Welcome to the 2013-2014 School Year!

I hope everyone has enjoyed their summer and are ready to return to school with excitement and anticipation. Please welcome our new elementary teachers: LeighAnne Canada – grade 4, Sara Fauguher – grade 5, Lisa Haughn – grade 5, Monica Wright – grade 3 and Kaleigh Kemp – grade 1. We have also hired a new Athletic Director, Brian Carr. They look forward to bringing a new energy and expertise to the classroom in order to raise student achievement and a love for learning. I will keep you informed as we continue to fill positions.

This year, the office and teachers will be “greener” and more fiscally responsible by sending correspondence through email and posting newsletters and school menus on our website. We will send out a voice mail when items are available to view. During registration parents who do not have access to the website can pay an office fee of $5.00 to have paper copies sent home with your child for the year. Thank you for supporting us.

Also this year the Student Handbook has had several revisions. At registration, you will receive a sheet that outlines the pages and headings of the changes so you and your child(ren) can review the revisions. One change will affect students in grades 2-5. They will now receive grades for their performance in the classroom and parents can monitor their progress through Powerschool. (See page 44 – Grading System). Another change will affect those students who eat a school lunch. Students will not be allowed to charge their lunches. And, students with outstanding charges will not be allowed to eat a school lunch until their account has a positive balance. Please visit the cafeteria table during registration to see the new procedure for notifying you when your balance gets low. Finally, another change will affect students who do not leave the school grounds afterschool and are not accompanied by an adult. Consequences for unsupervised students are described on page 4 of the Student Handbook. See the handbook for all changes. (The handbook revisions were reviewed by the Burris Advisory Council and approved by Superintendent Dr. Wood and Dean Jacobson.)

Finally, as we anticipate a new year with all its possibilities please review with your child the importance of taking responsibility for their learning and appropriate behavior. As a team; teachers, students, parents, and administration, we can make Burris an environment where all students can perform at their highest level of learning. This year the goal is to provide a consistent, rigorous and relevant education to all students. The teachers will work in professional learning communities to discuss and create consistent expectations such as how written work is cited and/or meeting deadlines for homework and other assignments. Students will be expected to participate in class, complete all assignments, and be engaged in all classroom activities.

There were several changes that occurred last year: a new superintendent, principal and assistant principal, a new security system, high expectations for student behavior and the formation of the Burris Advisory Council. This year I will continue to work with parents, teachers, students and Ball State to help Burris progress to exceed the demands and regulations placed on our students by the Indiana Department of Education.

Thank you again for your support and I look forward to working with you this year.

Cathlene Darragh
School Registration

This year, for your convenience, we will have registration for three days. Registration for the 2013-14 school year will take place on August 5 beginning at 7:00 a.m. until 7:00 p.m. and August 6 from 7:00 a.m. until 8:00 p.m. A parent or guardian must accompany the student to registration. What happens at registration?

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

If you are unable to come one of these three days, we will have a “no frills” registration on Tuesday, August 13 where you can pick up your child’s schedule and locker combination. You must register your child before the first day of school.

Students Charging Breakfast or Lunch

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

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

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 9640.
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

High School

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

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

Middle/Elementary

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

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

Free/Reduced Lunches and Textbook Assistance

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

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

STUDENT MEAL PRICES FOR 2013-14

Breakfast: $2.60               REDUCED PRICE: $.30
Lunch: $3.40                  REDUCED PRICE: $.40

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.
2013-14 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. The parents of elementary and middle school students will receive one bill in September that will be due on October 1. The parents of high school students will receive one bill for the first semester that will be due on October 1. Another bill will be mailed in February for the second semester that will be due on March 1. The first statement for the year will include the annual school fees that includes the student planner, communication, technology, and locker fees. The full policy is included in the mailing.

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

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

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

PowerSchool, our student information system, allows our middle and high school parents to request daily, weekly, or monthly emails giving grades and attendance reports or to view this information using a web browser anytime. Students may also view their information. Our teachers will need a couple of weeks to set up their classes on the system. Parents and students will receive usernames and passwords at registration on August 1st, 5th and 6th. If you remember your username and password from last year, they should still work. Access will be enabled when school begins.

