



# Owl Hoots

July 2016

## School Registration

For your convenience, we will have registration for two days. Registration for the 2016-17 school year will take place on Friday, August 5 beginning at 7:30 a.m. until 4:00p.m. and Monday, August 8 from 7:30a.m. until 6:00p.m. in the Burris gym. **A parent or guardian must accompany the student to registration.** What happens at registration?

- Fee will be paid in full or a payment plan will be developed
- Middle and high school students will receive schedules and locker assignments
- 2<sup>nd</sup>-5<sup>th</sup> grade students will see teacher assignments
- K-1<sup>st</sup> grade is co-taught; therefore no teacher assignments or rosters will be provided
- Funds may be deposited for lunches/breakfasts through 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-see *Physical's* section below)
- Signatures from guardians for required Burris documentation will be requested

If you are unable to come one of these two days, we will have a “no frills” registration in the main office on Tuesday, August 9 and Wednesday, August 10. You can pick up your child’s schedule and locker combination. **You must register your child before the first day of school.** If you have not registered by the end of the day on August 10<sup>th</sup>, we will contact you August 11<sup>th</sup> or 12<sup>th</sup> to determine if you plan to enroll. **Students and a parent must register before the student reports to class. If you arrive at school on the first day of school without registering your child, be prepared to wait in line. Your child will likely be late to his/her first class.**

## Everything you need to know about...

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# Guest Teachers

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

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

General qualifications for being a substitute teacher at Burris:

1. Two years of education beyond high school - 60+ credit hours
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

The link to apply for an Indiana substitute teaching license is: <https://license.doe.in.gov/>. Our school code is 9620.

# Dining

## Students Charging Breakfast or Lunch

Students charging meals in the Burris cafeteria will NOT occur. If a child does not have enough money to purchase lunch, a modified lunch of a sandwich, fruit and milk will be provided at the parents' expense. 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 alerted for payment when a meal is charged.

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

## STUDENT MEAL PRICES FOR 2016-17

Breakfast: \$2.85    REDUCED PRICE: \$.30

Lunch: \$3.65    REDUCED PRICE: \$.40

Parents: You may 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.

## Free/Reduced Lunches and Textbook Assistance

Applications for Free/Reduced Lunches and Textbook Assistance are included in this packet. It is your responsibility to file these forms and return them at registration if eligible for this assistance. PLEASE NOTE: If a parent/guardian receives 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.

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. Please note that Burris is required to audit a certain percent of these applications. If audited, you must provide requested income verification documentation.

## Fees

### 2016-17 School and Course Fees— Important Information

Burris Laboratory School uses the services of the Ball State University's Bursar's Office to collect fee payments. Fee payments will not be collected in the main office after registration is complete. Statements will be mailed from the Burris School Office and payments must be made to the Bursar's Office. Fees for the 2016-17 school year will be mailed to your home prior to registration. We WILL collect optional



iPad insurance fees. Fees not paid by October 1 will be turned over to Ball State University to begin notification of collection proceedings. Your child's participation in ALL extra-curricular activities including athletics, fieldtrips, concerts, pep/jazz band, homecoming court, etc. will cease. If you need to create a payment plan, we will willingly work with you. You must arrange for a payment plan AT REGISTRATION if you know that meeting your obligation to pay for your child's books and curricular materials will require payments. If you elect to develop a payment plan, you must make timely payments. **Your child's extra-curricular participation will cease after the first monthly payment is not received.**

High school fees are paid for the year, not by the semester.

**All students' schedules are FINAL unless there is an addition of a Ball State University or Indiana Academy class.** If your child receives an incomplete schedule at registration, additional classes may be added. Please know that many of our classes are full. Students have five days from the beginning of the class to drop a class. Another class MUST be added.

We will not change schedules to accommodate lunch hours or students' preference of teacher. An updated bill will be sent if your child changes or adds a class that results in an increase of school fees.

Families with past due fees must meet with an administrator prior to receiving their schedules to develop a payment plan. We have flagged these schedules so we know who must meet with an administrator.

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.**

Other school fees such as the locker and technology fees are NOT eligible for textbook assistance. 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.**

If you do not plan to return to Burrish, please notify our office immediately at 285-1131. We have waiting lists for most

grades. Parents will receive one bill that will be due at registration. The statement for the year will include the annual school fees that include the technology and locker fees.

## Athletics and Health

### 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 Burrish and students suspected of having a hearing problem. At Burrish, 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 Burrish must submit a current (2016) physician's physical to the school nurse.

