School Registration

This year, for your convenience, we will have registration for two days. Registration for the 2015-16 school year will take place on Monday, July 27 beginning at 7:30 a.m. until 6:00 p.m. and Tuesday, July 28 from 7:30 a.m. until 4:30 p.m. A parent or guardian must accompany the student to registration. What happens at registration?

- Middle and high school students will receive schedules and locker assignments
- 2nd-5th grade students will see teacher assignments
- K-1st grade is co-taught therefore no teacher assignments or rosters will be provided
- Funds may be deposited for lunches/breakfasts through Burris Bucks
- Applications for free/reduced meals and textbook assistance will be accepted
- Verification of student information will be requested
- Health and physical forms may be turned in (if required-see Physical’s section below)
- Signatures from guardians for required Burris documentation will be requested

If you are unable to come one of these two days, we will have a “no frills” registration on Friday, July 31 and Monday, August 3. You can pick up your child's schedule and locker combination. **You must register your child before the first day of school.** If you have not registered by the end of the day on August 3rd, we will contact you August 4th or 5th to determine if you plan to enroll. **The first day of school is Thursday, August 6.** **PLEASE NOTE:** Burris School will be closed to the public on Wednesday July 29th - Thursday July 30th due to Active Shooter training.

Students Charging Breakfast or Lunch

Students charging meals in the Burris cafeteria should NOT occur. Please make sure that your child has funds on their meal account to cover meals, cash to pay for the meal, or a bagged lunch from home. Again this year, parents may put funds on their child's account using a CREDIT CARD. More information will be available during registration. NEW THIS YEAR: Parents will be alerted for payment when a meal is charged. Your cooperation will be appreciated and will allow our meal programs to run much more smoothly for everyone.

**STUDENT MEAL PRICES FOR 2015-16**

<table>
<thead>
<tr>
<th></th>
<th></th>
<th>REDUCED PRICE:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breakfast</td>
<td>$2.85</td>
<td>$.30</td>
</tr>
<tr>
<td>Lunch</td>
<td>$3.65</td>
<td>$.40</td>
</tr>
</tbody>
</table>

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

More information and instructions will be available at registration.

Substitute Teachers

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

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

General qualifications for being a substitute teacher at Burris:
1. Two years of education beyond high school
2. Experience working with children
3. Current teaching license or willing to obtain a substitute teaching license
4. Ability to pass extended criminal background check

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

Asbestos Management Plan and Pesticide Notification Registry

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

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

Cell Phone Policy

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

Elementary and Middle School—CELL PHONES ARE NOT PERMITTED AT ANYTIME DURING THE SCHOOL DAY. PHONES SHOULD NOT BE SEEN OR HEARD.
1st offense held in office till the end of the day
2nd offense a parent will need to pick up the students phone at the end of the day
All subsequent offenses will result in the phone being held until parents retrieve the phone from the office.

High School—CELL PHONES ARE NOT PERMITTED IN CLASSROOMS AT ANYTIME DURING THE SCHOOL DAY. PHONES SHOULD NOT BE SEEN OR HEARD.
1st offense held in office till the end of the day
2nd offense a parent will need to pick up the students phone at the end of the day
All subsequent offenses will result in the phone being held until parents retrieve the phone from the office.
Free/Reduced Lunches and Textbook Assistance

Applications for Free/Reduced Lunches and Textbook Assistance were sent out via Email on Monday, July 20th. It is your responsibility to file these forms if eligible for this assistance. If students received free or reduced meals last year, we can temporarily allow students to continue until September 6th. PLEASE NOTE: If a parent/guardian received a letter from us informing them that their student(s) have been pre-certified using a required procedure for schools through the Indiana Department of Education, they do NOT need to complete an application. Parents/guardians: If you received a letter from Burris in July, please read it carefully.

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

2015-16 School and Course Fees—Important Information

Again this year, Burris Laboratory School will be using the services of the Ball State University’s Bursar’s Office to collect fee payments. Fee payments will not be collected in the main office. Statements will come from the Burris School Office and payments must be made to the Bursar’s Office. Fees for the 2015-16 school year will be mailed to your home after the first two weeks of classes. We will NOT collect fees at registration. We WILL collect optional iPad insurance fees (see below). Fees not paid by October 1 will be turned over to Ball State University to begin notification of collection proceedings. Your child’s participation in ALL extra-curricular activities including athletics, concerts, pep/jazz band, homecoming court, etc. will cease. If you need to create a payment plan, we will willingly work with you. You must arrange for a payment plan AT REGISTRATION if you know that meeting your obligation to pay for your child’s books and curricular materials will require monthly payments. If you elect to develop a payment plan, you must make timely payments. Your child’s extra-curricular participation will cease after the second monthly payment is not received.

