

# **BURRIS**

## **LABORATORY SCHOOL**

**Student Handbook 2016-2017**

**Department of Teachers College  
Ball State University  
Burris Laboratory School Corporation**

**2000 W. University Avenue  
Muncie, Indiana 47306-1062**

**Phone: (765) 285-1131  
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## 2016-17 School Calendar

First Day of School	8/11
Labor Day, No School	9/5
Parent Conferences	10/21
Fall Break, No School	10/11-10/12
Thanksgiving Break, No School	11/23-11/25
Winter Break begins	12/23
Classes Resume	1/9
Martin Luther King, Jr. Day, No School	1/16
President's Day (1 <sup>st</sup> Snow Make-Up)	2/20
Spring Break, No School	3/6-3/10
Parent Conferences	3/24
No School (Snow Make-Up Days)	4/14
Last Day of School	
(unless make-up days are needed)	5/26
Graduation	5/26

A full academic calendar is available from our website  
at <http://www.bsu.edu/burris>

## ADMINISTRATIVE STAFF

Dr. Julie Wood, Superintendent University Schools .....	285-8488
Mrs. Dawn Miller, Principal.....	285-8600
Mr. Michael Peo, Assistant Principal and School Safety Specialist.....	285-1131
Mr. Vince Edwards, Assistant Principal.....	285-1131
Mr. Chad Wlodarek, Athletic Director.....	285-8607
Mr. David Chastain, Interim Special Education Coordinator .....	285-1139
Mrs. Susan Adair, Systems Administrator & Office Supervisor..	285-8065
Mrs. Heather Chalfant, Health Services Coordinator.....	285-2340
Ms. Elise Chupp, Guidance Counselor.....	285-2341
Mrs. Malissa Garrison, Financial Coordinator.....	285-2303
Mrs. Julie Maugherman, Guidance Counselor .....	285-2341
Ms. Elaine Orr, Administrative Coordinator.....	285-2887
Mr. Fred Shears, Media Coordinator .....	285-8601
Mr. Lucas Reed, Technology Coordinator.....	285-8601
TBD, Secretary to Principal.....	285-4364

## **MISSION**

Burriss Laboratory School fosters a culture of respect and trust where every student is challenged to pursue excellence by engaging in a well-rounded, technologically-enhanced, rigorous curriculum in a safe and secure environment. As a model school, engaged in best-practice research and the preparation of highly effective educators, we collaborate with community partners to prepare students for success in an ever-changing world.

## **VISION**

We aspire to be a world-class community of scholars focused on developing responsible global citizens.

## **HISTORY**

Burriss Laboratory School was established in 1929 as part of Teachers College, Ball State University and Muncie Community Schools. The purpose for Burriss, as outlined in the mission statement, has not changed significantly throughout the history of the school. Burriss is no longer a part of Muncie Community Schools. Since 1974 it has been a separate school district and has the entire state of Indiana as its enrollment district. In 1990, Burriss, with the addition of the Indiana Academy of Science, Mathematics, and Humanities, became part of University Schools. In 2004, Burriss and the Indiana Academy became separate school corporations. Burriss is the only school in the Burriss Laboratory School Corporation. Burriss School is named after Dr. Benjamin Burriss, Dean of Teachers College, Ball State University at the time of the construction of the school. This building, which underwent an 11.7 million dollar renovation in 1993, has always been the home of Burriss School. The renovation not only improved the appearance of the inside of the building but also upgraded the facilities to include four computer labs, a distance learning studio and well-equipped science laboratories. Burriss is fully accredited by AdvancEd. Burriss does not have a school board; therefore, the Ball State University Board of Trustees is the ultimate authority for school policies.

## **LEARNER OUTCOMES**

The desired learner outcomes established by Burriss Laboratory School are the result of numerous meetings and discussions with faculty, parents and administrators. The list of learner outcomes is the result of this collaborative effort and has the consensus of the entire Burriss faculty.

1. A Burriss graduate should be a problem solver.
2. A Burriss graduate should be an independent learner.
3. A Burriss graduate should be self-disciplined.
4. A Burriss graduate should be goal oriented.
5. A Burriss graduate should have a positive self-concept.
6. A Burriss graduate should be well rounded: academically, physically, aesthetically, and emotionally.
7. A Burriss graduate should be responsible.
8. A Burriss graduate should be technologically literate.
9. A Burriss graduate should be able to communicate (read, write, speak, listen) effectively.
10. A Burriss graduate should have a core knowledge of basic skills.
11. A Burriss graduate should be enthusiastic about learning.
12. A Burriss graduate should be adaptable to change.

These learner outcomes are developed at every level, giving each student the opportunity to grow and achieve these outcomes upon graduation from Burriss.

## **ADMISSION TO BURRIS SCHOOL**

Burriss Laboratory School's admissions procedures are intended to create a diverse student population in response to its role in teacher preparation in the state of Indiana. Moreover, the school is prepared to provide appropriate educational programs for students with special needs. Because Burriss identifies itself as a family school, admissions will continue to focus on enabling siblings to attend Burriss. Whenever there are grade level openings, current Burriss families will be offered priority for admission of siblings who do not attend Burriss. When class enrollment openings remain after sibling registration, Burriss will utilize a lottery system for applications from families with no current Burriss children. The school will admit students only at the beginning of the academic year, unless a mid-year lottery is initiated or a special situation arises. There is no Burriss Admissions Committee. The principal is responsible for the public announcements for applications. The full admissions policy and a timeline of deadlines are available in the main office and online at <http://www.bsu.edu/burriss>.

## **SCHOOL HOURS**

Burriss Elementary School, Burriss Middle School and Burriss High School hours are 8:00 a.m. to 3:00 p.m. Students are expected to be in class promptly at 8:00 a.m. and to **leave at dismissal, unless they are involved in an adult supervised after school activity. Waiting for another activity to begin later in the afternoon is not acceptable. No student will be allowed in the building after 3:30 p.m. except for a school activity.** Afterschool care is available for students in grades K-8 onsite at parent expense through Appletree (YMCA).

Students are not to be on the playground prior to the start of school. **Students may use the playground after school with adult supervision.** Students found unsupervised will be brought to the main office and parents will be notified. Consequences for students left unsupervised after school will range from: written notice of loitering, Ball State Police called and/or a call to Child Protection Service to report neglect. Students who violate the discipline code while on the playground may receive disciplinary action up to suspension. Parents who leave their children unattended after school run the risk of their children being exposed to inclement weather, strangers (including predators and kidnappers), accidents, and other unforeseen dangers. It is important to remember that when applying to Burriss it was explained that parents were responsible for their prompt transportation of students before and after school.

The school office hours are 7:30 a.m. to 4:30 p.m. during the school year and from 7:30 a.m. to 4:00 p.m. in the summer.

## **EMERGENCY CANCELLATION OF SCHOOL**

When the weather is hazardous, parents should use individual discretion about bringing their student(s) to school. Burriss School is part of Ball State University and often is open unless the University closes. If for some reason it is necessary to cancel school, the local radio stations will be notified by 6:30 a.m. and a PowerSchool Announcement will be made to all parents who sign up for text and email alerts during registration **Please make sure we have current information on file throughout the school year.** Please do not call the school for school closure information.

## **STUDENT FEES**

Prompt payment of fees is required to maintain good standing as a Burris student. Fees not paid by stated due dates are subject to collection, which can include additional collection fees (as determined by the use of the Collection Agency or Bursar's Office) being added to the student's bill. Seniors who have unpaid book fees by May 1st of each year will not be allowed to participate in graduation ceremony if not paid by May 15th. The parent or legal guardian of a student at Burris Lab School agrees to be legally bound and fully responsible for any costs, fees, charges, expenses or assessments levied on the student by Ball State University, the Indiana Academy, or Burris Laboratory School.

Students who have unpaid fees will not participate in athletics, musical concerts, fieldtrips or other extra-curricular activities unless it is a part of the school curriculum and a grade is assigned for participation. This includes pep band, jazz band, rock orchestra, theater productions and participating on school athletic teams or acting as a manager.

Parents/guardians are responsible without limitation for any costs, fees, course fees, charges, expenses, or assessments levied on their student by Burris Laboratory School, Ball State University, the Indiana Academy, or any other institution that now or may become affiliated with Ball State University. These costs, fees, charges or assessments include any amounts incurred by the student during the period of the student's attendance or enrollment at Burris Laboratory School or the Indiana Academy or in any course offered by Ball State University in which the student can enroll as a Burris student. These costs may include, but not limited to, student fees, tuition, meal charges, parking fees, traffic violations, bookstore charges, library fines and fees, student technology fees, health center fees, recreation fees, extracurricular activity fees, computer fees, and long distance telephone charges. **EXCEPTION:** Parents/guardians are NOT responsible for textbook rental fees at Burris Laboratory School for students who qualify for free or reduced meals for that school year and request textbook assistance. However, fees associated with class fees are the responsibility of the parent/guardian. Our entire fee policy is available upon request and is also available on our web site.

## STUDENT SERVICES

### a. Library

The Burris Laboratory School Library serves K-12 students, faculty and university students. Library hours are 7:30 a.m. to 4:00 p.m. Monday through Friday.

- Overdue Notice

Overdue notices are sent out periodically throughout the year. Students who believe they received an incorrect notice must notify the librarian. Final notices are sent at the end of the school year to students who have not returned library materials. Replacement cost for lost books will be charged. Charges not paid by the end of the summer will be submitted to Ball State University Bursar's Office for collection.

### 2. Student conduct in the library

Students are expected to be considerate of others at all times and to assist in keeping the library neat and orderly. **Food is not permitted in the library. Computers in the library are for student use only during school hours.** Students are expected to follow the same policies and procedures for computer use outlined in this handbook.

### 3. Loan periods

Books may be checked out for one or two weeks. Materials may be renewed. Special allowances will be made for extended class projects or research papers. Reference materials may be checked out overnight.

### 4. Library Use after School

Parents and students are welcome in the Burris library after school. Students must have a library pass from a teacher in order to use the library after school; however, a parent must accompany elementary students.

## B. Bracken Library

Burriss students in grades 9-12 may use Bracken Library for supplementary materials by requesting proper forms from the Burriss librarian. The student and parent must sign the form, which acknowledges their responsibility for lost and/or damaged materials. After completion of this process, the student may request university library privileges. The following guidelines govern use of Bracken Library by Burriss students in grades 9-12:

1. Borrowing will be limited to General Collection books. Special requests for borrowing other materials will be considered.
2. Students will be charged for lost or damaged materials.
3. Two weeks after the due date, materials not returned will be declared lost and the student will be notified. Replacement cost charges will be owed to the Ball State University if borrowed materials are not returned within sixty calendar days after being declared lost.
4. If abuse of library privileges occurs, Bracken Library may modify user privileges.

## C. Health

Burriss has one full-time nurse on duty daily during school hours.

### 1. Medication

- a. No medication, including non-prescription drugs, oils, supplements or vitamins, shall be dispensed or administered by the staff of Burriss except when prescribed by a physician and authorized in writing by a parent or guardian.
- b. Any medication to be dispensed must carry the original prescription label or the physician's written instructions and signature as well as the child's name.
- c. All medication should be taken to the nurse's office for dispensing and safe storage. NO medication, including NON-PRESCRIPTION drugs, may be kept in any student's possession while in school unless written permission is submitted from a physician. Failure to adhere to these guidelines will be a violation of the school's drug policy.
- d. Following the final day of the school year, all medications remaining in the clinic will be destroyed if not claimed.



## 2. Clinic Use

- a. The health clinic is available for limited use while waiting for transportation home for students who become ill or injured. Parents should make every effort to see that their child is picked up promptly upon being notified.
- b. Students should know the name of the family physician and how to reach a parent in the event of illness or accident. For this reason, student records should be kept current in the school office. A backup person who is willing to provide care or transportation for ill students should be listed on the school information record.

## 3. Contagious Diseases

- a. The school nurse should be informed of students with serious or contagious illness.
- b. Any child who appears ill or has an elevated temperature over 99.6 degrees will be sent home. An ill child with an elevated temperature should remain at home for 24 hours following the return to a normal temperature, 98.6 degrees or below.
- c. A child having indication of pink eye, lice, bed bugs, scabies, ringworm or impetigo will be excluded from school until seen by a physician or until treatment is completed. A medical release to return to school may be requested. For a student with head lice, the majority of the nits must be removed from the hair before the student returns to school. Before returning to the classroom, the infested child's head must be inspected by the school nurse or administrator in the presence of a parent.

## 4. Physicals

Physicals are required for all students NEW to Burris and for students entering the FOURTH and NINTH grades. Completed forms, signed by a physician, should be returned to the school nurse NO LATER than the first day of school. Burris health forms are available in the main office or your physician may submit a Muncie Community School health form.

## 5. Immunizations

Indiana State Law (PL205-1985) requires that the parents of all students furnish to the school a written statement of the child's immunization records no later than the first day of school. The statement must show that the child has been immunized against diphtheria, whooping cough, tetanus, rubella, poliomyelitis, mumps and two doses of measles vaccine, preferably the MMR, and after the child's first birthday. The law states that no child shall be

permitted to attend school beyond the first day of school without furnishing this written statement.

Effective July 1, 1999, all children in kindergarten and first grade must be immunized against Hepatitis B for enrollment in school.

The three dose series must be completed for enrollment.

Effective July 1, 2004, all children entering kindergarten must be immunized against Varicella (chicken pox) for enrollment in school.

Effective July 1, 2010, all children entering grade six must have received a second immunization against varicella (chicken pox) or show proof of disease.

Effective July 1, 2010, all students entering grade six must also be immunization against meningitis (MCV4).

Only written religious exemptions or medical exemptions from a physician will be accepted to exempt a child from Indiana State required immunizations. This is a part of the Indiana State Law (PL205-1985). A written exemption must be submitted for each year the student attends Burris.

## 6. Testing

- a. Vision Testing - Indiana state law requires that students be vision tested in grades K-1 by a vision specialist and in grades 3 and 8 by the school nurse.
- b. Hearing Testing - Indiana State law requires that students should be hearing tested in grades 1, 4, 7, and 10. New students are also tested. If a student is found to have a hearing problem, a referral may be made to a physician or an audiologist for additional testing and/or treatment. A student is not required to have a hearing test if his/her parents request that he/she not be tested. A written request must be submitted to the school by the parent if a student is not to be tested. At Burris, the speech-language pathologist administers most hearing tests in the fall. If more information is needed, please contact the Speech Language Pathologist in room 110.

7. Personal Health Plans

- a. Parents are responsible for providing the school with the medical supplies/ medications needed by the student to assist in the management of his/her illness or medical problem. Please see that there is always a sufficient supply.
- b. If your student requires food products to assist in the management of their illness, parents are responsible for providing these in sufficient supply.
- c. Parents are responsible for providing Burriss Laboratory School with current, written medical information from the attending physician/clinic at the beginning of each year and as any changes occur throughout the school year, as well as providing Burriss with written, physician changes in the course of the medical regimen as they occur throughout the academic year.

D. Guidance and Counseling

The guidance counselors serve students in all grades at Burriss School. Teachers, students, and parents are encouraged to contact the guidance counselor to refer students for counseling. The guidance counselor provides programs to assist with graduation, college placement, scholarships, self-improvement, self-development, and interpersonal skill development in addition to information and assistance in other areas that may be requested. K-12 students and parents are encouraged to use materials in the Counseling Center. An open door policy is maintained whenever possible.

E. Cafeteria Services

1. Hours & Pricing

- a. Prices are based on a breakfast combo meal or perfect tray at lunch; students creating a perfect tray will be asked to choose three or more food groups and always includes a fruit or a vegetable (Example: students could choose a BBQ chicken sandwich on a bun, fresh fruit salad, salad bar vegetables, and chocolate milk OR just the BBQ chicken sandwich on a bun with fresh fruit salad and water).

- b. A la carte pricing is also available for most items. Students not choosing a breakfast combo or making a perfect tray will be charged individually for each item.
  - i. Breakfast – 7:30- 8a.m.
    - 1. \$2.85/ breakfast combo for students
    - 2. \$3.10 + tax/ breakfast combo for faculty, staff, or guests
  - ii. Lunch – 10:30a.m. -1:20p.m.
    - 1. \$3.65/ perfect tray for students
    - 2. \$4.95 + tax/ perfect tray for faculty, staff, or guests
  - iii. The Snack Zone is available for middle and high school students from noon-1:20p.m.
    - 1. A la Carte pricing with a majority of items costing only \$0.75.
    - 2. These items are “extras” and do not count toward a perfect tray or breakfast combo described above (pricing (and therefore cannot be a part of any reimbursable meal).