Speech and Hearing

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

Physicals—School and Athletic

All students NEW to Burris must submit a current (2013) physician’s physical to the school nurse.

Students entering FOURTH or NINTH grades must also submit a current (2013) 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, Brian Carr, Burris Athletic Director. The IHSAA physical form can be downloaded using the following web address: www.ihsaa.org/Schools/Forms
Burris Food Policy

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

Athletic Website

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

Cash Handling

Checks are the preferred method of receiving payments at Burris. Checks may be made payable to Burris Laboratory School or Ball State University. Payments to the athletic department may be made payable to Burris Athletics. Checks should never be made payable to a teacher or a staff member. These 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 (August 5 and 6) and parent/teacher conference days (October 9 and April 2). We apologize for any inconvenience!
Drop Off Areas/Parking

Parking during arrival and dismissal

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

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

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

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

Background Checks

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

Purpose of Policy

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

School Off Limits

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

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

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

Limited Circumstances

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

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

NEWS FROM THE BURRIS PTSO

Burris PTSO would like to invite every Burris family to join this valuable and important organization. The Burris Parent, Teacher & Student Organization (PTSO) is charged with the responsibility for providing support to our Burris community. It is our hope this year to be a communication and information liaison in a positive and fun environment for all participants. In the past we have given teacher grants for classroom activities, raised funds for the library and maintained our wonderful playground. The 2013-2014 PTSO Officers have planned an exciting and educational year for Burris families. Please support our school by joining and attending PTSO meetings and special events. It’s a wonderful way to be involved in your child's education.

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

- Back to School Picnic - Thursday, August 22 – Burris East Yard
- PTSO Meeting – Tuesday, September 17, 6:30pm – Burris Library (childcare provided)
- PTSO Meeting – Tuesday, October 15, 6:30pm – Burris Library (childcare provided)
- Owl Walk – Friday, October 18, 1:30-2:30pm – Location TBA
- Harvest Festival – Saturday, November 9, 6-8pm – Burris School
- PTSO Meeting – Tuesday, November 19, 6:30pm – Burris Library (childcare provided)

Our e-mail address is BurrisPTSO@sbcglobal.net. You can also follow us on Facebook at Burris PTSO.

2013-2014 PTSO Officers
Dawn Fluhler & Mary Hammons, Co-Presidents
Jen Lembo, Vice-President
Michelle Moskaliev, Secretary
Jim Hammons, Treasurer

Welcome Back to School!

Schedule of Events – July & August

July 4 – Independence Day (Office Closed)
July 31 – Kindergarten Round-up 5:00 p.m. until 8:00 p.m.
August 1 – Kindergarten Round-up 5:00 p.m. until 8:00 p.m.
August 5 – Registration 7:00 a.m. until 7:00 p.m.
August 6 – Registration 7:00 a.m. until 8:00 p.m.
August 12 – Teachers’ First Day (No Students)
August 12 – Parent ONLY Kindergarten Meeting, 6:00 p.m.
August 13 – No “Frills” registration 7:30 a.m. – 4:00 p.m.
August 13 – Meet the Kindergarten Teacher
(Kdg. students and parents) 3:30 p.m. – 4:30 p.m.
August 14 – Students’ First Day of School
August 22 – Burris Back to School Picnic

Schedule of Events – September

September 2 – Labor Day (No School – Office Closed)
September 17 – PTSO Meeting, 6:30PM Library

All calendar events and sporting events can be found on the official Burris calendar: www.dynacal.com/burris
HIGH SCHOOL NEWS

Announcement of Student Achievement in Spanish Language Courses

Congratulations to several Burris Spanish language students who attained national recognition for excellent performance on the 2013 National Spanish Examinations, sponsored by the American Association of Teachers of Spanish and Portuguese.

Students from Burris in levels II – IV earned a total of 2 gold, 5 silver, and 4 bronze medals along with 15 honorable mentions. Achievement was determined by ranking students based on percentiles. These exams are the largest of their kind with over 156,000 students participating in 2013, therefore attaining a medal or honorable mention for any student on the National Spanish Examination is very prestigious.

