Mrs. Maugherman before school begins to create a high school class schedule.

On Tuesday, July 15 and Wednesday, July 16, 2014, Mrs. Maugherman met with new high school students. New students who were unable to meet on those days are asked to make appointments beginning August 5, 2014. Please bring a copy of your transcript and any End Of Course Assessment scores to the appointment to aid in scheduling and assessing progress toward graduation goals. Class schedules cannot be created for new sophomores, juniors, or seniors without transcripts from the previous school(s).

High School Schedule Adjustments
All high school students should have complete schedules for the fall semester, except those enrolled in a class or classes through the Indiana Academy. Students with incomplete schedules or those requesting changes may meet with a counselor prior to the beginning of school. The Counseling Center, Room 112, will be open to students beginning Tuesday, August 5, 2014, at 8:00 a.m. Please call 285-2341 or email jmaugher@bsu.edu on or after August 4th to schedule an appointment.
Priority appointments will be given to students waiting on the Indiana Academy schedule or Ball State classes. The Academy course schedule should be created and shared with Burris by then.

Please note that August 5th and 6th are registration days. It is very important that students/parents make sure to make an appointment on August 5th and 6th. Walk in appointments will not be able to be accommodated. Email jmaugher@bsu.edu for an appointment.

Indiana Academy classes
Students taking Indiana Academy classes this fall should remember that Academy classes begin earlier than Burris classes do and your attendance is expected. Indiana Academy classes will begin on Monday, August 11, 2014. Even though Burris will not yet have begun classes, you are expected to attend your Academy classes. You may also have the opportunity to pick up your Academy textbooks prior to the start of your classes. Check with Mrs. Maugherman via email in late July or early August to finalize your schedule and to confirm the location of your classes. All day Friday, August 8, will be reserved for meeting with students who are waiting on the Indiana Academy schedule to complete their high school schedules.

If you have requested an Academy class or classes for your fall schedule, you should meet with Mrs. Maugherman in Counseling Center on Friday, August 8th AT THE LATEST to ensure that you are enrolled in the correct classes by the time the Academy classes begin.

College Information Night is Wednesday, September 17, 2014, at 6:30 p.m. in the Burris Auditorium. Mrs. Maugherman will present information on selecting colleges, admissions criteria, application procedures and timelines, financial aid and more. High School students and their parents are encouraged to attend. SENIORS--Don’t miss this very informative meeting!

College Admissions Exams
Indiana University in Bloomington and Purdue University in West Lafayette will consider only official test scores sent directly from the testing agencies for admission and merit scholarship consideration. If you think you might apply for admission to Indiana University or Purdue University, you are encouraged to request that your scores be sent to IU Bloomington when you register for the SAT and/or ACT, when you may have scores automatically sent to up to four agencies for free. Most other colleges will accept SAT or ACT scores from student transcripts. Burris lists the highest scores in each subtest on transcripts. See Mrs. Maugherman with questions.

SAT and ACT—High school students are responsible for registering for either the SAT, ACT, or both, in preparation for applying to college. It is recommended that students take one or both of these tests at least once during the spring semester of junior year, then once more in the fall of senior year, if desired. Students should not be waiting until the fall of senior year to take the SAT or ACT for the first time. Students are reminded via News In A Flash to register for these tests, but students may use the information below to register now, even for the test dates next spring. Any support from parents to make sure their juniors get registered is appreciated!

The CEEB code for Burris Laboratory School is 152470. This is the number by which Burris is recognized by such organizations as universities, testing agencies, and the NCAA organization. Students must use this code to have their SAT or ACT scores sent directly to Burris. Once test scores are received by Burris, they will be added to the student’s transcript. Also, at the time of registration, students may have scores sent to up to four colleges or universities at NO COST. It is possible to request that scores be sent later, but it will cost approximately $11.00 per report. I advise students who know—or have at least an idea--to which colleges they would like to send their SAT or ACT scores, they should make that request when they register.
Information on SAT administration dates, locations, and fees is available at www.collegeboard.com or in the Counseling Center.