## 2. Menus, Nutrition & Food-Allergen Information

### a. Menus

- i. The current monthly calendar menu is available on the Burris Cafeteria web page; Burris School will notify parents as new information becomes available online. NetNutrition also serves as a weekly online daily menu listing with the added benefit of nutrition facts such as calories or carbohydrates, food allergen information, and ingredient information for menu items.
  - 1. A rotating, hot lunch menu is served each day featuring a wide variety of entrees and sides– with a new menu each semester.
  - 2. An everyday menu is also served, which includes sandwiches, fresh fruit, yogurt, and a salad bar.
  - 3. The Snack Zone offers a variety of healthier portioned snacks – *available for middle and high school students.*
- ii. Food consumed in the cafeteria must be purchased from the cafeteria or brought from home. **Food purchased from commercial vendors (such as Wendy’s or ordered/delivered pizza) cannot be brought into the cafeteria during lunchroom hours.**

- b. Grab-n-Go Meals (6-12 grade breakfast)/ Off Campus Meals (9-12 grade lunch)
  - i. At Breakfast – Students in grades 6-12 may get their meal to go; students in grades K-5 are required to eat in the cafeteria. *See pricing/ hours in section 1 above.*
  - ii. At Lunch – Elementary and middle school students are required to be in the cafeteria during their respective lunch hour; all other students are welcome to purchase their meal/ snacks to go. High school students may buy their lunch in the school cafeteria or may leave the building for lunch. High school students who leave the building for lunch are expected to be back in time for their next class. High school students may also eat in Elliott Dining room. Students who are tardy when returning from lunch or create disciplinary situation off campus may lose their privilege to leave the building during lunch. *See pricing/ hours in section 1 above.*
- c. Food Allergen-Information
  - i. Burris Cafeteria can provide dietary accommodations for any student with a medically documented condition. Parents must follow the directions and complete the Dietary Restrictions form available under the Individual Dietary Needs subheading on the Burris Cafeteria Web Page. This information will be shared with Ball State University Dining’s Wellness Nutritionist, who will help to determine appropriate accommodations.
- d. Vending machines will be available before 8a.m. and after school (3p.m.). All items in the vending machine will follow the Federal Guidelines and time restrictions. Questions about the vending machines can be directed to Burris Laboratory School, as they are not managed by Burris Cafeteria/ Ball State University Dining.

### **3. Payment Options**

- a. The Burris Bucks account is the payment method for all meals and snacks and functions as a declining-balance debit card. For example, if a student’s account is loaded with \$10 and he/she uses the meal card to purchase a perfect tray lunch, \$3.65 will be deducted from the account, leaving \$6.35. To help students manage spending, many parents suggest a maximum allowance to spend per day. Burris Cafeteria will send home \$10 and \$5 tickets at any time a student purchases a meal and their Burris Bucks account is

below those respective amounts. Please direct balance questions to the Burris Office.

- b. Burris Bucks are available for purchase (Discover, MasterCard, Visa), online: <http://cms.bsu.edu/web/burris/cafeteria>. Any denomination can be entered for purchase. Payments made by 5 p.m. will be available the next business day. Payments made after 5 p.m. will be available in two business days. You may also purchase by check using the Burris Food Service envelope, available in the Burris Office.
- c. Burris Bucks remaining in a student's account at the end of the school year will roll over into the following year.
- d. If a student will not be returning the following year, amounts of \$20 or more will be refunded.

**4. Free/ Reduced Price Meals**

- a. If a student receives free/ reduced price meals, they are able to receive one breakfast combo and one perfect tray lunch each day (Monday-Friday).
- b. Free/ reduced price meals can only be received from Burris Cafeteria (no other BSU Dining locations).
- c. If you believe your student may qualify for free or reduced price meals, please call Burris School at 765-285-1131 or visit the Burris Cafeteria website for more information:  
<http://cms.bsu.edu/web/burris/cafeteria>.
- d. Applications for free/ reduced price meals (breakfast and lunch) are available on the cafeteria website, along with additional instructions to aid in the process of determining your eligibility and frequently asked questions.

#### F. Lockers

All lockers are the property of Ball State University and Burriss Laboratory School. Students using lockers (hallway, physical education, athletic, band or art) should have no expectations of privacy in that locker or regarding its contents. The school reserves the right to search student lockers at any time there is reasonable suspicion that a locker is being used to store items which cause, or can reasonably be foreseen to cause, an interference with school purposes or an educational function, or which are forbidden by state law or school rules (See Search and Seizure.). All lockers are to be locked when not in use. Students are not to share combinations or lockers with others. Money or valuables should not be left in the locker. Students may decorate their locker on the inside as long as it can be removed and does not harm to the locker. Outside decorations for birthdays may only be up for the day of their birthday then removed. The cost of lost or broken locks or damage to a locker will be assessed to the student. Students with locker problems should report it in the office.

#### G. Lost and Found

Most lost and found items are placed in the hall outside the cafeteria. On a regular basis, all unclaimed items will be given to a non-profit organization.

#### H. Lost/Damaged Books

Occasionally, students damage or lose a textbook or workbook. In this case, the teacher will complete a lost/damage form and give it to the Financial Coordinator so that a replacement can be ordered and charged to the student. Payment must be made for the lost or damaged book before the new book is given to the student.

## WELLNESS POLICY

Burris Laboratory School is committed to providing a school environment that promotes and protects children's health, well-being, and the ability to learn by supporting healthy eating and physical activity through the following efforts:

1. Organizing an advisory committee of parents, students, faculty, a health professional, food service professionals, staff and administrators;
2. Reviewing and improving nutritional standards;
3. Increasing nutritional education that is offered;
4. Sustaining current level of scheduled physical activity and provide further opportunities to engage in physical activity; and
5. Providing guidance for future decisions in nutrition and physical activity.
6. Meet federal guidelines

## STUDENT NOTIFICATION OF RIGHTS UNDER FERPA

The Family Educational Rights and Privacy Act (FERPA) is a federal law designed to protect the privacy of a student's education records. FERPA gives parents or students over 18 years of age certain rights concerning the student's education records. They are:

- a. **The right to inspect and review the student's education records** within 45 days of the day the school receives a request for access. Eligible parents or students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect.
- b. The principal will make arrangements for access and notify the eligible parent or student of the time and place where the records may be inspected.
- c. **The right to request that a school correct records that a parent or eligible student believes are inaccurate or misleading.** They should write the school principal, clearly identify the part of the record they want changed and specify why it is inaccurate or misleading.

If the school decides not to amend the record as requested by the eligible parent or eligible student, the school will notify the parent or eligible student of the decision



and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

- a. **The right to consent to disclosures of personally identifiable information contained in the student's education records.** The School has established the following information about each student as "directory information" and will make it available upon a legitimate request unless a parent, guardian, or adult student notifies the principal within twenty days from the date of this notification that she/he will not permit distribution of any or all of such information: name, participation in officially recognized activities and sports; height and weight, if a member of an athletic team, dates of attendance, date of graduation and awards received; and any other information the school considers would not be harmful or an invasion of privacy, if disclosed.

However, the law allows schools to disclose records, without consent, to the following parties:

- (1) School employees who have a need to know;
- (2) Other schools to which a student is transferring;
- (3) Certain government officials in order to carry out lawful functions;
- (4) Appropriate parties in connection with financial aid to a student;
- (5) Organizations doing certain studies for the school;
- (6) Accrediting organizations;
- (7) Individuals who have obtained court orders or subpoenas;
- (8) Persons who need to know in cases of health and safety emergencies; and State and local authorities, within a juvenile justice system, pursuant to specific state laws.

- a. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
600 Independence Avenue, SW  
Washington, DC 20202-4605

## **ACADEMIC DISHONESTY**

Students of Burriss Laboratory School must conform to the highest ethical standards predicated upon a personal commitment to behave with honesty and integrity at all times.

### **I. Violations**

The decision of whether academic dishonesty has occurred rests with the instructor. Instructors are required to report any incident of academic dishonesty to the Principal or Assistant Principal, the Athletic Director, the student and the student's parents / guardians within 21 calendar days of the receipt of the assignment.

Academic dishonesty includes, but is not limited to, the following:

- Violations of procedures that protect the integrity of a quiz, examination, or similar evaluation, such as:
  - a. Possessing, referring to, or employing open textbooks or notes or other devices not authorized by the faculty member;
  - b. Copying from another person's paper or knowingly giving one's work to another student to use as their own;
  - c. Communicating with, providing assistance to, or receiving assistance from another person in a manner not authorized by the faculty member. (Including air dropping or other digital sharing)
  - d. Possessing, buying, selling, obtaining, giving, or using a copy of any unauthorized materials intended to be used as or in the preparation of a quiz or examination or similar evaluation;
  - e. Taking a quiz or examination or similar evaluation in the place of another person.
  - f. Utilizing another person to take a quiz, examination or similar evaluation in place of oneself;
  - g. Changing material on a graded examination and then requesting a re-grading of the examination;
  - h. Cooperating with someone else (i.e. another student, family member, etc.) on a quiz, examination, or similar evaluation without the prior consent of the faculty member.

- Plagiarism or violations of procedures prescribed to protect the integrity of an assignment, such as:
  - a. Submitting an assignment purporting to be the student's original work, which has been wholly or partially created by another person;
  - b. Presenting as one's own work, ideas, representations, or words of another person's without customary and proper acknowledgment of sources (including all forms of media sources);
  - c. Submitting as newly executed work, without the faculty member's prior consent or knowledge, one's own work which has been previously presented for another class elsewhere;
  - d. Knowingly permitting one's work to be submitted by another person as if it were the submitter's original work;
  - e. Cooperation with another person in academic dishonesty, either directly or indirectly as an intermediary agent or broker;
  - f. Knowingly destroying or altering another student's work whether in written form, computer files, artwork, or other format;
  - g. Aiding, abetting, or attempting to commit an act or action that constitutes academic dishonesty.

## **II. Consequences for Academic Dishonesty K-8**

- a. First offense: Student will be expected to complete the assignment, project, and/or performance, but will have the ability to receive only 50% of awarded grade or points. (Teacher will determine the length of time given to complete the work.) Parent notified of this situation.
- b. Second offense: Student will be expected to complete the assignment, project, and/or performance, but will receive a zero for the assignment, project and/or performance. (Teacher will determine the length of time given to complete the work.) Parent notified of this situation.
- c. Third offense: Student will be expected to complete the assignment, project, and/or performance but will receive a zero for the assignment, project and/or performance. (Teacher will determine the length of time given to complete the work.) The student will lose credit for the class that the third offense occurs in during that school year. If class is required for graduation, student will be required to retake the class. Parent notified of this situation.

## **III. Consequences for Academic Dishonesty 9-12 and MS students in High School Classes.**

- a. First offense: Student will be expected to complete the assignment, project, and/or performance, but will receive a zero for the assignment, project and/or performance. (Teacher will determine the length of time given to complete the work.) Parent notified of this situation.
- b. Second offense: Student will be expected to complete the assignment, project, and/or performance but will receive a zero for the assignment, project and/or performance. (Teacher will determine the length of time

given to complete the work.) The student will lose credit for the class that the second offense occurs in during that school year. If class is required for graduation, student will be required to retake the class. Parent notified of this situation.

## **ATTENDANCE**

### **Attendance Policy**

Burriss Laboratory School requires that students be punctual and attend 180 days of school to comply with HEA 1288-2005, Section 17. As part of the performance-based accreditation process in Indiana, the attendance rate is expected to be 97% among Burriss students during the school year. The student and his/her family have the primary responsibility for ensuring school attendance. Students with absences for any reason are expected to gather and complete their makeup work within the number of missed days, i.e. a student who is absent for two days will have two school days to complete assignments or exams. A maximum of 10 days per year are allotted per student for excused and unexcused absences in elementary and middle school. In high school, a maximum of ten absences per class per year are allotted.

#### **A. Compulsory attendance**

All students from their initial enrollment in public school until they graduate or reach age 18 shall attend school each year for the number of days the schools are in session.

A student who enrolls in school before the fall term for the school year in which the student becomes seven years of age and is withdrawn from school shall not be subject to the compulsory attendance rule until the school year in which the student has or will reach age seven.

A student who is a least sixteen years of age but less than eighteen is bound by the compulsory attendance rule and may not withdraw from school before graduation unless:

- (1) The student, the student's parent (or guardian), and the principal agree to the withdrawal; and
- (2) At the exit interview, the student provides written acknowledgment of the withdrawal and the student's parent (or guardian) and the school principal, each provide written consent for the student to withdraw from school. The principal will provide statistics with the likely consequences of life without a high school diploma and advise the student that withdrawal may result in the revocation of the student's employment certificate and driver's license or learner's permit.

## B. Verifying an absence

It is our expectation that if a student is to miss that parent notify the school by phone at 765-285-1131 before 10:00am. The following information is to be provided when calling or writing a note to notify the school of an absence:

1. Student's first and last name.
2. Date(s) of absence.
3. Reason for absence.
4. Parent/guardian's name, signature and telephone number where the parent/guardian can be reached.

## C. Types of Absences

### 1. Excused absence

An excused absence is a student's personal illness, illness in the family, or observance of religious holidays. Non-school educational field trips per Indiana Code 20-33-17.5 **must be pre-arranged and meet the following defined characteristics:** Any educationally related non-classroom activity and non-classroom activity must meet all the following conditions: (1) Is consistent with and promotes the educational philosophy and goals of the school corporation and the state board. (2) Facilitates the attainment of specific educational objectives. (3) Is a part of the goals and objectives of an approved course or curriculum? (4) Represents a unique educational opportunity. (5) Cannot reasonably occur without interrupting the school day. (6) Is approved in writing by the school principal. Request may be denied or limited based on numbers of requests per year.

1. Doctor or dentist appointment verification must be presented to the main office **within 48 hours of the appointment**. The specialist's name and location of his/her practice should be identified on the note. Documentation received after 48 hours will be accepted, and the absence will be unexcused.

### 2. Unexcused absence

An unexcused absence is any absence that does not qualify as an excused absence. Absences due to car trouble, late ride, missing the MITS bus, family vacations and oversleeping are considered unexcused absences.

### 3. Exempt Absences

Absences that do not count toward the ten (10) allowable absences will be called exempt absences. The following types of absences constitute exempt per IC 20-33-2-14:

- a. Serving as a page for or as an honoree of the general assembly.
- b. Serving on the precinct election board or as a helper to a political candidate or to a political party.

- c. Being issued a subpoena to appear in court as a witness in a judicial proceeding.
- d. Ordered to active duty by the Indiana National Guard or Civil Air Patrol.
- e. Exhibiting or participating in the State Fair.
- f. Religious observances that are not available outside of school hour or receiving religious instruction.
- g. Medical or dental appointments.
  - a. The medical and dental offices must provide forms verifying visits/appointments
  - b. Students with medical and dental appointments which must be scheduled during the school day are expected to attend school except for the time of the appointment.
- h. Illness at school excused by school nurse.
- i. Immediate family emergency. Documentation may be required.
- j. Deaths and funerals for immediate family members.
- k. Deaths and funerals of extended family or close friends arranged in advance by a parent.
- l. College and Career Days: Juniors are allowed two days per year and seniors are allowed three days to visit colleges or universities. **Parents must fill out a college visit form one week prior to the visit.** These forms are available in the Guidance Office. Students must bring back documentation from the college or university of the visit or the absence will be considered unexcused.
- m. In-School Suspension.
- n. Other emergencies and unusual circumstances as approved by the principal or designee.

In order for the absence to be *exempt*, a written note must be turned in to Burriss within three (3) days of the student returning to school after the absence.

PARENTS, GUARDIANS, AND STUDENTS ARE RESPONSIBLE FOR KEEPING TRACK OF THEIR ABSENCES TO AVOID ANY LOSS OF OPPORTUNITIES AT BURRIS.

#### **F. Prolonged medical condition**

Any student who is experiencing a prolonged medical condition will be required to fill out a Certificate of Incapacity which requires a signed physician's statement explaining the prolonged medical condition and expected impact on attendance

**Certificate of Incapacity:** IC 20-8.1-3-20 states that if a parent does not send his/her child to school because of the child's illness or mental or physical incapacity, it is unlawful for the parent to fail or refuse to produce a certificate of the incapacity for an attendance officer within six (6) days after it is demanded. The certificate required under this section shall be signed by an Indiana physician or by an individual holding a license to practice osteopathy or chiropractic in this state or by a Christian Science practitioner who resides in Indiana and is listed in the Christian Science Journal.

### **G. Make-up work**

In any absence, it is the student's responsibility upon his/her return to meet with each teacher and determine any and all work which must be completed. The number of days absent defines the number of days given for completion of make-up work. A student who is absent for two days will have two school days to complete assignments or exams.

### **H. Absence and Truancy**

All attendance is entered electronically for record keeping purposes. The attendance is calculated at the end of each day and is on the permanent record of each student. If a student is present for 1-3 periods, the student is present for ½ day. If a student is present 4 or more periods, the student is present the entire day.

**Truancy:** A student who is absent from school without the permission of parent/guardian is truant. Additionally, students are truant when tardy to a class 10 minutes or more. IC 20-33-2-11 defines a habitual truant as "a student who is chronically absent, by having unexcused absences from school for more than 10 (ten) days in one school year.

2. Under SEA 1, the Superintendent or an attendance officer having jurisdiction shall report a child who is habitually absent from school in violation of this chapter to an intake officer of the juvenile court or the department of child services.

An accumulation of five (5) hours of truancy for a school year may constitute recommendation for an attendance contract, suspension and/or expulsion.