Students from Burris have a continued history of high achievement on these exams and were taught by Mrs. Dawn Steffes at Level I, and Ms. Judith Sponseller at Levels II and III and at the AP Spanish Language level.

*The rankings are listed in ascending order:*

<table>
<thead>
<tr>
<th>Level II</th>
<th>Level III</th>
<th>Level IV (AP Spanish Language Students)</th>
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<tbody>
<tr>
<td>Honorable Mentions</td>
<td>Honorable Mentions</td>
<td>Silver</td>
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<tr>
<td>Aidan McBride</td>
<td>Olivia Sponseller</td>
<td>Kirsten Neal</td>
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<tr>
<td>Eden Latour</td>
<td>Emily Rehfus</td>
<td>Hadyatoullaye Sow</td>
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<tr>
<td>Kaitlyn Privett</td>
<td>Chloe Newman</td>
<td>Michelle Ramirez</td>
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<td>Hannah Fluhler</td>
<td>William Morton</td>
<td>Gold</td>
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<td>Elijah Dale</td>
<td>Hannah Calvert</td>
<td>Naari Jeong</td>
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<tr>
<td>Elizabeth Juday</td>
<td>Leon Lin</td>
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High School Economics Competition

Throughout a period of ten weeks, Mr. Canada’s spring economics courses have been successfully participating in The Stock Market Simulation Game competition. The game gives students $100,000.00 of hypothetical money to manage in a stock market portfolio. This semester we had four teams place in the top twenty out of 192 teams in the North Central High School division. If you see the following students, please congratulate them on a job well done.


Brad Canada
Instructor of Social Studies
Burris Laboratory School
Ball State University
Muncie, IN 47306

Middle School News

At the Regional Science Fair Competition held on February 23rd, at Ball State University, Hannah Komanapalli won First Place in the Microbiology category. She also won a spot to move on to the 25th Annual Hoosier Science and Engineering Fair held in Indianapolis on April 6th.
Science Fair Topic: “Colorimetric Assay to Quantify Microbial Load on Organic versus Non-Organic Produce”

There were 105 middle school students from 12 different Regionals from all over Indiana. Each Regional was represented by 10 students. The three students from Delaware County who earned a spot to go to the State Science Fair were from Burris, Delta and Yorktown. It would be nice to see more students representing Burris in the future. I think improved interaction and collaboration with Ball State research labs should help facilitate this.

At the State Science Olympiad Tournament (held at IU Bloomington), Burris placed 16th out of 30 participating Indiana schools. Overall there were 60 schools that participated at the Regional level out of which half of them were able to reach the State level competition. I would say we are in the top 25% of the competition. The top 2 schools in the State competition get to represent Indiana at the National competition and top 5 schools get trophies. I would like to try for a spot in the top 5% next year. Some of the students on the team performed quite well and did earn those top 5 spots in their individual events.

Anatomy: Fourth Place - Zarin Hyder and Hannah Komanapalli

Food Science: Fourth Place. - Hannah Komanapalli and Maddy Kothman

Mission Possible: Third Place. - Shannon Swingley, Ethan Steffes and Maddy Kothman
Dear Kindergarten Parents,

Welcome to Burris! We are very excited to have you join our Burris family! We are hosting a Parents-only night on Monday, August 12th, at 6:00 p.m. We will meet in the Burris auditorium. Please bring all of your child’s new school supplies to this meeting.

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

We will also host a “Meet-the-Teachers” open house for you and your child on Tuesday, August 13th, from 3:30 p.m. – 4:30 p.m. Please bring your child to meet both of us, see his/her classrooms, and get acquainted with new friends.

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

Mrs. Huffman and Mrs. Marcum

GUIDANCE OFFICE NEWS

New staff in the Burris Counseling Center

When school begins, there will be a few new faces in the Counseling Center joining Julie Maugherman, Elise Chupp and Samantha Floyd. We are excited to welcome two new counseling interns, Samantha Fitzjarrald and Rebecca Hammons. We will also have a new assistant to help students at the front desk of the Counseling Center, Johanna Hillgrove. More information about the new staff members will be included in the next issue of Owl Hoots.