Students entering FOURTH or NINTH grades must also submit a current (2016) school physical to the nurse. These physical exams should be submitted on a Burrish or Muncie City School health card. The Burrish 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, Burrish Athletic Director. The IHSAA physical form can be downloaded using the following web address: [www.ihsaa.org/Schools/Forms](http://www.ihsaa.org/Schools/Forms)

### Athletic Website

The Burrish 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 Policies

### Cash Handling

Checks are the preferred method of receiving payments at Burrish. Checks may be made payable to Burrish Laboratory School or Ball State University. Payments to the athletic department may be made payable to Burrish Athletics. **Checks**



**should never be made payable to a teacher or a staff member.** These can not 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 bear the issue date and mailed or brought in promptly. **Do not post-date or pre-date checks.** 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 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 Burriss office does not make change unless a payment is being made. The office does not make change for students to use the vending machines.

## School Policies and Expectations

### New Cell Phone Policy

Cell phones disrupt the learning environment and distract students from the learning process. Please support the efforts of the school to ensure a positive and productive learning environment by reinforcing the cell phone policy with your student(s).

Elementary and Middle School—CELL PHONES ARE NOT PERMITTED AT ANYTIME DURING THE

SCHOOL DAY. PHONES SHOULD NOT BE SEEN OR HEARD.

1<sup>st</sup> offense - held in office till the end of the day

2<sup>nd</sup> offense - a parent must pick up the student’s phone at the end of the day

All subsequent offenses will result in the phone being checked in and out of the office on a daily basis.

High School—CELL PHONES ARE NOT PERMITTED IN CLASSROOMS AT ANYTIME DURING THE SCHOOL DAY. PHONES SHOULD NOT BE SEEN OR HEARD.

1<sup>st</sup> offense - held in office till the end of the day

2<sup>nd</sup> offense - a parent must pick up the student’s phone at the end of the day

All subsequent offenses will result in the phone being checked in and out of the office on a daily basis.

### Identification Cards

New students will be taken to Lucina Hall to receive an identification card on the first day of school. 9<sup>th</sup> grade students will receive identification cards; however, all other high school students must use their card from last year. There is a \$10 fee to replace if lost. Elementary and middle school students’ cards are kept at school.

### PowerSchool

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. Parents and students will receive usernames and passwords at registration on August 5<sup>th</sup> and August 8<sup>th</sup>. If you remember your username and password from last year, they still work. Access will be enabled on the first day of school.

### 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 grades 1-12. Kindergarten dismisses at 2:50 p.m. 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. 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 Burrus Backyard before school. After school, parent supervision is necessary to play on the playground.

If your child is ill, has a doctor's appointment, or there is another emergency, parents must call before 8:30 a.m. to notify the school of an absence. Call 285-1131 to reach the main office. Remember, a voice mailbox will take absence reports anytime the office is closed. **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 Burrus 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 Burrus calendar.

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

## Electronic Messages

PowerSchool is used to send emails, voice mail, and text messages to parents. This is the primary mode of communication. 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.

## 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 requested 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. All students must have one local emergency contact in addition to parent contact information.

## 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 to 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 main office.

At no time may a student bring a visitor to school. Teachers may refuse student visitors and an administrator and/or the BSU Police Department will be asked to escort the visitor out of the building.



## Parking Permits

Ball State University will no longer issue (or allow Burriss to issue) visitor permits without charge. There will be a limited number of parking spaces on the streets around Burriss, at the parking meters in the Burriss 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<sup>th</sup> and August 8<sup>th</sup>) and parent/teacher conference days. We apologize for any inconvenience!

## Background Checks

All parents or other adults volunteering at Burriss Laboratory School must have a Limited Criminal History check. Download the form on the Burriss website at <http://cms.bsu.edu/Web/Burriss/Publication.aspx>.

## Asbestos Management Plan and Pesticide Notification Registry

An Asbestos Management Plan for Burriss 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.



# 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>.



# Welcome Back to School!

## Schedule of Events – August

- August 5 – Registration 7:30 a.m. until 4:00 p.m.
- August 8 – Registration 7:30 a.m. until 6:00 p.m.
- August 8 - Parent ONLY Kindergarten Meeting, 6:00 p.m.  
(please bring all school supplies)
- August 9 - Parent ONLY First Grade Meeting, 6:30 p.m.  
(please bring all school supplies)
- August 9 - Parent ONLY Second Grade Meeting, 5:30 p.m.  
(may bring school supplies)
- August TBD – Parent ONLY Third Grade Meeting, (please bring all school supplies)
- August TBD - Parent ONLY Fifth Grade Meeting, (please bring all school supplies)
- August 9 – No “Frills” registration 7:30 a.m. – 4:00 p.m.
- August 10 – No “Frills” registration 7:30 a.m. – 4:00 p.m.
- August 10 - Parent ONLY Fourth Grade Meeting, 5:30 p.m.  
(please bring all school supplies)
- August 9-10— Teacher In-service Days
- August 11 – Students’ First Day of School

## Schedule of Events – September

- September 5 – Labor Day (No School – Office Closed)

**BURRIS**  
**LABORATORY**  
**SCHOOL**

All calendar events and sporting events can be found on the official Burriss calendar on Canvas.