### **I. Failure of Attendance**

Students exceeding ten(10) unexcused or excused absences, may be placed on an attendance contract, which may place limits on opportunities available at Burriss. Habitual absences are defined as 10 or more unexcused absences. Chronic absenteeism is defined as 10% of the school year regardless of excused or unexcused classification. Habitual absence from school will result in the attendance officer reporting a child to the department of child services per IC 20-33-2-25

## **J. Parent's responsibilities**

1. Parents are responsible for transporting their children to and from school.
2. School begins at 8:00 a.m. for all students and ends at 3:00 p.m. for all students. Students, who do not drive, should be picked up as soon as school is over.
3. Parents should make every effort to schedule medical, dental, or other appointments outside of school hours. Appointment verification, provided by the medical professional, should be provided upon the students return. Burris may verify appointments. Absences not verified will count towards the student's maximum 10 days.
4. Family vacations must be planned around the school calendar. Vacation days are counted as unexcused absences; however, the student is allowed to make up work and tests. The Pre-Arranged Absence Form must be completed by parents and approved by an administrator thirty (30) days prior for absences 5 days or more. All homework and tests must be completed prior to vacation. The student is responsible to arrange with individual teachers time to complete work and tests before leaving for arranged absence. This does not guarantee that the absence will be approved. Emergencies will be treated individually.
5. Whenever a student is going to be absent, tardy, or must leave school early, the parent must notify Burris for the day involved before 10:00 a.m. by calling 765-285-1131. There is a voice mail system for reporting during the hours the office is closed. Students are not to report their own absence. If a student is absent three (3) consecutive days, the parent must call each day by 10:00 to report the absence. 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.
6. Parents will keep all records current and up-to-date with the school. This is particularly important when there is a job change and/or a change in emergency contact number changes. If a student is absent and there is no parent communication (phone call or note) as to why the student is absent, the student is truant.
7. Parents should regularly monitor their child's attendance progress through PowerSchool and Canvas.
8. A parent wishing to meet with a teacher during school hours must give that teacher sufficient notice so arrangements can be made.
9. Doctor's note must be turned into the main office within 48 hours of student's returning to school.



## **K. Student Responsibilities**

1. Students in grades K-8 are to remain in school for the entire day. Students in grades 9-12 may leave the building during their lunch period provided they return in time for their next class. See Tardy Policy on Burris website.
2. Students who need to leave Burris during the school day must get permission from either the principal or designee. The student also must have his or her parent/guardian sign them out in the office or provide a note from home or have a parent call the school office. The student will inform the office prior to leaving the building and give an estimated time of return. Failure to follow this procedure constitutes truancy.
3. Students who become ill during the school day must report to the school nurse. Parents may not call the school to say their child is sick and to send them home. The nurse will determine if it is necessary for the student to go home; the nurse will make all necessary arrangements. Students may not be permitted to drive home alone. Failure to follow this procedure constitutes truancy.
4. Students are responsible to make up any missed assignments with their teachers immediately upon their return to class. An exception is students who have pre-arranged absences must have work and tests completed before pre-arranged absence.
5. Students must attend school all day in order to participate in any extracurricular activity, event, contest, practice, rehearsal, or meeting held after school that day. The principal or designee must clear all exceptions. Students must be in class by 8:10 in order to participate in extracurricular or co-curricular activities for the day. Exceptions such as medical appointments must be documented.
6. Attendance is taken at the beginning of each class and transferred to the student's permanent record at the end of the academic year. The Bureau of Motor Vehicles will either suspend or not issue a driver's license or permit to a student who is habitually truant. Habitually truant is defined as "having absences from school for more than ten (10) days of school in one (1) school year".
7. When the student is tardy to class, the student is reported present but tardy.

**L. Burris Laboratory School's Responsibilities and Actions:**

1. Burris Laboratory School will maintain records and utilize a system for monitoring attendance and tardiness and for discouraging absences.
2. Burris Laboratory School will verify all attempts to contact parents and students in order to plan how to avoid more serious attendance problems.
3. Burris Laboratory School may assign detentions, closed lunches, in-school suspensions, out of school suspension or Friday detention for excessive absences or tardiness. Additionally, Burris Laboratory School will notify the BMV of habitual truant status that will impact a student's ability to obtain or retain a learner's permit or driver's license for a period of 180 days. Work permits may not be granted or suspended, participation in in-school extra- curricular activities, participation in after school activities, including athletics may be limited.
4. Burris Laboratory School will identify students who have a pattern of poor attendance and/or excessive tardiness and will work with parents for improvement. Excessive attendance issues will results in a referral to the Delaware County Prosecutor's Office for educational neglect.
5. The school will send letters home at 5, 8 and 10 days absent.
6. The school will arrange a mandatory parent meeting/call at 10 days absent.
7. The principal or designee will report a child who is habitually absent, defined by 10 unexcused days, from school to an intake officer of the juvenile court or the department of child services.
8. The school will initiate an attendance contract, to be signed by student and parent at 10 absences if all are excused or unexcused, requiring a physician excuse for every absence thereafter. Failure to adhere to the attendance contract will result in progressive discipline that could include withdraw and/or expulsion.
9. The school will send an affidavit for Juvenile Services to the Delaware County Juvenile Services at 20 absences.

**M. Consequences for Excessive Absences or Truancies:**

Removal of credit from a course due to excessive absences (high school only)

A student will not receive credit for any class during a semester if his/her total absences (excused and/or unexcused) exceed 10 days.

1. The student will be withdrawn from receiving credit for the course following a conference with the student and communication to the parent. The student will audit the class the remainder of the semester. Parents may appeal to an attendance committee comprised of the principal, assistant principal(s) and guidance counselors. They will consider if the situation warrants a waiver to continue to receive credit in the class. A waiver will not be granted if a student has been absent from school due to truancy, the student has a record of habitual tardiness or the majority of the absences have been for reasons other than personal illness.

#### **N. Attendance appeal procedure**

Students who wish to appeal the attendance contract must submit in writing an appeal within five (5) school days of receiving notice of being excessively tardy or absent . Upon receiving the appeal, the principal and superintendent will be notified of the appeal and will meet within ten (10) school days to hear the appeal. The student and/or parent/guardian will be expected to justify and support any new or relevant information for the attendance issue. They will then decide if an appeal for waiver of the policy is warranted.

#### **O. Effect on extra-curricular activities.**

A student on out-of-school or in-school suspension, as well as students who miss the school day may not participate in any extra-curricular activities: sports, dances, concerts, drama productions or any other activity representing Burriss. This restriction is for the day that the student is serving his/her school suspension including Saturday and Sunday if the suspension carries into the following week. If a student is absent on a Friday they will not be allowed to participate in weekend events unless the absences is exempt.

#### **Tardy**

##### Middle and High School Tardy Policy

Burriss Laboratory School provides students with the opportunity to be critical thinkers, effective communicators and collaborative workers with the goal of being

a strong academic student. For students to acquire the knowledge and skills to be a strong academic student, they must be on time each day. Upon enrollment, Burris parents/guardians agree to provide punctual transportation to and from school daily. Parents who do not provide punctual transportation subject their child (ren) to the progressive discipline policies below. Tardies are counted on a semester basis.

Being on time means that a student is in the classroom, seated and prepared to begin at the beginning of the class period. This demonstrates a respect for the other students and teacher and promotes a culture of academic integrity. To minimize the disruption of the learning environment, the following policies will be in place for middle and high school students:

First period: 8:00-9:00 a.m.

-In recognition of the parent's/guardian's responsibility to transport students, each student is allowed five tardies each semester. This will cover arrivals delayed by trains, inclement weather, automobile problems or other factors that may affect the student's prompt arrival to school.

-Parents must call to explain the delay, but students who arrive between 8:00-8:10 a.m. will need to report to the main office for a pass as well as be marked as tardy.

-Any arrival between 8:10-8:55 a.m. will be considered an unexcused absence for first period. Parents must call to explain the delay, but the student will be marked unexcused for first period.

Second through seventh period:

-Students will be counted tardy if they are not seated and ready to begin when the class session begins. If a student is more than 10 minutes late, they will be considered truant.

Consequences for tardiness for middle and high school students:

1<sup>st</sup>-5<sup>th</sup> tardy – no consequence

6<sup>th</sup>-10<sup>th</sup> tardy – Detention, 1 hour in length, for each tardy (during high school lunch or after school for middle school students and high school students with no lunch period); parents notified

11<sup>th</sup>-15<sup>th</sup> tardy – A two hour detention referral from 3:00-5:00 p.m. for each tardy; parent notified

16<sup>th</sup>-20<sup>th</sup> tardy – 1 day of in-school suspension for each tardy; parents notified

21+ tardy – A plan will be put into place with the parents/guardians to assist the student in getting to his/her classes

After the second in-school suspension, Burris Laboratory School will submit an request to the Bureau of Motor Vehicles that the student's learner permit or driver's license be invalidated for 120 days after receiving a third suspension, if applicable.

After the twentieth tardy, Delaware County Child Protective Services and the Delaware County Prosecutor's Office will be notified of the habitually tardy status of the student.

### Elementary School Tardy Policy

Tardiness is defined as any unexcused appearance of a student beyond the scheduled time that a class begins. Tardies are counted on a semester basis.

- a. Late arrival to class – When a student arrives at school after the bell, he/she should report directly to the main office to receive a pass. Students will be admitted into any first period class from 8:00-8:05 a.m. without a pass. A student more than 5 minutes late must receive a pass from the main office upon entering the building. After 8:10 the student will be considered absent for half of the day.

### Consequences for tardiness for elementary students:

1<sup>st</sup>-5<sup>th</sup> tardy – no consequence

5<sup>th</sup> tardy – Mandatory parent contact

6<sup>th</sup> -10<sup>th</sup> – Loss of recess for each tardy; parents notified

11<sup>th</sup> – 15<sup>th</sup> – A 1 hour after school detention from 3:00-4:00pm for each tardy; parent notified.

16<sup>th</sup> – 20<sup>th</sup> – A plan will be put into place with the parents/guardians to assist the student in getting to his/her class on time.

After the twentieth tardy of the semester, Delaware County Child Protective Services and the Delaware County Prosecutor's office will be notified of the habitually tardy status of the student.

## **STUDENT DISCIPLINE POLICY**

In all matters relating to the discipline and conduct of students, school corporation personnel stand in relation of parents to the students of the school corporation and have the right to take any disciplinary action necessary to promote student conduct that conforms with an orderly and effective educational system.

### **A. CONDUCT EXPECTED**

Burris students are expected to conduct themselves appropriately at all times, showing respect to others by being courteous and civil. Being a K-12 school, everyone is expected to set a good example for students and respect

school property. Burris students will practice a “hands off” policy where students are expected to keep hands to themselves.

## B. TYPES OF DISCIPLINARY ACTION

Recognizing that the behavior of some students may be disruptive and interfere with the purposes and educational functions of Burris, school administration may find it necessary to assign a consequence. In this event, administrators and staff members may proceed as follows, but not limited to the following consequences: (See Progressive Discipline Policy on website)

### 1. Removal from Class or Activity -

A student in grades K through 12 may be removed from his or her class or activity and assigned to the Behavior Adjustment Center (BAC) to complete his/her regular or additional work.

### 2. Suspension from School -

In the event that suspension is necessary, the school assistant principals or principal (or designee) may deny a student the right to attend school or remove the student from any school function for a period of up to ten (10) school days.

When an expulsion is recommended, a student may be suspended by the principal or his/her designee for more than ten (10) days, if it is determined that the student’s continued suspension will prevent or substantially reduce the risk of interference with an educational function or school purposes, or to reduce the risk of a physical injury to the student, other students, school employees or visitors to the school. This suspension would continue until an expulsion decision has been rendered.

Students who leave Burris due to excessive discipline referrals and suspensions will not be allowed to enter the lottery for readmission.

### 3. Expulsion. A student may be expelled from school for a period no longer than the remainder of the current semester plus the following semester, with the exception of possession of a firearm or a deadly weapon. Students who are expelled from Burris will not be allowed to enter the lottery for readmission.

4. Other Types of Disciplinary Action. In addition to removal from class or activity, suspension or expulsion, disciplinary action may also include, but is not limited to:
  - a. Counseling with a student or group of students.
  - b. Conferences with a parent or group of parents.
  - c. Assigning additional work.
  - d. Rearranging class schedules.
  - e. Requiring a student to remain in school after regular school hours to do additional school work or for counseling.
  - f. Placing student on a disciplinary contract.
  - g. Restricting extracurricular activities.
  - h. Assignment by the principal or designee of a special course of study, an alternative educational program, or an alternative school.
  - i. Assignment by the principal to not more than 120 hours of community service.
  - j. Removal of a student from school sponsored transportation.
  - k. Closed lunches.
  - l. Attend 2 hour after school detention from 3:00 to 5:00 p.m.
  - m. Referral to the juvenile court having jurisdiction over the student.

#### C. WHEN DISCIPLINARY RULES APPLY

1. On school grounds, including Ball State Campus and buildings, immediately before or during school hours, immediately after school hours, or any other time when the school is being used by a school group.
2. Off school grounds at a school activity, function, or event.
3. Traveling to or from school or a school activity, function or event.
4. Using property or equipment provided by the school.

In addition to the section C above, a student may be suspended or expelled for engaging in unlawful activity on or off school grounds if:

- The unlawful activity may reasonably be considered to be an interference with school purposes;
  1. The student's removal is necessary to restore order or protect persons on school property; including an unlawful activity during weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions.

#### D. GROUNDS FOR SUSPENSION OR EXPULSION

Grounds for suspension or expulsion are due to student misconduct or substantial disobedience. Examples of student misconduct or substantial disobedience for which a student may be suspended or expelled include, but are not limited to:

1. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other comparable conduct constituting an interference with school purposes, or urging other students to engage in such conduct. The following enumeration is only illustrative and not limited to the type of conduct prohibited by this subdivision:
  - a. Occupying any school building, schools grounds, or part thereof with intent to deprive others of its use.
  - b. Blocking the entrance or exits of any school building or corridor or room therein with intent to deprive others of lawful access to or from, or use of the building, corridor, or room.
  - c. Setting fire to or damaging any school building or property.
  - d. Prevention of or attempting to prevent by physical act the convening or continued functioning of any school or education function, or of any meeting or assembly on school property.
  - e. Intentionally acting in any manner so as to interfere with the ability of any teacher or any other person to conduct or participate in an education function.
2. Causing or attempting to cause damage to school property, stealing or attempting to steal school property, vandalizing or attempting to vandalize school property.
3. Causing or attempting to cause damage to private property, stealing or attempting to steal private property.
4. Causing or attempting to cause physical injury or behaving in such a way as could reasonably cause physical injury to any person.



5. Physical, verbal, emotional, or electronic intimidation, threatening, or aggression toward any person for any purpose.
6. Failing to report the actions or plans of another person to a teacher or administrator where those actions or plans, if carried out, could result in harm to another person or persons or damage property when the student has information about such actions or plans.
7. Possessing, handling, or transmitting a knife or any object that can reasonably be considered a weapon, is represented to be a weapon, or looks like a weapon. Any such object may be confiscated and held until the end of the school year.
8. Possessing, using, transmitting, or being under the influence of any narcotic drug, hallucinogen drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind. Also prohibited is the consumption of any of the stated substances immediately before attending school or a school function or event. Use of drug authorized by a medical prescription from a physician is not a violation of this subdivision, but any medical prescription must be stored with the school nurse.
9. Possessing, using or transmitting any substance, which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind.
10. Possessing, using, or transmitting, or being affected by caffeine-based substances, substances containing phenylpropanolamine (PPA), or stimulants of any kind, be they available with or without a prescription.
11. Engaging in the selling of a controlled substance or engaging in a criminal law violation that constitutes a danger to other persons or constitutes an interference with school purposes or an educational function.
12. Failing to comply with directions of teachers or other school personnel during any period of time when the student is under their supervision, where the failure constitutes an interference with school purposes or a disruption to the educational environment.

13. Falsely accusing any person of violating a school rule or a state or federal law.
14. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.
15. Aiding, assisting or conspiring with another person to violate a school rule, or state or federal law.
16. Violating any rules that are reasonably necessary in carrying out school purposes or an educational function, including, but not limited to:
  - a. Engaging in sexual behavior on school property.
  - b. Disobedience of administrative authority.
  - c. Willful absence or tardiness of students. (e.g., leaving school without permission; deliberately not attending class)
  - d. Engaging in speech or conduct, including clothing, jewelry or hairstyle, which is profane, indecent, lewd, vulgar or offensive to school purposes.
  - e. Failing to tell the truth about any matter under investigation by school personnel.
  - f. Disruptive behavior on school property including, but not limited to, running, loitering, yelling, or other disruption in the hallways, cafeteria, library, auditorium or classrooms.
  - g. Refusing to give a name to a teacher or administrator when asked to do so or addressing a teacher or administrator in a loud, defiant or abusive manner.
  - h. Academic misconduct including, but not limited to cheating or plagiarism.
  - i. Forging a note or any other school related document.
  - j. Habitual failure to have text, paper, pencils, etc., which are known to be required for class.
  - k. Refusing to do work as directed in class.
  - l. Accessing computer systems that the student has not been authorized to use, including, but not limited to using another person's password or hacking into other systems or accounts.
  - m. Selling items on school grounds that are not authorized by the administration.

17. Possessing, using, transmitting, selling or accepting any tobacco on school grounds (which includes Ball State Campus and Buildings) or during any school activity, function or event, including traveling to and from such activity, function or event. Tobacco includes (a) Chewing tobacco; (b) Cigars, cigarettes, and snuff that contain tobacco (c) Pipe tobacco (d) Smokeless cigarettes and devices including electronic cigarettes, (e) nicotine patches, etc..
18. Engaging in or assisting another student in sexually harassing another person, including another student.
19. Giving or setting false fire alarms, false bomb threats, or false smoke alarms.
20. Possessing, selling, transmitting, accepting or using fireworks or other similar devices.