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

New High School students should meet with Mrs. Maugherman before school begins to create a high school class schedule.
Beginning Monday, July 8, 2013, Mrs. Maugherman will begin meeting with new high school students. Please call 285-2341 or email jmaugher@bsu.edu on or after July 1st to schedule an appointment for later in July. Please bring a copy of your transcript and any End Of Course Assessment scores to the appointment to aid in scheduling and assessing progress toward graduation goals. Class schedules cannot be created for new sophomores, juniors, or seniors without transcripts from the previous school(s).

**High School Schedule Adjustments**

All high school students should have complete schedules for the fall semester, except those enrolled in a class or classes through the Indiana Academy. Students with incomplete schedules or those requesting changes may meet with a counselor prior to the beginning of school. The Counseling Center, Room 112, will be open to all students beginning Monday, August 12, 2013, at 8:00 a.m. Please call 285-2341 or email jmaugher@bsu.edu on or after August 7th to schedule an appointment.

**Priority appointments will be given to students waiting on the Indiana Academy schedule or Ball State classes.**

**Indiana Academy classes**

Students taking Indiana Academy classes this fall should remember that Academy classes begin earlier than Burris classes do and your attendance is expected. Indiana Academy classes will begin on Monday, August 12, 2013. Even though Burris will not yet have begun classes, you are expected to attend your Academy classes. You may also have the opportunity to pick up your Academy textbooks prior to the start of your classes. Check with Mrs. Maugherman via email in late July or early August to finalize your schedule and to confirm the location of your classes. All day Friday, August 9, will be reserved for meeting with students who are waiting on the Indiana Academy schedule to complete their high school schedules.

If you have requested an Academy class or classes for your fall schedule, you should meet with Mrs. Maugherman in the Counseling Center on Friday, August 9th, AT THE LATEST to ensure that you are enrolled in the correct classes by the time the Academy classes begin.

**College Information Night** is Tuesday, September 18, 2013, at 6:30 p.m. in the Burris Auditorium. Mrs. Maugherman will present information on selecting colleges, admissions criteria, application procedures and timelines, financial aid and more. High School students and their parents are encouraged to attend. SENIORS—Don’t miss this very informative meeting!

**College Admissions Exams**

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

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

Any support from parents to make sure their juniors get registered is appreciated!

The CEEB code for Burris Laboratory School is 152470. This is the number by which Burris is recognized by such organizations as universities, testing agencies, and the NCAA organization.

Students must use this code to have their SAT or ACT scores sent directly to Burris. Once test scores are received by
Burris, they will be added to the student’s transcript. Also, at the time of registration, students may have scores sent to up to four colleges or universities at NO COST. It is possible to request that scores be sent later, but it will cost approximately $11.00 per report. I advise students who know—or have at least an idea—to which colleges they would like to send their SAT or ACT scores, they should make that request when they register.

**Information on SAT administration dates, locations, and fees is available at [www.collegeboard.com](http://www.collegeboard.com) or in the Counseling Center.**

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

**Information on ACT administration dates, locations, and fees is available at [www.act.org](http://www.act.org) or in the Counseling Center.**

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

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

**Fee Waivers**

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

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

For more information on SAT fee waivers, please go to [www.collegeboard.com/student/testing/sat/calenfees/feewaivers.html](http://www.collegeboard.com/student/testing/sat/calenfees/feewaivers.html).

For more information on ACT fee waivers, please go to [www.actstudent.org/faq/answers/feewaiver.html](http://www.actstudent.org/faq/answers/feewaiver.html).

**PSAT (practice test for SAT) Administration** for all juniors and sophomores is scheduled to be on Wednesday, October 16, 2013, from 8:00 to 12:00 p.m. The testing location will be shared at a later date. This practice test is mandatory for all juniors and sophomores. These students are automatically signed up and the school will cover the test fee. More information on test location will be provided at a later date.

**PLAN (ACT practice test) Administration** for all sophomores will likely be in November 2013. The date has not yet been set for the PLAN this year. More information will be provided at a later date.

Enjoy the rest of your summer!

Julie Maugherman and Elise Chupp