Students may register online at www.collegeboard.com or pick up registration materials in the Counseling Center when school begins. Students may register to receive daily practice questions, hints, and resources via email through the above website. The test fee is $50.00, plus extra fees for optional services or late registration.

Information on ACT administration dates, locations, and fees is available at www.act.org or in the Counseling Center.

Students may register online at www.act.org or pick up registration materials in the Counseling Center when school begins. Information specifically for students, including practice test questions and a description what to bring with you to the test, can be found at www.actstudent.org/index.html. The test fee is $35.00, or $50.50, including the optional writing portion. There are extra fees for other optional services and late registration.

For both SAT and ACT, seniors should plan on testing during fall dates and juniors should plan on testing during spring dates. Please talk to Mrs. Maugherman if you have questions.

Fee Waivers
Fee waivers for test registration are available for students who qualify. If you are a Twenty-first Century Scholar, or participate in the free or reduced lunch program, you may be eligible. See Mrs. Maugherman if you think you may qualify for a fee waiver. Juniors and seniors who qualify may use up to two fee waivers for ACT administrations and up to four for SAT administrations---TWO FOR GENERAL SAT AND TWO FOR SUBJECT TESTS.

Additionally, if a student has used an SAT fee waiver, he or she is also eligible to use up to four fee waivers that cover college application fees, called Waiver of College Application Fee forms. Please talk to a counselor for more information. We’d love for eligible students to take advantage of these opportunities!

For more information on SAT fee waivers, please go to www.collegeboard.com/student/testing/sat/calenfees/feewaivers.html.

For more information on ACT fee waivers, please go to www.actstudent.org/faq/answers/feewaiver.html.

PSAT (practice test for SAT) Administration for all juniors and sophomores is scheduled to be on Wednesday, October 29, 2014, from 8:00 to 12:00 p.m. The testing location will be shared at a later date. This practice test is mandatory for ALL juniors and sophomores. These students are automatically signed up and the school will cover the test fee. More information on test location will be provided at a later date.

Have a wonderful and restful summer!
Julie Maugherman and Elise Chupp
News from Student Publications

Regular school photos will be taken on August 20 for purchase and use in both the K-8 and high school yearbooks. A re-take day will be scheduled after the photos have been returned for those students who are absent on August 20. In the spring the elementary students will have the opportunity to have photos taken again and class groups for all grades are also taken at that time.

There will be two yearbooks again this year. The K-8 yearbook is distributed in the spring and orders for that book are taken after spring break. The high school yearbook, which covers grades 9-12 and the Indiana Academy, is also distributed in the spring. Orders for this book are taken through an online yearbook order center. There is an early bird deadline in November with a reduced price of $45. Order placed between

Owl Hoots Newsletter Schedule

2014-2015 School Year

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<tr>
<th>Deadlines for Submission</th>
<th>Newsletter Publish Dates</th>
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<td>Friday, July 11</td>
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<td>Friday, November 7</td>
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<td>Friday, March 13</td>
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Owl Hoots will be published bi-monthly throughout the school year. All articles should be submitted to Betsy Ahlersmeyer (bahlersmeyer@bsu.edu). Please note that these dates for submission are firm. Anything submitted after those dates will not be published until the next bi-monthly newsletter is sent out. We appreciate that Betsy volunteers to help with this newsletter so we should be respectful of the deadlines and her time.
Health Clinic News

Take a minute over the next week to call your physician and make sure your student is up to date on immunizations

Please keep checking the Burris website, we are working on getting the Health Clinic tab prepared with information for our Burris families.

Vaccines and Physicals:

Please help us keep all of our medical records up to date Our physicals need to updated at kindergarten or as a new student and then at 4th grade and 9th grade. Athletic physicals are NOT kept in the health clinic. Immunizations will have to be current by the first day of school, any student not current on the 10th day of school will not be permitted to return unless an appointment has been made.