## E. BULLYING

1. Burriss Laboratory School prohibits acts of bullying. The complete policy and procedures can be found on the Burriss website.
  - a. Bullying is defined as “overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner (including digitally or electronically), physical acts committed, aggression, or any other behaviors, that are committed, that are exhibited by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student and create for the targeted student an objectively hostile school environment.” (I.C. 20-33-8-0.2). Such behavior is considered bullying whether it takes place on school property immediately before, during, or after school hours or at any other time the school is being used by a school group; off school grounds at school activities, functions, or events; traveling to or from a school function or event; and when using school property or equipment provided by the school. Acts of bullying may be physical, verbal, emotional (intimidation through gestures or social exclusion), or cyber (includes all forms of electronic aggression). Bullying differs from other forms of aggression in that it entails an imbalance of power and is not the same as the most common kinds of teasing, peer conflict, and inappropriate behavior which should not necessarily be considered bullying.
2. Such behavior is considered bullying whether it takes place on school property immediately before, during, or immediately after school hours or at any other time the school is being used by a school group; off school grounds at school activities, functions, or events; traveling to or from a school function or event; and when using school property or equipment provided by the school.

- a. Reports of bullying are taken seriously and will be dealt with quickly and effectively. Consequences for a student shall be unique to the individual incident and vary in method and severity according to the nature of the behavior, the developmental age of the student, and the student's history of problem behaviors and performance and must be consistent with the school's approved code of conduct.
- b. Any student who retaliates against another student for reporting bullying will also be subject to consequences.

#### F. POSSESSION OF A FIREARM

1. No student shall possess, handle or transmit any firearm on school property.
2. The following devices are considered to be a firearm under this rule:
  - a. Any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive.
  - b. The frame or receiver of any weapon described above
  - c. Any firearm muffler or firearm silencer
  - d. Any destructive device which is an explosive, incendiary, or poison gas bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or any similar device.
  - e. Any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter.
  - f. Any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled.
  - g. An antique firearm.
  - h. A rifle or shotgun, which the owner intends to use solely for sporting, recreational, or cultural purposes.
3. A student who is identified as bringing, possessing, handling or transmitting any firearm to school, or onto school property or to a school function, activity or event, may be suspended for up to 10 days and expelled for a period of not less than one calendar year. The Superintendent may reduce the length of the expulsion if the circumstances warrant such reduction.

4. The Principal shall notify the Delaware County Prosecutor's Office when a student is expelled under this rule.
5. Any such firearm may be confiscated and held until the end of the school year.
6. A student identified, evaluated and enrolled in special education who possesses firearm on school property will be provided additional procedural safeguards as required under the IDEA.
7. Gestures of weapon movements in order to intimidate or excite violence will be considered a threatening act against another individual.

G. POSSESSION OF A DEADLY WEAPON

1. No student shall possess, handle or transmit any deadly weapon on school property.
2. The following devices are considered to be a deadly weapon under this rule:
  - a. a knife, electronic stun weapon, chemical substance, or other material that in the manner it is used, or could ordinarily be used, or is intended to be used, is readily capable of causing serious bodily injury.
3. A student who is identified as bringing, possessing, handling or transmitting any deadly weapon to school, or onto school property or to a school function, activity or event may be suspended for up to 10 days and may be expelled for a period of not more than one calendar year with the return of the student to be at the beginning of the first semester after the one year period.
4. Any such deadly weapon may be confiscated and held until the end of the school year.

5. The Principal shall notify the Delaware County Prosecutor's Office when a student is expelled under this rule.

### **Criminal Gangs and Criminal Gang Activity in Schools**

It is the policy of the Burris Laboratory School to prohibit gang activity and similar destructive or illegal group behavior on school property or at school-sponsored functions.

It is the policy of the (**Burris Laboratory School**) to prohibit reprisal or retaliation against individuals who report gang activity and similar destructive or illegal group behavior or who are victims, witnesses, bystanders, or others with reliable information about an act of gang activity and similar destructive or illegal group behavior.

### **Definition of "criminal gang" and "criminal gang activity"**

- a. "Criminal gang" defined (per IC 35-45-9-1)- "criminal gang" means a group with at least three (3) members that specifically:
  - (1) either:
    - (A) promotes, sponsors, or assists in; or (B) participates in; or
  - (2) requires as a condition of membership or continued membership;  
the commission of a felony or an act that would be a felony if committed by an adult or the offense of battery (IC 35-42-2-1).
- b. "Gang Activity"- a student who knowingly or intentionally actively participates in a criminal gang, or a student who knowingly or intentionally solicits, recruits, entices, or intimidates another individual to join a criminal gang.

### **Model procedures for reporting suspected gang activity and the prompt investigation of suspected criminal gang activity**

Model procedures for reporting suspected gang activity are presented as a guide that by no means limits school systems from implementing additional procedures for reporting acts of suspected gang activity or similar destructive or illegal group behavior.

Per IC 20-33-9-10.5, a school employee shall report any incidence of suspected criminal gang activity, criminal gang intimidation, or criminal gang recruitment to the principal and the school safety specialist. The principal and the school safety

specialist may take appropriate action to maintain a safe and secure school environment, including providing appropriate intervention services.

Appropriate consequences and remedial actions are those that are graded according to the severity of the offenses and consider both the developmental ages of the student offenders and students' histories of inappropriate behaviors, per the code of student conduct.

Any corporation and school employee who promptly reports an incident of suspected gang activity and who makes this report in compliance with the procedures of this policy, is immune from a cause of action for damages arising from any failure to remedy the reported incident.

The principal or designee shall conduct a thorough and complete investigation for each report of suspected gang activity. The investigation shall be initiated by the principal or the principal's designee within one school day of the report of the incident. The principal may appoint additional personnel and request the assistance of law enforcement to assist in the investigation for the administrator's safety. The investigation shall be completed and the written findings submitted to the principal as soon as possible, but not later than five school days from the date of the report of the alleged incident of criminal gang activity.

The principal shall submit the report to the superintendent of the school corporation within ten (10) school days of the completion of the investigation. The superintendent or his/her designee shall report the results of each investigation to the board of education on a quarterly basis during regularly scheduled board meetings.

Each school within the school corporation shall record the number of investigations disposed of internally and the number of cases referred to local law enforcement, disaggregated by race, ethnicity, age, and gender. Each school shall report this information to the school corporation superintendent who shall submit a written report to the Indiana Department of Education by June 2 of each year.

The principal shall provide the parents of the students who are parties to any investigation with information about the investigation, in accordance with Federal and State law and regulation. The information to be provided to parents includes the nature of the investigation, whether the corporation found evidence of criminal gang activity, and whether consequences were imposed or services provided to address the activity. This information is to be provided in an expedited manner.

The superintendent of the school corporation is authorized to define the range of ways in which school staff and the principal or the principal's designee shall respond once an incident of criminal gang activity is confirmed, according to the parameters described in the corporation's code of student conduct. The school board recognizes that some acts of gang activity may be isolated incidents requiring that the school officials respond appropriately to the individuals committing the acts. Other acts may be so serious that they require a response either at the school corporation level or by local law enforcement officials. Consequences and appropriate remedial actions for a student who engages in gang activity may range from positive behavioral interventions up to and including suspension or expulsion.

The principal shall proceed in accordance with the code of student conduct, as appropriate, based on the investigation findings. As appropriate to the investigation findings, the principal shall ensure the code of student conduct has been implemented, and provide intervention and/or relevant support services (i.e., refer to counseling, establish training programs to reduce gang activity and enhance school climate, enlist parent corporation and involvement or take other appropriate action). The principal shall inform the parents of all students involved in alleged incidents, and, as appropriate, may discuss the availability of counseling and other intervention services.

The superintendent of the school corporation shall annually disseminate this policy to all parents who have children enrolled in a school within the school corporation. The superintendent shall ensure that notice of the corporation's policy appears in the student handbooks and all other publications of the school corporation that set forth the comprehensive rules, procedures and standards for schools within the school corporation.

**Information about the types of services, including family support services, for a student suspected of participating in gang activity.**

School systems should provide information about the supports and services available for students who are 'at risk' for and/or suspected of participating in gang activity and their families. Information about other available supports and services, should be consistent with the policies and procedures of the local board of education.

1. Gang awareness education (for students, parents, school faculty/personnel, law enforcement, and community stakeholders) that at the least shows promise of effectiveness based on research. The gang awareness education information should be revised and updated regularly to reflect current trends in gang and gang-like activity.



2. Culturally and/or linguistically appropriate services/supports for parents and families.
3. Counseling coupled with mentoring for students and their families.
4. Community and faith-based organizations and civic groups.
5. Viable, sustainable after-school programs developed in collaboration with other stakeholders.
6. Job training and employment opportunities as both a deterrent to gang involvement and an incentive to leave gang involvement.
7. School sanctioned/facilitated extra-curricular activities.

## **TOBACCO POLICY**

Smoking is not permitted by Burris Laboratory School. The Burris/Academy campus, Ball State University property, and St. Mary's Church property are smoke free locations. Possessing, using, transmitting, selling or accepting any tobacco on school grounds or during any school activity, function or event, including traveling to and from such activity, function or event may result in a student's suspension or expulsion from Burris. Tobacco includes (a) chewing tobacco; (b) Cigars, cigarettes(including E-Cigarettes), and snuff that contain tobacco; and (c) Pipe tobacco

A person who knowingly sells or distributes tobacco to a person less than eighteen (18) years of age commits a Class C infraction. A person less than eighteen (18) years of age whom: (a) purchases tobacco; (b) accepts tobacco for personal use; or (c) possesses tobacco on his person; commits a Class C infraction. Students also may not be in possession of (a) lighters, (b) pipes, (c) rolling papers, (d) smokeless cigarettes or devices, (e) nicotine patches and/or anything to aid the use of tobacco products (including e-cigarettes). Students in possession of these items could face school and legal disciplinary consequences.

## **DRUG AND ALCOHOL TESTING POLICY FOR STUDENTS**

Burris Laboratory School has a responsibility for the health and safety of its students during the course of the school day, at all athletic events, at all non-athletic extra-curricular activities and at all co-curricular activities. Student drug and alcohol use poses a serious risk to health and safety in today's society and the school is not immune to such risk in carrying out its responsibility.

Indiana Code 20-8.1-5.1-19 provides for the health measures to be governed by school officials.

Indiana Code 313-34-1-7 establishes the responsibility of schools to assist children found to be ill or in need of care, treatment, or rehabilitation.

**A. Definitions**

As used in this policy, the terms “substance use/abuse,” “drug or alcohol problems,” or similar phrases include, without limitation, the following:

2. Use or under the influence of any drug, intoxicant, controlled substance or other substance made unlawful by law or regulation.
3. Use or under the influence of any alcoholic beverage or similar intoxicant;
4. Use of any prescription medication not strictly in accordance with the direction of a licensed physician;
5. Use of any non-prescription or over-the-counter medication or of any other substance, legal or illegal, in a way that noticeably impairs or alters mood, behaviors, motor skills or mental functions (except use of a substance strictly in accordance with the direction of a licensed physician.)

The term “use” means consuming, ingesting, drinking, injecting, demonstrating, inhaling or smoking drugs or alcohol.

The term “under the influence” means any positive test that was administered under this policy. Any confirmed evidential breath test with a value of .020 or greater is the definition of under the influence of alcohol.

The term “alcohol” means ethyl alcohol and includes all beverages, mixtures, medications, inhalants or preparations that contain ethyl alcohol.

The term “drug” means any substance that has known mind-or-function-altering effects upon the human body or that impairs one’s ability to safely perform his or her work, and specifically includes, but is not limited to, all prescription and over-the-counter medications, all psychoactive substances, all controlled substances, all substances illegal under federal or Indiana law, all synthetic, counterfeit or designer drugs, all “look alike” drugs, all drug paraphernalia and nicotine.

**B. Reasonable Suspicion**

Based upon the above observations, Burris Laboratory School will institute beginning immediately a drug testing policy which reserves the right to test any student based upon individualized reasonable suspicion of drugs, alcohol, intoxicant, or tobacco usage which may be evidenced by documented physical symptoms, observations or information implicating the use of such drugs or alcohol

### C. Statement of Purpose for the Program

The purpose of the drug testing policy is:

1. To deter drug and alcohol abuse;
2. To educate students as to the serious physical, mental and emotional harm caused by drug and alcohol abuse;
3. To prevent injury, illness and harm as a result of drug and/or alcohol abuse;
4. To help identify student drug use and assist parents in pursuing evaluation and appropriate counseling; and
5. To maintain a safe environment free of alcohol and drug use for all students of Burriss Laboratory School.

The purpose of this policy is not to discipline, but to provide a diagnostic tool in disclosing possible drug-related problems and to extend the educational drug programs. It is further hoped that this policy will promote the health and safety of all Burriss Laboratory School students and employees as well as all individuals that participate in school-related activities.

### A. Testing Procedure

In the event that reasonable suspicion exists for the school to request a student be tested, the responsible parent or guardian will be notified and asked to take the student to a lab of the school's choice prior to 5:00 PM on the day of the request. Representatives of the lab will collect a urine specimen and supervise the chain-of-custody collection to insure the integrity and validity of the testing process. Burriss Laboratory School will incur the cost of initial testing which will involve a five-panel screening that tests for the presence of amphetamines, synthetic drugs, cocaine, PCP, cannabis and opiates. The responsible parent/ guardian may want to request and incur the cost of additional screening on any positive test to reaffirm positive results (GCMS testing). The lab will forward, in a strict confidential manner, testing results to the Principal, Burriss Laboratory School, or the designated representative, who will share the results with the parent/guardian. If the results are positive, the principal will proceed as follows:

1. **First Positive Test**– The results of the test will be provided to the parent/guardian. If the parent/guardian wants a retest administered on the same sample, (GCMS testing), the full cost of the retest shall be borne by the parent/guardian. The principal or the principal's designee will work

with the parent/guardian to provide guidance in seeking assessment and/or treatment as an alternative to suspension and/or expulsion. A student who tests positive will be placed on contract. Failure to participate in any recommended program for assistance in treatment will result in a recommendation of expulsion for a minimum of the remaining semester with no readmission to Burris through the lottery.

2. **Second or Subsequent Positive Test** – When any student tests positive a second or subsequent time (not including a prior retest that was paid for by the parent/guardian), the student will be suspended, and the school will initiate a request for the student’s expulsion for a minimum of the remaining semester with no readmission into Burris through the lottery. The results of the second positive test will be provided to the parent guardian.

If the parent /guardian wants a retest administered on the same sample, (GCMS testing), the full cost of the retest shall be borne by the parent/guardian.

**Refusal to Submit to Test** – A student’s refusal to submit to a drug and/or alcohol test or to provide a valid specimen will be considered an admission of a violation of school policy or school rules pertaining to the use and possession of drugs or alcohol. If the laboratory reports the presence of an adulterant in the specimen provided, the school shall deem it a refusal to provide a valid specimen. This violation of school policy and/or school rules will be dealt with according to the school’s policy and rule on the student suspension and expulsion no readmission into Burris through the lottery.

If there is a reasonable suspicion that the student is under the influence of drugs and/or alcohol, the Ball State University Police will be notified. They may administer drug or alcohol testing at their discretion.

## **TRESPASSING**

Any employee may order a person who causes a disturbance or who interferes with the educational process to leave the premises and authorize law enforcement officers to remove persons who do not comply with such requests. A student who is currently suspended out of school, expelled, or withdrawn is not allowed to participate in after-school activities, sporting events or academic activities on or off campus and will be considered guilty of trespassing if on school property during school hours or at school activities without permission.

## **PARENT PARTICIPATION POLICY**

A parent (including a guardian or custodian) of a dependent student, at the discretion of and upon proper notice by a school official, shall be required to participate in any disciplinary action involving the student's behavior which is authorized under this Student Handbook.

Parent participation includes, but is not limited to, meetings, conferences, hearings, supervising after-school-home-study time, reviewing homework, and assuring regular school attendance and attendance after school if necessary.

Parents who become buligerant and threatening to any employee may receive notification of being banned from the school and all related activities occuring on school property.

When a school official deems it necessary to require parent participation to resolve behavioral problems of a student, the parent shall be notified in one of the following ways:

- A. Telephone contact by a school official in advance of the meeting, conference or hearing.
- B. Personal delivery of written notice of the required attendance at the meeting, conference or hearing by a school official.

The superintendent, principal or other administrative official shall be authorized upon receipt of parental consent to require the student to participate in drug or alcohol abuse evaluation by a licensed agency if such testing or evaluation is reasonably necessary to help any student, to further school purposes or to prevent an interference with school purposes. The cost of these services shall be the responsibility of the parent.

Upon receipt of proper notice, any parent, guardian or custodian who fails to comply with the requirements of a school official to participate in the resolution of behavioral problems of a student whose conduct is repeatedly disruptive to the student's own educational progress or to the progress of others may be referred to the Child Protective Services Division of Public Welfare and the child may be considered to be a "child in need of services" in accordance with Indiana law.