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

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

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

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

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

If you do not plan to return to Burris, please notify our office immediately at 285-1131. We have waiting lists for most grades. Parents will receive one bill mid-August that will be due on October 1. The statement for the year will include the annual school fees that include the technology, and locker fees.
Identification Cards

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

PowerSchool, our student information system, allows our middle and high school parents to request daily, weekly, or monthly emails giving grades and attendance reports or to view this information using a web browser anytime. Students may also view their information. Our teachers will need a couple of weeks to set up their classes on the system. Parents and students will receive usernames and passwords at registration on July 27th and July 28th. If you remember your username and password from last year, they should still work. Access will be enabled when school begins.

Speech and Hearing

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

Physicals—School and Athletic

All students NEW to Burris must submit a current (2015) physician’s physical to the school nurse.

Students entering FOURTH or NINTH grades must also submit a current (2015) school physical to the nurse. These physical exams should be submitted on a Burris or Muncie City School health card. The Burris form is available in the main office.

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

Athletic Website

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

Cash Handling

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

Cash may be used in the cafeteria to make purchases.

Checks must bear the issue date and mailed or brought in promptly. Do not post-date or pre-date checks. When depositing checks with the Bursar’s office at Ball State University, we are questioned and can be reported in violation of the Cash Handling Policy if checks older than 7 to 10 days are presented. Please make sure that your child understands that payments brought to school should be given to the appropriate person immediately and not carried around in their backpack or kept in their locker.
The office staff does not accept cash from parents to be delivered to students. Parents should make sure that the students have cash needed during the day before coming to school.

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

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

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

School Arrival Times and Expectations

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

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

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

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

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

Electronic Messages

We are again using PowerSchool to send emails, voice mail, and text messages to parents. If you do not have any updates to your email addresses or phone numbers, you do not have to resubmit the form. However, if you have changes or want to sign up, please complete the form included in this mailing. These mail addresses and phone numbers will be used to send alerts such as school cancellations or to convey important information.

Homework Requests

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

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

Student Messages and Student Deliveries

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

Visitors

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

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

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

** New - Parking Permits

Ball State University will no longer issue (or allow Burris to issue) visitor permits without charge. There will be a limited number of parking spaces on the streets around Burris, at the parking meters in the Burris loading dock, the Lucina parking lot or on University Avenue, or one of the Ball State parking garages. You may obtain a visitor's permit from Ball State Parking Services for $5.00 daily. The only exceptions will be drop off/pick up, registration days (July 27th and July 28th), parent/teacher conference days (October 7th and March 24th). We apologize for any inconvenience!

Background Checks

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

Purpose of Policy

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

School Off Limits

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

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

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

Limited Circumstances

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

This policy and the school access request form are available in the Burris main office or on our website at http://cms.bsu.edu/Web/Burris/Publication.aspx.
Welcome Back to School!

Schedule of Events – July & August

July 27 – Registration 7:30 a.m. until 6:00 p.m.
July 28 – Registration 7:30 a.m. until 4:30 p.m.
July 29 – School is Closed to public (Active Shooter Training)
July 30 – School is Closed to public (Active Shooter Training)
July 31 – No “Frills” registration 7:30 a.m. – 4:00 p.m.
August 3 – No “Frills” registration 7:30 a.m. – 4:00 p.m.
August 3 - Parent ONLY Kindergarten Meeting, 6:00 p.m.
(please bring all school supplies)
August 3 - Parent ONLY Fourth Grade Meeting, 5:30 p.m.
(please bring all school supplies)
August 3 – Parent ONLY Fifth Grade Meeting, 5:30 p.m.
(please bring all school supplies)
August 4 – Teachers’ First Day (No Students)
August 4 – Parent ONLY First Grade Meeting, 6:30 p.m.
(please bring all school supplies)
August 4 - Parent ONLY Second Grade Meeting, 5:30 p.m.
(please bring all school supplies)
August 4 – Parent ONLY Third Grade Meeting, 6:00 p.m.
(please bring all school supplies)
August 6 – Students’ First Day of School

Schedule of Events – September

September 7 – Labor Day (No School – Office Closed)

All calendar events and sporting events can be found on the official Burris calendar: www.dynacal.com/burris
Drop Off Areas/Parking

Parking during arrival and dismissal

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

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

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

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