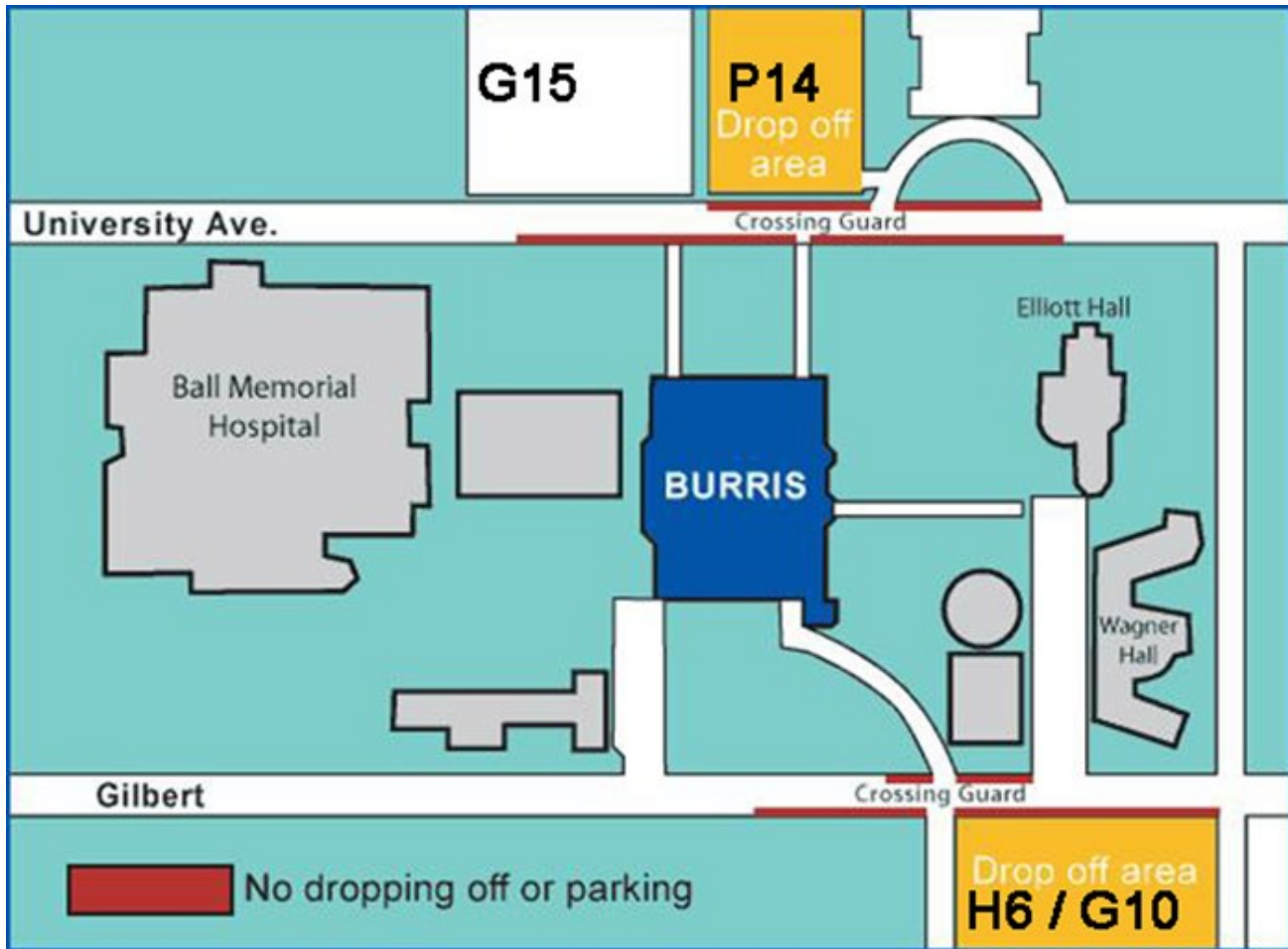
# Drop Off Areas/Parking

## Parking during arrival and dismissal

Between the hours of 7:45 a.m. to 8:10 a.m. and 2:45 p.m. to 3:10 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.

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 the guard for assistance crossing University.



A new egress has been added to University Avenue in the eastbound lane. This is designed for parents to drop-off students. This is not a parking area. At dismissal, the lane will be opened for pick-up; however, if your child has not arrived within two minutes, you will be asked to move your car to a parking space. We have encountered rude parents/grandparents, etc. who have refused to move. If this is the case, a photograph of your license plate will be taken and reported to the Ball State Police.