If a parent wishes they may have a third party attend any of these meetings. The parents must notify an administration 24 hours in advance that there will be a third

party participating and who that party represents. A meeting may need to be rescheduled due to the need to notify appropriate representation needed for the meeting. The third party may attend, but not participate in the meeting.

### **Burris Progressive Discipline Plan**

The staff at Burris Laboratory School believes that every student should have the opportunity to learn skills and values that are necessary for personal development and social order in a free society. To achieve this goal it is necessary for students to behave in a safe, orderly way for an effective learning environment.

***Every student has the right to learn and be safe, and no one has the right to interrupt learning or make others feel unsafe.***

Outlined below is Burris’s Progressive Discipline Plan that stipulates behaviors that will not be allowed at school. Also outlined are the possible consequences of engaging in such behaviors. Staff members will utilize their classroom management system and will give verbal warnings prior to progress through the consequences. These lists are meant to be representative but not necessarily inclusive. Additional specific policies are defined in the student handbook and course syllabi. Behavior will be logged in PowerSchool with assigned codes for the behavior and for the consequence assigned.

<i>Examples of Behavior</i>	<i>Menu of Possible Consequences</i>
<b>Type A Behaviors</b>	<b>Step 1: Teacher Assigned</b>
<ul style="list-style-type: none"> <li>• Violation of classroom rules</li> <li>• Unauthorized food, gum, hats, etc.</li> <li>• Disrespectful to other students</li> <li>• Disruption of the educational environment, including school-sponsored events</li> <li>• Unprepared for class</li> <li>• Public displays of affection</li> <li>• Unauthorized use of electronic devices (see Electronic Devices policy)</li> <li>• Dress Code violations (see Dress Code policy)</li> <li>• Academic dishonesty (see Academic Dishonesty policy)</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>Verbal warning</li> <li>Teacher-student conference</li> <li>Teacher-parent conference</li> <li>Phone call to parent</li> <li>Email to parent</li> </ul>
<b>Type B Behaviors</b>	<b>Step 2: Teacher Assigned</b>
<ul style="list-style-type: none"> <li>• Rough play</li> <li>• Inappropriate playground behavior</li> <li>• Lying</li> <li>• Repeated violations of Type A Behaviors</li> </ul>	<ul style="list-style-type: none"> <li>Loss of recess</li> <li>Restriction of privileges</li> <li>Teacher supervised detention</li> </ul>
<b>Type C Behaviors</b>	<b>Step 3: Administrator Assigned</b>

<ul style="list-style-type: none"> <li>• Disrespect, impertinence, defiance to adults</li> <li>• Profanity, obscene language or gestures toward student</li> <li>• Truancies (see Attendance Policy)</li> <li>• Bullying (see Anti-bullying Policy)</li> <li>• Frequent tardies (see Tardy Policy)</li> <li>• Inappropriate cafeteria behavior</li> <li>• Extortion / blackmail</li> <li>• Violation of Acceptable Use of BSU Technology policy</li> <li>• Possession of tobacco, tobacco products or tobacco paraphernalia. (See pg. 34-35 for full description)</li> <li>• Misuse of technology – photographing, recording or videotaping of other students without their permission.</li> <li>• Repeated violations of Type A and B Behaviors</li> </ul>	Assigned seating in the cafeteria Closed lunch After-school detention Restitution Parent shadow ISS: 1-5 days
<b>Type D Behaviors</b>	<b>Step 4: Administrator Assigned</b>
<ul style="list-style-type: none"> <li>• Profanity, obscene language or gestures toward staff</li> <li>• Physical or verbal aggression or threat of physical aggression</li> <li>• Possession of tobacco or smoking</li> <li>• Lewd, indecent, offensive conduct</li> <li>• Failure to serve detention</li> <li>• Repeated violations of Type A, B, and C Behaviors</li> <li>• Misuse of technology – photographing, recording or videotaping of other faculty and staff without their permission.</li> <li>• Misuse of technology – posting photos or videos to social media of students, staff or faculty without their permission. The viewing or searching for explicit content.</li> </ul>	2 Hour after-school detention OSS: 1-3 days
<b>Type E Behaviors</b>	<b>Step 5: Administrator Assigned</b>
<ul style="list-style-type: none"> <li>• Repeated violations of any of the behaviors listed above</li> </ul>	OSS: 5 days OSS: 8 days total, includes behavior contract and mandatory parent conference
<b>Type F Behaviors</b>	<b>Step 6: Administrator Assigned</b>
<ul style="list-style-type: none"> <li>• Possible causes for expulsion include but are not limited to: controlled substances, drugs or drug paraphernalia, weapons (including gestures), serious bodily injury or threat thereof, vandalism or theft of school or private property, bomb threats, sexual misconduct, any violence (electronic, physical, verbal) against teachers,</li> </ul>	OSS: 10 days Due process

<p>and failure to respond to increasingly restrictive consequences. These behaviors may be reported to law enforcement authorities and, as determined, to mental health professionals.</p> <ul style="list-style-type: none"> <li>• Repeated violations of any of the behaviors listed above</li> </ul>	
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**PROCEDURES FOR SUSPENSION AND EXPULSION**

**A. DEFINITIONS**

The following terms used in this Student Handbook shall have the following meanings (unless otherwise expressly provided herein);

1. Principal - shall mean the principal of Burriss or his/her designee. Assistant principals/administrative assistant shall be considered principal’s designees for this purpose.
2. Superintendent - shall mean the superintendent of Burriss Laboratory School or his or her designee.
3. Dean of Teachers College - shall mean the Dean of Teachers College or his or her designee.

**B. SUSPENSION**

When the assistant principal or principal determines that a student should be suspended, the following procedures will be followed:

1. A meeting will be held prior to the suspension of any student. At this meeting the student will be entitled to:
  - a. A written or oral statement of the charges;
  - b. If the student denies the charges, a summary of the evidence against the student will be presented; and,
  - c. The student will be provided an opportunity to explain his or her conduct.
2. The meeting will precede suspension of the student except where the nature of the misconduct requires immediate removal, as determined by the assistant principal and/or principal. In such situations, the



meeting will follow the suspension as soon as reasonably possible following the date of the suspension.

3. Following the suspension, the parent or guardian of a suspended student will be notified in writing. The notification will include the dates of the suspension; describe the student's misconduct, and the action taken by the assistant principal and/or principal.
4. Written appeals may be made to the principal within 24 hours of the notification of suspension.

### **C. EXPULSION**

When a principal recommends to the superintendent that a student be expelled from school, the following procedures will be followed:

1. A principal may request that a student be denied the right to attend or to take part in any school function for a period greater than ten (10) school days. The principal; shall file this request in writing with the superintendent or designee.
2. The superintendent may conduct an expulsion meeting, or may appoint one of the following persons to conduct the expulsion meeting:
  - a. Legal counsel.
  - b. A member of the administrative staff who did not expel the student during the current school year and was not involved in the events giving rise to the expulsion.

The superintendent or a person designated above may issue subpoenas, compel the attendance of witnesses, and administer oaths to persons giving testimony at an expulsion meeting.

3. An expulsion will not take place until student and student's parents are given notice of their right to appear at an expulsion meeting conducted by the superintendent or person designated above. Failure by a student or a student's parent to request and appear at this meeting will be deemed a waiver of rights administratively to contest the expulsion or to appeal it to the Superintendent of Burriss Laboratory School.

4. The notice of the right to an expulsion meeting will be in writing, delivered by certified mail or by personal delivery, and contain the reasons for the expulsion and the procedure for requesting the meeting.
5. At the expulsion meeting, the principal (or principal's designee) will present evidence to support the charges against the student. The student or parent will have the opportunity to answer the charges against the student and to present evidence to support the student's position.
6. If an expulsion meeting is held, the person conducting the meeting will make a written summary of the evidence heard at the meeting, take any action found to be appropriate, and give notice of the action taken to the student and the student's parent.
7. The student or parent has the right to appeal the decision of the person conducting the expulsion meeting to the Superintendent of Burriss Laboratory School within 10 days of receipt of the notice of the action taken. The student or parent appeal to the Superintendent of Burriss Laboratory School must be in writing. If an appeal is properly made, the Superintendent of Burriss Laboratory School must consider the appeal. In considering the appeal, the Superintendent will review the written summary of the expulsion meeting and the arguments of the school administration and the student and/or the student's parent. No new arguments or statements will be considered unless the Superintendent determines additional information is needed. The Superintendent will then take any action he or she deems appropriate.
8. If the student is disabled and in special education, then prior to the principal's request, a case conference will be held to determine whether there is a causal relationship between the misconduct and the student's disability. If a causal relationship is found to exist, then the student will not be expelled and his program will be adjusted as necessary. If no causal relationship is found then the principal's request may proceed, but educational services will continue in an adjusted manner as per an Individualized Education Plan.

## **DISCIPLINE PROCEDURES FOR STUDENTS WITH DISABILITIES**

Students with disabilities are subject to the discipline rules adopted by the board of school trustees and, therefore, may be suspended or expelled for any violation(s) of such rules. In accordance with applicable Indiana law, administrators shall take the following disciplinary actions:

**A. SUSPENSION**

A suspension is defined as a unilateral, temporary cessation of educational or related services. A short-term removal of a student pursuant to the student's individualized education program is not a suspension. Students with disabilities may be suspended as many as ten (10) consecutive school days and no more than ten (10) cumulative school days in a school year.

Before a student with disabilities can be suspended, the student must be afforded a meeting with the principal, wherein the student is entitled to:

- (a) A written or oral statement of the charges against the student;
- (b) If the student denies the charge, a summary of the evidence against the student; and
- (c) An opportunity to explain the student's conduct.

This meeting shall precede the suspension of the student unless the nature of the misconduct requires immediate removal of the student.

Notice of the suspension shall be given to the parent on the same day the decision to suspend is made.

**A. EXPULSION/CHANGE OF PLACEMENT**

An expulsion is defined as separation from school attendance or a related service for more than ten (10) consecutive school days or ten (10) cumulative school days in a school year.

Before a student with disabilities can be expelled from school, the student and the student's parent must be afforded the opportunity to attend an expulsion meeting before an appointed expulsion examiner. However, prior to any expulsion meeting, the case conference committee must meet to:

1. Conduct a functional behavioral assessment and develop a behavioral intervention plan (or review the plan if already in place and modify if necessary to address the behavior problem); and
2. Review the student's behavior and determine whether (a) the behavior is caused by, or is a manifestation of, the student's disability or (b) the behavior is the direct result of the school's failure to implement the student's IEP. If the conduct was the direct result of the school's failure to implement the IEP, the

school must take immediate steps to remedy those deficiencies. If the committee determines there is such a causal relationship between the student's behavior and the student's disability, the student may not be expelled. If, however, the committee determines there is no causal relationship between the student's behavior and the student's disability, the parent may:

- a. Request the appointment of an independent hearing officer to contest the committee's determination;
- b. Request an expulsion meeting; or
- c. Waive the right to an expulsion meeting.

In the event of the expulsion of a student with disabilities, the student shall continue to receive a free appropriate public education. The case conference committee shall determine the educational services that will be provided during the expulsion period and where the services will be provided.

## **B. EXPULSION FOR WEAPONS, ILLEGAL DRUGS, OR SERIOUS BODILY INJURY**

If a student with disabilities either brings a weapon (including a firearm) to school or a school function, knowingly possesses or uses illegal drugs or sells or solicits the sale of a controlled substance while at school or a school function, or inflicts serious bodily injury upon another person, the principal may suspend the student in accordance with the above provision on suspension or order the placement of the student in an interim alternative educational setting.

A case conference committee meeting shall be convened within 10 (ten) school days to determine the appropriate interim alternative educational setting and services for the student. The student may be placed in the alternative educational setting for no more than 45 calendar days. The parent of the student has the right to initiate a due process hearing regarding the committee's determination, but during the pendency of any such hearing, the student shall remain in the alternative setting.

The case conference committee shall also determine whether a causal relationship exists between the student's behavior and the student's disability. If there is a causal relationship, the student cannot be expelled. If the case conference committee determines there is no causal relationship, the student may be expelled in accordance with the expulsion procedures set forth in Burris' expulsion procedures for non-disabled students and be subject to the expulsion periods set forth in those procedures. During any expulsion period, the student shall continue to receive a free appropriate public education as determined by the case conference committee.

## **HARASSMENT**

It is the policy of Burriss Laboratory School to maintain a learning environment that is free from unlawful discrimination including sexual harassment. It is a violation of school rules and regulations for students to engage in harassment toward other students or for any employee to engage in harassment toward a student. Students are encouraged to report any incident of harassment in which they are involved or have observed.

### **A. DEFINITION OF SEXUAL HARASSMENT**

Sexual harassment shall consist of unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal, non-verbal, or physical conduct of a sexual nature when made to a student by any employee or another student when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's education; or,
2. Submission to or rejection of such conduct by an individual is used as a basis for academic decisions affecting that individual; or,
3. Such conduct has the purpose or effect of substantially interfering with an individual's academic performance or creating an intimidating, hostile, or offensive educational environment; or,
4. The student has indicated that such conduct is unwelcome by his or her conduct or verbal objections.

### **B. EXAMPLES OF SEXUAL HARASSMENT**

Sexual harassment may include, but is not limited to the following:

1. Verbal abuse of a sexual nature;
2. Unwelcome touching;
3. Pressure for sexual activity;
4. Suggesting or demanding sexual favors accompanied by implied or explicit threats concerning one's grades or promises of grades;
5. Continued or repeated sexual jokes, language, epithets, flirtation, advances or propositions;
6. Graphic verbal commentary about an individual's body, sexual prowess or sexual deficiencies, including social life;
7. Sexually degrading or vulgar words to describe an individual
8. Leering, whistling, touching, pinching, brushing the body, assault, coerced sexual acts or suggestive, insulting or obscene comments or gestures;

9. The display of sexually suggestive objects, pictures, posters or cartoons;
10. Name calling, relating stories, gossip, comments or jokes that may be derogatory toward a particular sex;
11. The display of sexually suggestive graffiti;
12. Retaliation against students for complaining about such behavior;
13. Asking questions about sexual conduct or sexual orientation or preferences;
14. Harassment consistently targeted at only one sex, even if the content of the verbal abuse is not sexual; or,
15. Repeated remarks to a person with sexual or demeaning implications.

All employees of Burris Laboratory School are prohibited from having a dating or sexual relationship with any student.

### **C. COMPLAINT PROCEDURE**

If a student believes he or she has been the victim of sexual harassment or if a student has questions or concerns about this issue, the student should seek the help of another adult whom he or she can trust, such as a parent, teacher, counselor, parent or guardian, or one of the building administrators. The student or the adult assisting the student may make a written complaint to the building principal or the Title IX complaint designee of the School Corporation.

Filing a complaint will not adversely affect a student's grades, nor will the student be discriminated against because of the complaint.

As soon as a written report of the alleged harassment has been filed, the principal or his designee, will conduct a prompt investigation.

### **D. CONFIDENTIALITY**

The right of confidentiality, both of the student and the accused, will be respected, consistent with Burris' legal obligations and the necessity to investigate allegations of misconduct and to take corrective action when this conduct has occurred. However, the identity of a student complaining of sexual harassment may be revealed to those individuals who have a need to know, which may include, but is not limited to the investigator, the student, the harasser(s), retaliator(s) or any witnesses.

### **E. SEXUAL HARASSMENT SANCTIONS FOR MISCONDUCT**

If an investigation into a student's conduct reveals that it is more likely than not that the conduct alleged occurred, the student shall be subjected to prompt, appropriate remedial and/or disciplinary action which may include, but is not

limited to, suspension and/or expulsion consistent with the Student Conduct Code.

Any student determined to be engaged in sexual harassment of another Burris student will be pulled immediately from their academic environment and will, at a minimum, spend the rest of the day in the office under direct supervision. In the course of that supervision, students will be:

- a. Meeting with the guidance counselor to discuss relevant issues.
- b. Parents will need to pick up their child at the end of the day after a meeting with either the assistant principal or principal to discuss possible consequences if this behavior should continue.

#### **F. RETALIATION**

Retaliation is prohibited against any student who brings charges of unlawful harassment or discrimination, or against any student or employee who assists in investigating such charges. Any student bringing an unlawful harassment or discrimination complaint or any student assisting in the investigation of such complaint will not be adversely affected in terms and conditions of the student's education nor discriminated against or unlawfully harassed because of the complaint.

#### **G. FALSE REPORTING**

Any person who knowingly files false charges against an employee or a student in an attempt to demean, harass, abuse, or embarrass that individual shall be subject to disciplinary action consistent with school policy and the Student Conduct Code.

#### **DRUG FREE SCHOOLS AND COMMUNITIES ACT**

The federal Drug-Free Schools and Communities Act establishes a drug free zone which extends 1000 feet beyond school property boundaries which includes Ball State Campus as well as to any school activity and transportation. This means that the sale, use distribution, or use of drugs, alcohol, fake drugs, steroids, inhalants or look-alike drugs is prohibited. This prohibition also extends to any drug-related paraphernalia. In addition to be suspended or expelled, law enforcement officials will be notified when a student engages in this prohibited conduct.

#### **SEARCH AND SEIZURE**

School property such as lockers and desks are provided for student use subject to the right of the principal or designee to inspect and search any school property. Students do not have an expectation of privacy in any school property and shall not

be permitted to deny entry to any school administrator by the use of a lock or other device.