Chronic Health Issues: Allergies, Asthma, Diabetes, Seizures...Forms for physicians to complete will soon be on the website under the health tab. Forms have also been sent home to students that had food allergies, asthma, diabetes...this past school year on file at school. Please complete forms for plans of care and medication administration before the first day of school, many of these forms will need to be completed by your physician. Please remember

Medications:

Students are not to carry any type of medication on them during school or at school functions unless there is a physician order on file. For students to carry inhalers, epi-pens...on them there is a specific form to complete, otherwise it needs to stay in the health clinic. No student should be carrying any type of medication to school. It is against school policy for students to have medication on them – PARENTS should be bringing medication to the clinic.

Please remember we need to follow Burris Policy for medication dispensing ALL medications prescription and over the counter need to be prescribed by a physician. (this policy has been in the Burris handbook and has NOT changed) Over the counter medications include: Tylenol, Ibuprofen, Midol, Benadryl, tums, cough drops (due to choking hazard), allergy medication... Medication forms will soon be on the Burris website. Medications will NOT be accepted if brought in by student or if not physician order on file.

FYI: Please remember that if your student has medical issues to please report them to the clinic so we can best support and care for them while they are here.

If your student is sent home from school or kept home from school due to a fever they should be fever free for 24 hours upon returning to school. If they have had issues with vomiting or diarrhea they can return to school 24 hours after their last episode.

Contagious Illnesses: Parents should be reporting any cases of pink eye, head lice, bed bugs, scabies, ring worm, ...should be reported to the clinic.

Clinic Needs:

- Reusable grocery bags
- Ziplock bags
- Shorts/pants girls or boys elementary age and higher

Thank you
Heather Chalfant, LPN, Burris School Nurse,
Health Care Coordinator
SKILLSTREAMING

Samantha Fitzjarrald and Rebecca Hammons (Counseling Interns); Kaylee Wilson (Special Services Intern)

Each month, the SkillStreaming Team has had the opportunity to work directly with elementary students by visiting each classroom to teach thirty-minute classroom guidance presentations. These SkillStreaming presentations focus on specific social skills that the teachers identified as troublesome. Past lessons have included skills such as, Listening, Saying Thank You, Setting a Goal, Dealing With Embarrassment, Responding to Teasing, and Ignoring Distractions.

Skillstreaming is a project in which we teach the students about social skills by leading role-play activities and modeling these skills in ways that the students are able to understand and replicate. We like to include various props in each lesson that relate to that month’s skill. For example, we brought in a small basketball goal when we discussed Setting a Goal and, as you can see in the photograph below, we used many fun items when teaching the students about Ignoring Distractions. After modeling our own role-play, we encourage students to develop their own scenarios and participate in the role-plays. These activities allow students to make informed decisions about their social environment. This has been a very rewarding project because we have witnessed the positive impact this training has had on the Burris atmosphere, and we have enjoyed fostering this safe and welcoming environment at Burris.

After gathering data from post-tests distributed in March, we found that each skill showed improvement from the pre-test distributed in early September. For example, one question on the post-test survey asked, “Do the students listen when someone is speaking and make an effort to understand what is said?” The teachers responded using a scale from 1 (Almost Never) to 5 (Almost Always). Results from the post-test also showed that ten out of eleven teachers considered the SkillStreaming lessons to be beneficial for their students.

In addition to the general improvements in the elementary classrooms, teachers also observed specific changes in students since the implementation of the SkillStreaming intervention. One teacher wrote that the students had a larger vocabulary due to SkillStreaming and often used the terms that they learned in the lessons. This teacher also stated that, “They (the students) are more aware sometimes of how their actions impact others.” Another teacher mentioned that the greatest improvement in their classroom dealt with the students’ listening skills. Finally, one teacher specifically mentioned that the students were saying thank you more often and were practicing good active listening skills.

With all of these changes and improvements, we consider SkillStreaming to have been a success here at Burris! We want to give a special thanks to Dr. Albrecht for guiding us throughout this project, as well as all of the elementary teachers who were incredibly supportive and actively participated in our sessions. Finally, we want to thank all of the elementary students who gave us their full attention and kept working even after our sessions to improve on each of these skills. Thank you very much everyone! We look forward to SkillStreaming to continue in the 2014-2015 school year with our new interns!