The search of a student's person or property shall be based on a reasonable suspicion that the student has in their possession any item of an illicit or illegal nature, stolen property, or other such contraband that is forbidden to possess, or materials which may have been used to cause disruption to the educational process, or which may endanger students or school personnel. Reasonable suspicion may be based upon, but not limited to, student's tips, faculty referrals, parent phone calls, or suspicious behavior on the part of a student. Any information received will be examined as to its validity and credibility prior to any action being taken. The search may include:

- \*The pockets of the students
- \*A "pat down" of the exterior of the students clothing
- \*Any item in the possession of the student such as a purse, book bag, gym back
- \*Objects, such as an automobile

Searches will be conducted by an administrator or designee, in a private room by a person of the same sex as the student is being searched. A witness and/or student advocate will be present during the search.

Searches, pursuant to this policy, shall also be permitted in all situations in which the student is subject to suspension or expulsion.

Anything found in the course of a search which is evidence of a violation may be:

- \*Seized and admitted as evidence in any suspension or expulsion meeting.
- \*Returned to the parent or guardian of the student.
- \*Destroyed if it has no significant value.
- \*Turned over to the police.

The parent or guardian of any student searched shall be notified as soon as possible. Refusal by a student to have their person or property searched shall be subject to suspension and/or expulsion.

The principal or designee is authorized to arrange for the use of breath test instruments for the purpose of determining if a student has consumed an alcoholic beverage. It is not necessary for the test to determine blood-alcohol level since Burris has established a zero tolerance for alcohol use.

The principal or designee may request the assistance of a law enforcement agency in implementing any aspect of this policy. Where law enforcement officers participate in a search on school property or at a school activity pursuant to a request from a school administrator, the search shall be conducted by the law



enforcement officers in accordance with the legal standards applicable to law enforcement officers.

## **FIELD TRIPS**

Field trips can extend the learning experience beyond the normal confines of the regular classroom. Field trips supplement the students' educational experiences and are planned throughout the school year. In an effort to help defray field trip expenses, students may be required to pay admission and other fees in connection with the field trip, including a portion of the transportation costs. Students who have Type C Referrals and excessive absenteeism or excessive tardies in that class may not attend field trips, may be removed from school events and activities during the school day, and may be removed from after-school activities and events.

## **HOMEWORK POLICY**

1. Homework is an out-of-school assignment that contributes to the educational process of the student. Homework is an extension of class work and is related to the objectives of the curriculum.
2. Parents must request homework assignments by 9:00 a.m. in order for assignments to be ready by the end of the school day. Assignments for absences of one or two days may be obtained from fellow students or from the teacher on the student's return to school.
3. Students who consistently fail to complete assigned work will be subject to consequences for a Type A behavior.

## **PLAYGROUND RULES**

The Burris Backyard is meant to be enjoyed. In order to maintain safety, these rules must be followed:

- The Backyard closes at dark. No one is permitted on structure after dark.
- Smoking, fireworks or flames of any kind are prohibited at all times on school grounds. This includes grills.
- During school hours, the playground structure is given first priority to Burris students' use.
- After school hours, children may use the playground, but must be supervised by an adult parent or guardian. (Please review page 5 – School Hours)
- Children are not to play tag, chase, or run in ways that might endanger or intimidate toddlers or other little children.
- Older upper elementary, middle and high school students must extend younger children courtesy and privilege in using the slides and swings.

- To avoid any accidents, children are asked not to climb up the slides or the walls of the playground structure.
- All students should be careful, show respect for each other and have fun on the playground structure.
- Students who violate Burris Backyard rules will be banished from the playground.
- Additional toys and other materials are not to be taken into the playground unless they are requested and monitored by the teacher.
- Pets are prohibited in the playground area. Owners are to remove any and all pet litter.
- Food and drinks are to be consumed in the picnic table area and not in the playground area.
- All trash must be placed in trash containers.
- Smoking is prohibited at all times.
- Burris Laboratory School, Teachers College or Ball State University is not responsible for any accidents that occur outside of the direct supervision of school personnel.

## **TRANSPORTATION**

Parents are responsible for transporting students to and from school. Please be attentive to the time schedule for the elementary, middle and high school. Students are expected to be in school on time. School begins at 8:00 a.m. for all grade levels. Students eating a school breakfast may arrive at 7:30 a.m. Students are expected to be picked up immediately upon dismissal. If students have an after school club or supervised activity, parents should pick up their child/children within 15 minutes after that activity ends. Unattended students will be taken to the main office. Students found unsupervised will be brought to the main office and parents will be notified. Consequences for students left unsupervised after school may result in: written notice of loitering, BSU Police called, and/or a call to Child Protection Service to report neglect. Students who violate the discipline code while on the playground may receive disciplinary action up to suspension. Parents who leave their children unattended after school run the risk of their children being exposed to inclement weather, strangers (including predators and kidnappers), accidents, and other unforeseen dangers. It is important to remember when applying to Burris it was explained that parents were responsible for transportation of their student(s) before and after school.

Parents are not to pull into the parking lot near the loading dock to drop off their children. This area is very congested and very dangerous for students. Please drop off your child in the Lucina parking lot, the parking lot on the corner of Gilbert and

Nichols, or in the parking lot on University across from Burris School.

**A. Bicycles**

Students may ride their bicycles to school. Bicycle racks are located outside the building where students are to park and lock their bicycle. It is not uncommon for bicycles to be stolen from racks on the Ball State campus. No bicycles are permitted inside the building.

Students are asked to be very careful as they approach the school building on their bicycles. Many small children will be walking on the sidewalks; therefore, it is advisable that students walk their bicycles onto and off the school property. This will help to prevent any accidents.

**B. Automobiles/Motorized Vehicles**

1. Any student who wishes to drive an automobile or other motorized vehicle to school must obtain a parking decal and register the vehicle with Ball State University Parking Services if they wish to park in any of the designated commuter lots on campus. A form must be obtained from the Main office to register the car with the University. The student is responsible for any applicable registration fee.
2. Students driving themselves to school are expected to be in school on time. Being tardy to class due to lack of parking or car trouble is an unacceptable excuse. Burris is not responsible for tickets or any accidents with privately owned vehicles.
3. The following rules are to be observed by all students and student drivers:
  - a. Obey all traffic laws.
  - b. Drive in a manner that is safe and courteous.
  - c. Students are not to be in or near vehicles from the time of arrival to the time of dismissal, excluding lunch, without the consent of the principal or designee.
  - d. Proceed immediately from the vehicle to the school upon arrival, and vice versa upon dismissal. Do not loiter in parking lots.
  - e. Students are responsible for knowing and obeying the driving regulations contained herein and on the registration

form. Ignorance of these rules will not be a valid excuse in cases where disciplinary action is taken.

- (1) **DRIVING TO SCHOOL IS A PRIVILEGE, NOT A RIGHT.** If a student violates the driving regulations, parents may be notified.
- (2) Be in school on time. Being tardy to class due to lack of parking is an unacceptable excuse.
- (3) Burris is not responsible for tickets or any accidents with privately owned vehicles.

### **C. Skateboards/ Hover Boards**

According to Ball State University policy, skateboards/Hover Boards are not allowed on campus. Please do not bring your skateboard/Hover Board to school. University Police may confiscate skateboards.

### **STUDENT IDENTIFICATION (ID) CARD**

All Burris students (K-12) are required to have a Burris Laboratory School photo ID card. Student IDs in grades K-8 will be delivered to their classroom daily for students to use if needed to purchase their lunch. Students in grades 9-12 will need their ID to enter the building during school hours. A photograph for the ID card will be taken at the time that school pictures are taken in September. Any lost or stolen cards must be reported to the Financial Coordinator and a replacement will be made at a cost of \$10.00. Student ID cards may be used to attend athletic events, make lunch purchases in the school cafeteria and to purchase snacks. Student ID cards are valid for one year from the date of issue, usually October 1. Care must be taken not to misplace them during the summer.

### **PARENT(S)/GUARDIAN INFORMATION**

It is necessary for Burris School officials to have accurate information concerning how to contact parents or guardians of Burris students in case of emergency. Your emergency contacts are people who may be responsible for picking up your child should the child become ill during the day and the parent/guardian cannot be reached. Any change of information on any student's permanent records should be reported to the main office along with specific instructions on releasing a student to other individuals beside the parent or guardian.

## **FINANCIAL ASSISTANCE**

Financial assistance to pay for school lunches and books is available to students of families meeting specific guidelines. Information concerning assistance is available from the Financial Coordinator. Please inquire if you feel you are eligible.

## **STUDENT CONDUCT**

Burris students are expected to conduct themselves appropriately at all times, showing respect for others, behaving properly in the hallways, and using good manners in the cafeteria. Being a K-12 school, everyone is expected to set a good example for students and to respect school property.

## **FOOD DELIVERY**

Burris will not allow any food deliveries into the school. If a student sends for a food delivery, they must meet them at a specified door. We will not allow the vendor to enter the school.

## **STUDENT VISITORS**

At no time will students be allowed to have visitors in the building. Students caught allowing non-Burris students into the building will face disciplinary action.

## **STUDENT CLASSIFICATION**

Students will be considered apart of a grade level based on the number of credits they have earned, not by their age.

## **PUBLIC DISPLAYS OF AFFECTION**

No student while in the building or on the grounds of Burris should partake in inappropriate displays of affection including but not limited to: kissing, extended embraces, sitting on another person's lap, behaving in a sexually suggestive manner, or touching in an inappropriate area.

If any student is found participating in the above listed inappropriate behaviors, a referral for a Type A behavior will be written and consequences will be given accordingly to the Progressive Discipline Policy.

## **STUDENT APPEARANCE**

Students should not wear clothing or hairstyles that can be hazardous to them in their school activities, or which prevent students from doing their best work

because of blocked vision or restricted movement, or that creates, or is likely to create, a disturbance of the educational process. Some type of protective footwear must be worn. Students wearing inappropriate clothing, as determined by school personnel, will be asked to change and/or disciplined appropriately.

Specific dress code rules are as follows:

A. All articles of clothing on the lower torso must rest naturally at the top of the hip to ensure that undergarments are not visible in the standing or sitting position. Shorts and skirts must be mid-thigh/fingertip in length when a student's arms are comfortably at his/her side. Clothing which is primarily constructed of spandex, spandex type, or other excessively tight material is not permitted as an outer garment, unless it is covered by acceptable clothing at the mid-thigh/fingertip length. Pajamas are not permitted. Any holes in the clothing above fingertip length must be covered with tape or other materials.

B. No sagging pants or shorts. Pants or shorts are to be worn at or above the waist. Long shirts over sagging pants do NOT meet this requirement;

C. All shirts or tops must "cover" the underarm, chest, shoulders stomach, and back.

D. No clothing or other paraphernalia that appear to be gang related. Criminal Gang defined per I.C. 35-45-9-1 means a group with at least three (3) members that specifically:

1) Either:

a. Promotes, sponsors, or assists in; or

b. Participates in; or

2) Requires as a condition of membership or continued membership; the commission of a felony or act that would be a felony if committed by an adult or the offense of battery;

E. No hats or head coverings worn in the building;

F. No sunglasses worn in the building;

G. No clothing bearing suggestive comments, promoting or advocating the use of drugs, alcohol, tobacco, or other conduct prohibited by student code;

H. No coats, jackets, hoodies with lining, or other items intended to be worn as outerwear in the building;

I. No large chains and spike jewelry (bracelets, chokers, etc.);

J. No facial painting except where approved by the principal for school spirit days.

K. No tails or animal ears are to be worn.

All dress codes issues will be addressed by the school administration. Special events will allow some dress code violations to be suspended for specific reason (i.e. had day, pajama day etc.)

School personnel reserve the right to determine what is considered inappropriate or disruptive to the educational process.

Penalties for violation of the dress code are as follows:

A log entry will be completed for each dress code violation.

First Violation:

- Student will be asked to correct inappropriate appearance.
- If the inappropriate dress cannot be easily corrected, the parent will be asked to bring a change of clothing to school.
- If none of the above steps is possible, the student will be placed in in-school suspension for the day.

Second Violation:

- Parent will be notified, and the student will be placed in in-school suspension for the day.

Third Violation:

- Parent will be notified, and the student will be sent home from school with a one day out-of-school suspension.

Fourth and Subsequent Violations:

- Parent will be notified and the student will be sent home with a three-day out-of-school suspension, then a five-day out-of-school suspension, and then a ten-day out-of-school suspension – pending expulsion

A student referral to administration for inappropriate school clothes will result in the following actions:

- Student will go to the BAC (Behavior Adjustment Center) to work on assignments until a change of clothes is provided by the parent or appropriate apparel provided by the administration.
- A referral will be written beginning at a Type A Behavior for Habitual offenders and consequences will follow the Progressive Discipline Policy.

Teachers have the right to include in their classroom policy issues addressing winter coats, backpacks, and hats. Issues of safety such as in a physical education, science, or cooking class may deem it necessary to outline appropriate shoes. Field trips and/or school performances may require a specific dress code appropriate for the occasion.

## **CELL PHONES and PERSONAL ELECTRONIC DEVICES**

### **Grades K-12**

*All cell phones and personal electronic devices must not be visible. They should be stored in a backpack or locker. 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 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.*

### **iPAD DISCIPLINE POLICY**

1. *1<sup>st</sup> Offense: held in the office for one day*
2. *2<sup>nd</sup> Offense: held in the office for one week, parent notified*
3. *3<sup>rd</sup> Offense: held in the office for one week, student serves one hour of after school detention, parent notified*
4. *4<sup>th</sup> Offense: held in the office for one week, student serves two hours of after school detention, parent conference*
5. *5<sup>th</sup> Offense: taken for the remainder of the semester*

### **MESSAGE TO STUDENTS**

Occasionally it is necessary for parents to communicate an emergency message to students. If this happens, parents are asked to call the school office. The emergency message will be sent to the student as quickly as possible. The school will not be responsible for any miscommunication that might occur in the transmission of messages. Messages will not be taken one hour prior to the close of the school day. Only emergency messages received directly from a parent or guardian will be accepted. Parents are asked not to call or text their child(ren) during the school day it disrupts the classroom instruction or activity.

### **GRADING SYSTEM**

#### **1. Elementary School**

Elementary students receive progress and achievement reports. Students in grades K-1 will receive NO letter grades to evaluate students in the elementary grades. Evaluations are compiled regularly from a variety of sources such as self-appraisal, peer interaction, informal conferences between student and teacher, and written feedback from other teachers. Report cards are written checklists and/or narratives provided to parents



mid-year and at the end of the year. Parent conferences to discuss student progress are held in the fall and in the spring. The guidance office staff also schedules staffing conferences requested by faculty, parents, and/or students.

Students in grades 2-3 will receive letter grades in reading and math and parents can monitor students' progress in PowerSchool. The grades are compiled regularly from a variety of sources such as assessments, self-appraisal, peer interaction, informal conferences between student and teacher, and written feedback from other teachers. Other subject areas will be evaluated in the same manner but grades will be written checklists and/or narratives compiled through a variety of sources listed in this paragraph. Report cards will be distributed to parents mid-year and at the end of the school year. Parent conferences to discuss student progress are held in the fall and in the spring.

Students in grades 4-5 will receive letter grades in all subject areas and parents can monitor student progress in PowerSchool. The grades are compiled regularly from a variety of sources such as assessments, self-appraisal, peer interaction, informal conferences between student and teacher, and written feedback from other teachers. Report cards will be distributed to parents mid-year and at the end of the school year. Parent conferences to discuss student progress are held in the fall and in the spring.

## **2. Middle School**

Middle school students receive letter grades each semester for the core classes. Other classes, such as physical education, health, music, arts, and enrichment classes receive grades quarterly. Parent conferences to discuss student progress are held in the fall and in the spring of each school year. During spring conferences parents may submit in writing a request for their child to take advanced classes for the upcoming school year. The administration will then review standardized academic assessments, teacher assessments, and seek teacher input to determine if child meets the academic criteria for advanced placement. All request must be submitted in writing to the principal by May 1st.

### **3. High School**

- a. High school students receive letter grades at mid-term and at the end of the semester. Final semester grades are recorded on their permanent record. Parent conferences are not scheduled, but parents are welcome to contact instructors for conferences on scheduled conference days on the school calendar. Teachers are also encouraged to make parent contact as necessary.
- May Term is a part of the high school curriculum and is required for all high school students.

\*\*\*Guidance office staff also schedules staffing conferences requested by faculty, parents, and/or students.

### **4. PowerSchool**

Postings are updated at a minimum of once every week for grades 2-12. Parents are encouraged to regularly track their child's progress through this program. Parents and students are encouraged to communicate with the teachers if grades are not posted every two weeks or grades for homework, assignments, classwork, tests are missing or not posted. Notify administration if teachers do not respond to parent communication or questions.

## CORE 40

All students entering the ninth grade should work toward completing the Indiana Core 40. Students completing Core 40 at Burriss shall have completed a minimum of 45 credits.

Students should complete the Core 40 to be considered for admission to Indiana's four-year colleges. The same courses are strongly suggested for admission to a two-year public college or entry into the workforce. Complete the Core 40 by:

### 1. Taking 28 to 30 credits.

Language Arts	8 credits in literature, composition, and speech
Mathematics	6-8 credits in Algebra I, Geometry, Algebra II, and beyond
Science	6 credits in laboratory science from the following: 2 Biology 2 Physics or Chemistry or Integrated Chemistry/Physics and 2 additional credits from Chemistry, Physics, Earth/Space Science, Environmental Science, Physical Science, or other advanced science courses
Social Studies	6 credits distributed as follows: 2 U.S. History 1 U.S. Government 1 Economics 2 World History and Civilization
Physical Education	2 credits (two semesters)
Health and Wellness	1 credit (one semester)

### 2. Choosing 8 credits in courses from the list above or the list below.

Foreign Languages	Chinese, French, German, Japanese, Latin, Russian, or Spanish
Arts	Art, Music or Drama
Computers	Computer Applications
Career Area	At least 6 credits in a logical sequence from a technical career area.

### 1. Choosing 2 to 4 more credits from any courses at your school.

**It is the responsibility of the student to see that the requirements for graduation are met.**

All high school students are required to enroll in six credits per semester. To maintain enrollment at Burris, students must take all course work at Burris Laboratory School, Indiana Academy, or Ball State University. It is the responsibility of each student to complete and submit the proper paperwork for taking independent studies and Ball State University courses.

**Students considering athletics in college are strongly urged to be familiar with the NCAA Approved Course list and plan their academic courses accordingly. The list can be found on [www.ncaaclearinghouse.net](http://www.ncaaclearinghouse.net).**

## **CORE 40 with ACADEMIC HONORS**

In order for a Burris graduate to be eligible for a Core 40 with Academic Honors Diploma, the student must complete a minimum of forty-seven (47) high school semester credits earned during enrollment in grades 9-12. The following areas and courses are required:

- (1) English Language Arts 8 credits
- (2) Social Studies 6 credits
- (3) Mathematics 8 credits
- (4) Science 6 credits
- (5) Foreign Language 6 or 8 credits
- (6) Fine Arts 2 credits
- (7) Health and Wellness 1 credit
- (8) Physical Education 2 credits

In addition to the minimum course requirements, courses counting toward a Core 40 with Indiana Academic Honors Diploma are subject to the following requirements:

- (1) Language arts credits must include speech, literature, and composition
- (2) Social studies credits must include one semester of economics, one semester of government, two semesters of U.S. History, and two semesters of World History and Civilization.
- (3) Mathematics credits must include algebra II and another upper level mathematics course. If a student has completed algebra I in middle school, that student must earn only six (6) high school mathematics credits.
- (4) Science credits must include:
  - (A) 2 credits in biology
  - (B) 2 credits in chemistry or physics or Integrated Chemistry/Physics
  - (C) 2 additional credits from any other Core 40 science course
- (5) Foreign language credits must include:
  - (A) 6 credits in one language; or
  - (B) 4 credits in one language and 4 credits in another language.
- (6) To meet the fine arts requirement, credit will be awarded for all fine arts and music classes including those that have a major emphasis on art or music history. Credit may be given in art media if the course emphasis is on production of creative products rather than technical aspects of the area.

Only courses in which a student has earned a grade of "C" or above may count toward a Core 40 with Academic Honors Diploma. To be eligible for a Core 40

with Academic Honors Diploma, a student must have a grade point average of "B"/3.0 or above. The overall average must be calculated by counting all courses taken. Thus, if a student retakes a course, the previous course grade or credit(s) cannot be dropped from the calculation of the grade point average. The number of attempted credits recorded on the student's transcript is used in calculating the overall grade point average. Independent studies and internships may not be used to complete the required courses credits for a Core 40 with Academic Honors Diploma, but can count towards the total of 47 credits as elective credits.

Also, complete one of the following:

1. Two Advanced Placement courses (4 credits) and corresponding AP exams
2. Dual credit high school/college credit courses (6 transferable college credits)
3. A combination of AP course (two credits) and corresponding AP exams and dual high school/college credit course(s) (3 transferable college credits)
4. Score 1200 or higher on the combined SAT critical reading and math
5. Score a 26 composite ACT
6. An International Baccalaureate Diploma (not currently offered at Burriss)

**It is the responsibility of the student to see that the requirements for graduation are met.**

All high school students are required to enroll in six credits per semester. To maintain enrollment at Burriss, students must take all course work at Burriss Laboratory School, Indiana Academy, or Ball State University. It is the responsibility of each student to complete and submit the proper paperwork for taking independent studies and Ball State University courses.

**Students considering athletics in college are strongly urged to be familiar with the NCAA Approved Course list and plan their academic courses accordingly. The list can be found on [www.ncaaclearinghouse.net](http://www.ncaaclearinghouse.net).**

## CORE 40 with TECHNICAL HONORS

In order for a Burris graduate to be eligible for a Core 40 with Technical Honors Diploma, the student must complete a minimum of forty-seven (47) high school semester credits earned during enrollment in grades 9-12. Students should complete the Core 40 to be considered for admission to Indiana's four-year colleges. The same courses are strongly suggested for admission to a two-year public college or entry into the workforce. The following areas and courses are required:

**1. Taking 29 to 31 credits.**

Language Arts	8 credits in literature, composition, and speech
Mathematics	6-8 credits in Algebra I, Geometry, Algebra II, and beyond
Science	6 credits in laboratory science from the following: 2 Biology 2 Physics or Chemistry or Integrated Chemistry/Physics and 2 additional credits from Chemistry, Physics, Earth/Space Science, Environmental Science, Physical Science, or other advanced science courses
Social Studies	6 credits distributed as follows: 2 U.S. History 1 U.S. Government 1 Economics 2 World History and Civilization
Physical Education	2 credits (two semesters)
Health and Wellness	1 credit (one semester)

**2. Choosing 8 credits in courses from the list above or the list below.**

Foreign Languages	Chinese, French, German, Japanese, Latin, Russian, or Spanish
Arts	Art, Music or Drama
Computers	Computer Applications
Career Area	At least 6 credits in a logical sequence from a technical career area.

3. Students must complete a career-technical program resulting in 8 or more related credits

4. It is recommended that students earn 2 additional credits in mathematics and 4-8 credits in World Languages for four-year college admission.

Also, complete two of the following, one must be A or B:

- G. Score at or above the following levels on Work Keys: Reading for Information—Level 6; Applied Mathematics Level 6; Locating Information—Level 5
- H. Complete dual high school/college credit courses in a technical area (6 college credits)
- I. Complete a Professional Career Internship course or Cooperative Education course (2 credits)
- J. Complete an industry-based work experience as part of two-year technical education program (minimum 140 hours)
- K. Earn a state-approved, industry recognized certification

Only courses in which a student has earned a grade of "C" or above may count toward a Core 40 with Technical Honors Diploma. To be eligible for a Core 40 with Technical Honors Diploma, a student must have a grade point average of "B"/3.0 or above. The overall average must be calculated by counting all courses taken. Thus, if a student retakes a course, the previous course grade or credit(s) cannot be dropped from the calculation of the grade point average. The number of attempted credits recorded on the student's transcript is used in calculating the overall grade point average. Independent studies and internships may not be used to complete the required courses credits for a Core 40 with Technical Honors Diploma, but can count towards the total of 47 credits.

**It is the responsibility of the student to see that the requirements for graduation are met.**

All high school students are required to enroll in six credits per semester. To maintain enrollment at Burriss, students must take all course work at Burriss Laboratory School, Indiana Academy, or Ball State University. It is the responsibility of each student to complete and submit the proper paperwork for taking independent studies and Ball State University courses.

**Students considering athletics in college are strongly urged to be familiar with the NCAA Approved Course list and plan their academic courses accordingly. The list can be found on [www.ncaaclearinghouse.net](http://www.ncaaclearinghouse.net).**

**Academy Classes** - Burriss students may enroll in classes at the Indiana Academy when appropriate and if class space is available. Advanced placement, distance learning, and optional foreign languages are open to Burriss students. Enrollment is by permission only and placement testing may be required. Academy classes taken by Burriss students will appear on the official transcript. Students interested in enrolling in an Academy class should discuss this option with the guidance counselor at Burriss. Freshmen and sophomores wishing to enroll in Academy classes must obtain two teacher recommendations; forms and instructions are



available in the Counseling Center. Academy classes will, in most cases, count toward the Indiana Academic Honors Diploma and meet the requirements set by the NCAA for students wishing to participate in NCAA athletics. Students should check with the guidance counselor before enrolling to make certain that courses meet all requirements for the Indiana Academic Honors Diploma and the NCAA, where applicable. Student will only be allowed to drop an Academy class under special circumstances which are determined by the Principal or designee. If a student withdraws from an Academy class it will show on the student's transcript.

**Advanced Placement Courses** - Upon successful completion of an Advanced Placement course, students are expected to take the corresponding Advanced Placement Exam if the exam can be administered to the student free of charge.

**Ball State University Classes** - Burriss juniors and seniors who have mastered the appropriate courses may investigate taking a course or courses at Ball State University. (Younger students who have not met junior status but who have an interest in a special Ball State offering must seek special permission from the principal). Burriss requires that students have a minimum cumulative GPA of 3.00 or above to enroll in college classes. Students receiving a grade lower than a "C" in a college class will be required to take a full load of classes in Burriss during the next term. No more than one college class may be taken each semester during the junior year and no more than two college classes may be taken each semester during the senior year unless special permission is granted by the principal. Students interested in taking Ball State courses should first consult with their parents and then discuss their interests with the guidance counselor. The appropriateness of said courses will be checked and each student will be informed of the necessary steps to register for a Ball State University course. Please note that a three credit hour course at Ball State University equals one Burriss credit. A one or two credit hour course at Ball State University cannot be taken in place of one Burriss class unless special permission is granted by the principal. Courses requested by a student are identified, and the guidance counselor will check to see if the desired course/courses will fit into the student's schedule and meet specific academic needs. If so, pink forms with specific instructions will be prepared by student and submitted to the guidance counselor. Letters to the appropriate Ball State department chairs will be prepared so the student can acquire departmental permission to take the university courses, and the Burriss principal will review and approve or deny the student's request. When a student returns to the Counseling Center in room 112 to pick up the letter which goes to a department chair for a signature of approval, the student will be given a complete packet of materials which clearly defines the process to be completed before registration in a college class is official. A student will be officially enrolled in a Ball State class only if the student has completed all of the designated steps and paid the assigned

university fees. Any student not appearing as a registered student in the Ball State University computer system cannot count the class as one of their six classes. Students and their parents are responsible for fees associated with university courses. Some students take courses for high school credit only (audit fee). Other students choose to take courses for dual credit (high school and college). In such a case, university fees for specific hours apply. The student and parents should make a determination of the type of credit that a student earns. Any questions concerning these options may be addressed to the guidance counselor at 285-2341. All courses taken at the university become part of the student's official schedule, appear on the official high school transcript, and count toward the Indiana Academic Honors Diploma requirements, if applicable.

**Credit by Demonstration of Proficiency** – The Indiana Department of Education has passed legislation that allows students to earn high school course credit by demonstrating that they have mastered the standards of the course and are able to show proficiency on course content. Interested students must discuss this option first with the teacher of a specific course and also obtain permission of the principal to pursue this option.

**Early Graduation - Students may opt to petition the principal to graduate at the completion of all graduation requirements regardless of number of semesters completed.**

**Effort Grade (E)** - Faculty members at Burriss Laboratory School have the option of issuing an E grade. This grade is granted when a student has worked to his/her highest potential in a class but was unable to master the assigned work at the passing level identified by the individual teaching the class. An E grade is a credit-bearing grade; however, it has no impact on the GPA. Only A, B, C, D, and NC grades are included in a student's GPA. An E grade in a course does count toward graduation requirements. When a faculty member is considering an E grade, consultation with the counselor, resource room personnel, section 504 coordinator, or other personnel working with the student's academic program is appropriate and recommended.

**High School Credit Below Grade 9** - High school credit will be given for high school classes taken during middle school at Burriss. Transfer students will receive credit IF the previous school awarded high school credit. Students wishing to earn high school credit before entering the ninth grade must work with a guidance counselor and may need to seek approval from the principal. Approval must be sought before the course is taken. Each request will be considered on an individual basis.

**INC (Incomplete)** - Should unusual circumstances arise, such as an illness or family emergency, that prevents the student from completing course work at mid-

term or the end of the semester by the deadlines for grades to be issued, a teacher may issue an “I” (Incomplete) grade. To request a grade of “I”, the teacher must request a form that is available in room 133A. This form must be submitted according to the deadlines for the submission of all other mid-term or final grades (8:00 a.m. on the third school day following the end of the mid-term or the semester, unless otherwise noted). Instructions for completing the form are included on the form. A deadline for completing assignments must be indicated on the form. To change the grade from “I”, the teacher must complete an official grade change form no later than the end of the second school day following the above deadline. If the above requirements are not met and the grade change form is not filed, the “I” grade will automatically become a “NC” (no credit) on the third school day following the above deadline. Grades of “I” earn no credit, do not affect the GPA, and are not considered passing when determining athletic eligibility for a student. However, when the “I” grade is changed according to the above deadlines, the new grade will be used to determine athletic eligibility. All requests for use of “I” require completion of the form and approval of the principal.

**Independent Study** - Independent study is an option for juniors and seniors only with a cumulative GPA of 3.00 or above. This program provides students with an opportunity to extend their education beyond the courses that are on the schedule for the academic year (No course that appears on the schedule is to be taken as an independent study). Independent studies may not be used to meet the required credits for an Indiana Academic Honors Diploma, but can count towards the total of 47 credits. The NCAA Clearinghouse does not recognize Independent studies. Students who are planning to participate in NCAA athletics should not take independent study courses unless they are above and beyond regular graduation requirements. A student wishing to consider an independent study should discuss the appropriateness of the option with parents and the guidance counselor. The student must develop the program for the independent study with the assistance of a faculty advisor. Each student may include only one independent study as part of the required six classes each semester. Seniors may not take an independent study if enrolled in an internship. A student wishing to pursue an independent study must prepare the necessary forms that are available in the Burriss Counseling Center. An Independent Study Proposal must be filled out appropriately, turned in by the established deadline, and signed by the student, parent, and advisor. The Proposal Approval Committee’s approval is required for each completed proposal to be valid. Failure to complete the proposal by the established deadline may result in the denial of the proposal and the placement of the student in a course from the Burriss schedule. Grades for independent study are issued at mid-term and at the end of the semester. Time logs are to be maintained. Each independent study is worth one credit, and 90 hours of study must be documented. A final project, determined by the student and advisor of each independent study, is required. Each student

will share the final project with peers and faculty personnel in an appropriate setting. Independent studies are part of a student's regular schedule and appear on the official transcript. Independent studies do **not** count toward the required courses for the Indiana Academic Honors Diploma credits.

**Internships** - Internships are an option for seniors only and must be career oriented. Students must have a minimum cumulative GPA of 3.00 or above. This program would extend their education beyond the courses that are on the schedule for the academic year. Only elective credit will be given for a completed internship. Students will not be permitted to take an internship and an independent study during the same semester. Internships require a documented log of 90 hours per semester credit. A student wishing to consider an internship should discuss the appropriateness of this option with parents and the guidance counselor. A proposal for an internship must be completed, turned in by the established deadline, and signed by the student, parent, and supervisor of the internship. The Proposal Approval Committee's approval is required for each internship. Internships are part of a student's regular schedule and appear on the official transcript. Failure to complete the proposal by the established deadline may result in the denial of the proposal and the placement of the student in a course from the Burriss schedule.

**NC Grade** - The indicator NC (No Credit) identifies a failing grade and is factored into the grade point average. NC is used when the student has not satisfactorily completed work assigned with a passing grade; the classroom teacher is responsible for determining the assignment of an NC.

**Retaking Courses** - Students wishing to repeat a course taken during the Fall Semester should take the course over during the Fall Semester, unless the class is a single-semester course also offered in the spring. Similarly, students wishing to repeat a course taken during the Spring Semester should take the course over during the Spring Semester. The student's overall grade point average must be calculated by counting all attempted course credits and grades. Thus, if a student retakes a course, the previous course grade and credit(s) cannot be dropped from the calculation of the grade point average. No record of courses is dropped from the transcript. If a student retakes a class which was previously passed in an attempt to earn a higher grade, both grades will remain on the transcript, but the student will earn a credit for only the second course taken. If a student retakes a course previously passed and fails the second attempt, the credit from the first course remains and both grades are listed on the transcript. If a student has a question about retaking a class, the student should clear it through the guidance counselor. For athletic eligibility, students must pass 5 full credit courses (Burriss PE counts as 1, BSU course must be a 3 hour course to count as 1) for which the student has not received prior credit. Example: A student retaking a course for an improved grade

when the original grade was a D- or better is not allowed to count that course toward athletic eligibility. Consult the athletic director or guidance counselor for any clarification of this IHSAA rule.

## **ACCEPTABLE USE POLICY ON SCHOOL PROVIDED ACCESS TO ELECTRONIC INFORMATION, SERVICES, AND NETWORKS**

Burriss Laboratory School and Ball State University provide a data and communications network to facilitate communication within the school community and between the school community and the global community.

Ready access to information resources inside and outside the school provides academic support and promotes innovation. Resource sharing and communication both within the school and also with other educational institutions and enriches the learning environment for students and staff.

Freedom of expression is an inalienable human right and the foundation for self-government. Freedom of expression encompasses the right to freedom of speech and the corollary right to receive information. Such rights extend to minors as well as adults. Schools facilitate the exercise of these rights by providing access to information regardless of format or technology. In a free and democratic society, access to information is a fundamental right of citizenship.

In making decisions regarding student access to the Internet, the Burriss Laboratory School considers its own stated educational mission, goals, and objectives. Electronic information research skills are now fundamental to preparation of citizens and future employees. Access to the Internet enables students to explore thousands of libraries, databases, bulletin boards, and other resources while exchanging messages with people around the world. Burriss expects that the faculty will blend thoughtful use of the Internet throughout the curriculum and will provide guidance and instruction to students in its use. As much as possible, access from school to Internet resources should be structured in ways, which point students to those that have been evaluated prior to use. While students will be able to move beyond those resources to others that have not been previewed by staff, they shall be provided with guidelines and lists of resources particularly suited to learning objectives. Outside of school, families bear responsibility for the same guidance of Internet use as they exercise with information sources such as television, telephones, radio, movies, and other possibly offensive media.

Students utilizing Burriss provided Internet access must first have the permission of and must be supervised by the Burriss Laboratory School's professional staff. Students utilizing school-provided Internet access are responsible for good

behavior on-line just as they are in a classroom or other area of the school. The same general rules for behavior and communications apply.

The purpose of Burris providing Internet access is to facilitate communications in support of research and education. To remain eligible as users, students' use must be in support of and consistent with the educational objectives of the Burris Laboratory School. Access is a privilege, not a right. Access entails responsibility.

The complete iPod Policy and Handbook can be found on the Burris website.

### **Computer Use**

Our school network is provided for the benefit of students and staff for academic purpose. The following guidelines have been established so that it can be used freely, safely, and efficiently.

#### **1. Assistance and Security**

Every student is responsible for appropriate use of all computer labs, carts, hardware and software. If a student suspects there is a problem with hardware or software, the student must not attempt to correct the problem. Students must notify a teacher so that the problem may be reported. Students may be held financially responsible for any repair or replacement costs due to misuse of computer equipment.

Students using computers inappropriately will lose their privileges to the labs, carts and library computers. Student losing computer privileges may **not** access the computer for class assignments even under supervision of a teacher.

#### **2. File Safety**

All student files need to be saved to a flash drive, iLocker account or to other Internet based storage services such as Google Docs. Every student at Burris has access to an iLocker account. Files stored on a flash drive can be lost if the drive gets damaged. Therefore, students should create a backup (or duplicate) copy of all personal files. Hardware and/or software problems can sometimes cause a loss of important data. It is highly recommended (required by some teachers) that each student purchase a flash drive. These are available in computer or department stores that carry computer supplies and are relatively inexpensive. The recommended place to store class files is the student's personal iLocker account.

The school cannot be responsible for student data. It is the student's responsibility to safeguard important data.

### **3. General Lab Use**

Students may use the computer lab/carts as a member of a class. Individual lab/cart use must be supervised. Class use of the lab/carts must be scheduled and supervised by a Burris faculty member. Lab/cart use after school hours must be under the direct supervision of a faculty member.

### **4. Loss of Student Privileges**

As with all privileges, misuse of the computer hardware and/or software as well as inappropriate behavior in any computer-related area can result in restricted or loss of individual or class LAN privileges.

## **SHARING NETWORK RESOURCES**

Mutual respect when sharing resources and responsibility for one's actions apply to shared technology resources as they would anywhere else in the school. Priority should always be given to school assignments; and arrangements for sharing time on equipment should be negotiated fairly.

### **Guidelines:**

Because school computers interact with our network and Ball State University networks in invisible but carefully designed way, it is possible to make destructive changes without realizing it. No alterations should be made to the hard drives of any school computers: don't change settings, add or delete programs; and don't run programs from disks without permission of the school system administrator. It is improper and illegal to copy programs, to tamper with hardware, to alter files, or to enter certain areas of the Burris or Ball State University network without authorization.

Burris and Ball State University's networks and the Internet, both within and beyond the school, are rich forums for debate. Their value lies in the meeting of many different minds. Harsh disagreement and personal attacks are not an acceptable use of the computer resources at any time.

## **Passwords**

Respect the confidentiality of passwords. Passwords are never to be shared. Change your password when you think someone else may know it and notify the school administrator if you suspect passwords are being abused.

## **Email**

The same rules of civility for speaking or writing apply to email. Language inappropriate in the school community is not permitted. Before sending an email message, be sure the email accurately communicates the content and tone as intended.

## **Privacy**

Privacy is valued and respected in our school community. Users should not expect that files stored on school-based computers will always be private. Computer storage areas are like school lockers in that the school has the right to examine the contents of the file server and any email to maintain system integrity and ensure responsible use of the system.

In order to foster independent thought, creativity, and intellectual development, the school will only examine files when there is reason to suspect activity or material that violates the school's code of conduct or the law. This includes criminal activity, material that is obscene, material that is violent or actively encourages violent behavior, plagiarism or violation of intellectual rights or copyright laws, activity that endangers, demeans, threatens, or libels a person or persons, and material that denigrates people based on gender, race, ethnicity, disability, religious beliefs, or sexual identity.

Users should not expect that files stored on school-based computers will always be private. Electronic messages and files stored on school-based computers may be treated like school lockers. Administrators and faculty may review files and messages to maintain system integrity and insure that users are acting responsibly.

The following uses of school-provided Internet access are not permitted:

- to access, upload, download, or distribute pornographic, obscene, or sexually explicit material;
- to transmit obscene, abusive, sexually explicit, or threatening language;
- to violate any local, state, or federal statute;



- to vandalize, damage, or disable the property of another individual or organization;
- to access another individual's materials, information, or files without permission; and,
- to violate copyright or otherwise use the intellectual property of another individual or organization without permission.

Any violation of Burriss policy and rules may result in loss of school provided access to the Internet. Additional disciplinary action may be determined at grade level in keeping with existing procedures and practices regarding inappropriate language or behavior. When and where applicable, law enforcement agencies may be involved. Burriss reserves the rights to discipline students for actions taken off-campus if they are intended to have an effect on a student or they adversely affect the safety and well being of student and/or faculty while in school. This makes it a contractual, not a constitutional, issue.

Burriss Laboratory School makes no warranties of any kind, neither expressed nor implied, for the Internet access it is providing. Burriss will not be responsible for any damages users suffer, including--but not limited to--loss of data resulting from delays or interruptions in service. Burriss will not be responsible for the accuracy, nature, or quality of information stored on diskettes, hard drives, or servers; nor for the accuracy, nature, or quality of information gathered through Burriss provided Internet access. Burriss will not be responsible for personal property used to access Burriss computers or networks or for Burriss provided Internet access. Burriss will not be responsible for unauthorized financial obligations resulting from Burriss provided access to the Internet.

Parents of students in the Burriss Laboratory School shall be provided with the following information:

- The Burriss Laboratory School is pleased to offer its students' access to the Internet. The Internet is an electronic highway connecting hundreds of thousands of computers and millions of individual users all over the world. This computer technology will help propel our schools through the communication age by allowing students and staff to access and use resources from distant computers, communicate and collaborate with other individuals and groups around the world, and significantly expand their available information base. The Internet is a tool for life-long learning.
- Families should be aware that some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. In addition, it is possible to purchase certain

goods and services via the Internet, which could result in unwanted financial obligations for which a student's parent or guardian would be liable.

- While Burris' intent is to make Internet access available in order to further educational goals and objectives, students may find ways to access other materials as well. Even should Burris institute technical methods or systems to regulate students' Internet access; those methods could not guarantee compliance with Burris' acceptable use policy. That notwithstanding, Burris believes that the benefits to students of access to the Internet exceed any disadvantages. Ultimately, however, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources.

### Copyright and Plagiarism

3. Responsible users of information always acknowledge their sources, both in formal and informal communications. Use information from the Internet in the same way you use information from any other public, published source: tell users where the information came from to show that it's reliable. Email messages are private and may not be quoted or sent on to anyone else without the permission of the original sender. Using someone else's words or ideas as if they are your own is never acceptable and can be illegal.

NOTICE: This policy and all its provisions are subordinate to local, state, and federal statutes.

### **ATHLETICS**

Students are encouraged to participate in the athletic program, which is a joint program with Burris and the Indiana Academy. Sports included in the program are cheerleading, volleyball, cross-country, tennis, basketball, golf, track, soccer, and baseball. Each coach establishes individual rules that govern participation on the team. It is recommended that boys and girls who participate in the athletic program carry health insurance.

#### **A. Purpose**

Interscholastic athletics at Burris is viewed as an integral part of the learning experience offered to all students. While the emphasis is on the development of physical abilities that will allow students to successfully compete on the interscholastic level, Burris is also concerned that athletes develop those attitudes

and characteristics related to discipline, leadership, commitment, cooperation, and sportsmanship that contribute to becoming a well-rounded individual. Effort is made to have participation in athletics complement the academic program at Burriss, like other social and interpersonal skills' development activities.

## **B. Participation**

Participation in interscholastic athletics requires a commitment and some sacrifices by the students and their families. All athletes on sponsored teams are expected to regularly attend before and/or after school practices, be available for competition on weekends and during school vacation periods, and to maintain a high academic standing as Burriss students. This requires that vacation plans and involvement in other outside activities be made with the athletic schedule in mind.

Participation in athletics is an integral part of the total Burriss experience. Every student is encouraged to participate in the sport of his or her choice and/or be engaged in other extra-curricular and co-curricular activities.

## **C. Indiana High School Athletic Association Eligibility Rules**

IHSAA rules apply to student athletes at Burriss. For more detailed information, please stop in at the Athletic Director's office for a copy of the Burriss/Academy participation handbook.

## **D. Burriss Eligibility Rules**

In addition to IHSAA regulations, Burriss requires that students be in good standing in terms of academic achievement, attendance, and conduct in order to participate. Individual sports coaches have requirements for attendance at practice, attitude, and effort that might affect a student's eligibility to compete.

## **E. NCAA Eligibility**

Students are responsible for making sure of their eligibility to participate in a college level sport. (See guidance counselor or athletic director.)

## **F. Athletic Participation Handbook**

Please refer to the athletic participation handbook for more detailed information and requirements. Handbooks are available in the Athletic Director's Office or from any coach. All athletes are required to review this handbook completely and meet all requirements.

- **Retaining Students for Athletic Purposes**

Burriss Laboratory School will not retain a student in a grade level for the sole purpose of improving the student's ability to participate in athletic and/or

extracurricular programs.

## **EXTRA CURRICULAR ACTIVITIES**

Key Club  
Student Council (High, Middle, and Elementary)  
Math Counts  
Science Olympiad  
National Honor Society  
Prism Club  
Anime Club  
Thespian Club  
Pep Band  
Jazz Band  
Fellowship of Christian Athletes (FCA)  
Gay Straight Alliance(GSA)  
Media Club  
Speech and Debate  
Environmental  
Running/Fitness

Participation in extra curricular activities is voluntary but requires a commitment and some sacrifices by the students and their families. All students who are participating in after school activities must be a student of good standing. A student of good standing is one that has good attendance, has no referral other than Type A or B, and has passing grades.

Every student is encouraged to participate and be engaged in extra-curricular and co-curricular activities.

## **DANCE RULES**

1. All school rules apply (including the dress code)
2. No hats (unless formal hats worn for Prom)
  - Students may not bring in outside food and/or drinks
  - Any conduct that is unbecoming of a Burriss student will result in removal from the dance
  - All students must arrive within 30 minutes of the start of the dance (unless prior arrangements have been made with an administrator)
  - There will be no readmission to the dance, once you step outside you may not return to the dance, parents will not be notified (Parents will be notified if a student leaves Prom early and the student will not be admitted to any after prom activities)

- Only Burriss students may attend Burriss dances (Academy students must be the guest of a Burriss student)
- Rules for dance guests:
  - Burriss Middle School students may not bring guests
  - Burriss High School students wishing to bring a guest to a dance:
    - May only bring one guest
    - The guest must be in high school (with the exception of Prom and the guest may be someone who graduated high school and is 20 years of age or younger)
    - The guest must fill out the guest dance form and have it turned into the office no later than the Tuesday prior to the dance
    - The guest must arrive with a valid school photo identification (the only exception will be if a student is home schooled or if the guest's school does not issue identification)
- Prom guests must have a valid driver's license or state issued ID verifying their age in order to be admitted to the dance

## **PARENT-TEACHER-STUDENT-ORGANIZATION (PTSO)**

The PTSO sponsors many activities during the school year and promotes fund raising events to financially support students and teacher's needs. The PTSO meets monthly at the school. The PTSO Board consists of officers and directors representing parents, teachers, students and administrators from Burriss and the Indiana Academy. Strong parent participation in the PTSO is vital for the organization to continue its programs. All PTSO meetings and sponsored programs are open to the public.

## **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 8:00 a.m. until 3:00 p.m. and receive and wear a Visitor's Badge.

Those interested in observing a particular classroom, must schedule a time 24 hours before visit through the office.

Students are not allowed to bring visitors to the building under any circumstance.

All volunteers must have a limited criminal background check and participate in the Ball State Minor Policy. Ball State Minor Policy is available at: <http://cms.bsu.edu/about/administrativeoffices/riskmanagement/relatedpolicies/policy-regarding-minors>

Siblings are not permitted on school field trips. Only students enrolled in the class, approved chaperones, and Burriss Faculty/staff may attend the field trip.

## **WELLNESS POLICY**

### **Philosophy**

Burriss Laboratory School supports the health and well being of the students by promoting nutrition and physical activity at all grade levels.

### **Purpose and Goal of Policy**

The link between nutrition and learning is well documented. Healthy eating patterns are essential for students to achieve their full academic potential, full physical and mental growth, and lifelong health and well-being, as well as reducing the link to reducing the risk for mortality and development of many chronic diseases as adults. A well-planned and well-implemented school nutrition programs has been shown to positively influence students' eating habits. Schools have a responsibility to help students and staff establishes and maintains lifelong, healthy eating patterns.

By emphasizing health in schools, all students will possess the knowledge and skills necessary to make nutritious and enjoyable food choices for a lifetime. In addition, the staff is encouraged to model healthy eating and physical activity as a valuable part of daily life. Burriss Laboratory School shall prepare, adopt, and implement a comprehensive plan to encourage healthy eating and physical activity. Professional development will be provided to help all staff effectively integrate physical activity with improved nutrition. This plan shall make effective use of school and community resources and equitably serve the needs and interests of all students and staff, taking into consideration differences in cultural norms. The school's Health and Wellness Advisory Committee will provide ongoing input for revisions to this plan that lead toward the ultimate goal of improved student learning.

The complete School Wellness Policy on Physical and Nutrition can be found on the Burriss website.

## **POLICY ON THE TREATMENT OF INDIVIDUALS WITH DISABILITIES AS PER SECTION 504 OF THE REHABILITATION ACT OF 1973 AND THE AMERICANS WITH DISABILITIES ACT**

It is the policy of Burriss Laboratory School, Ball State University, not to discriminate against any otherwise qualified individual with disability, solely by reason of his/her disability, in admission to access to, or treatment or employment in, any program or activity sponsored by this school corporation. Inquiries regarding compliance with this policy should be directed to the Section

504/ADA Coordinator of Burriss Laboratory School, Ball State University, 765-285-2340, or to the Office for Civil Rights, Chicago, IL, 312-886-3456.

### **EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION POLICY**

- Ball State University provides equal opportunity to all students and applicants for admission in its education programs, activities, and facilities without regard to race, religion, color, sex (except where sex is a bona fide qualification), sexual orientation, physical or mental disability, national origin, ancestry, or age.
- Ball State University provides equal opportunity to all employees and applicants for employment in its recruitment, hiring, retention, promotion, tenure, transfer layoff, return from layoff, training, and other employment decisions and in its compensation and benefits programs without regard to qualification), sexual orientation, physical or mental disability, national origin, ancestry, age, or citizenship (for U.S. citizens and protected lawfully-admitted aliens).
- The University also takes affirmative action to employ and advance minorities, women, qualified disabled persons, and qualified disabled persons, and qualified disabled veterans and veterans of the Vietnam era. Information concerning the University's affirmative action programs can be obtained from the Office of Equal Opportunity and Affirmative Action, Ball State University, Muncie, IN 47306.
- Each line administrator is responsible for ensuring that educational and employment decisions are made and implemented in accordance with the University's equal opportunity and affirmative action policy. All persons involved in the decision-making process, including members of faculty and other employee committees shall act in a nondiscriminatory manner. The Director of Equal Opportunity and Affirmative Action is responsible for developing, coordination, and implementing policies and procedures for institutional compliance with all applicable federal and state equal opportunity laws and regulations and for preparing and monitoring compliance with required affirmative action programs.
- Complaints regarding unlawful discrimination should be filed within 45 calendar days following the alleged act or incident giving rise to the complaint in the Office of Equal Opportunity and Affirmative Action in accordance with the "Ball State University Office of Equal Opportunity and Affirmative Action Complaint Investigation Procedure and Appeal Process." A copy of this document may be obtained by contacting the Office of Equal Opportunity and Affirmative Action.

The President will review the University's equal opportunity and affirmative action policy and programs at least once each year, measure progress against the objectives stated in the affirmative action programs, and report findings and conclusions to the Board of Trustees.

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