School Registration

For your convenience, we will have registration on two days. Registration for the 2017-18 school year will take place on Thursday, August 3 beginning at 7:30 a.m. until 4:00 p.m. and Friday, August 4 from 7:30 a.m. until 6:00 p.m. in the Burris gym. A parent or guardian must accompany the student to registration. Please review the Student Handbook before coming to registration. Students will be required to sign he/she has read the Student Handbook. The Student Handbook is located on the Burris website at www.bsu.edu/burris.

Registration Process:

Station 1 – Welcome table and packet pick up
Your action: Take packets to public tables and complete signature pages

Station 2 – Technology table and iPad pick up (grades MS-HS)
Your action: receive iPads (MS-HS)

Station 3 – Power School and Canvas Parent Accounts
Your action: Create a parent account for Power School and Canvas if not already created.

Station 4 – Student ID Table
Your action: ALL STUDENTS will have photo taken for new ID card (old ID will not work).

Station 5 – Nurse’s Table
Your action: Please visit the school nurse with any questions or concerns with your student for this upcoming year - bring completed physical forms and medications.

Station 6 – Fee Payment Center*
Your action: Choose payment plan and sign fee acknowledgment

Station 7 – Lunch
Your action: Pick up lunch envelopes and information on how to add money to Burris Bucks for lunch accounts. Menus and other nutrition information will be available (www.bsu.edu/cafeteria)

Station 8 – PTSO
Your action: Find out information on how to get involved/volunteer with the Burris OWL community.

Station 9 – Athletics
Your action: Sign up for athletic team sports or find out how to get involved/volunteer with Burris Athletics

Station 10 – Optional Fee Table
Your action: Pay for all option fees selected (iPad insurance, instrument rental, calculator rental)

Station 11– Complete Registration
Your action: Drop off packet with completed signatures and receive student schedules and locker information. Note: If your student has an incomplete schedule please go to the Burris Counseling Office (BU119).

If you are unable to come one of these two days, we will have a “no frills” registration in the main office on Monday, August 7 and Tuesday, August 8. 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 8th, we will contact you August 9th or 10th to determine if you plan to enroll.

New for 2017 - 2018

♦ No fidget spinners will be allowed
♦ All students will be issued a new student ID. Pictures will be taken at registration.
♦ Parents will now be able to see his/her student’s lunch balance.
♦ Lunch prices have been reduced. See page 3.
♦ Financial Coordinator - Malissa Garrison is located in BU 129. Please access her office through the hallway.
Guest Teachers

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

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

Questions: Contact Megan McMullen, 285-8065.

General qualifications for being a guest teacher at Burris:
1. Two years of education beyond high school - 60+ credit hours
2. Experience working with children
3. Current teaching license or willing to obtain a substitute teaching license
4. Ability to pass extended criminal background check

The link to apply for an Indiana substitute teaching license is: https://license.doe.in.gov/. Our school code is 9620. Please let us know once you have completed the application so we can approve your permit.

Dining

Students Charging Breakfast or Lunch

Students charging meals in the Burris cafeteria will NOT occur. If a child does not have enough money to purchase lunch, a modified lunch of a sandwich, fruit and milk will be provided at the parents’ expense. Please make sure that your child has funds on their meal account to cover meals, cash to pay for the meal, or a bagged lunch from home. Again this year, parents may put funds on their child’s account using a CREDIT CARD. More information will be available during registration. NEW THIS YEAR: Parents will be able to access his/her child’s lunch balance.

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

STUDENT MEAL PRICES FOR 2017-18

Breakfast: $2.00  REDUCED PRICE: $0.30
Lunch: $3.00  REDUCED PRICE: $0.40

Parents: You may purchase Burris Bucks using a Discover, Visa, or MasterCard via the Ball State University Dining Services website. Burris Bucks may be used to purchase meals in addition to snacks.

More information and instructions will be available at registration.

Free/Reduced Lunches and Textbook Assistance

Applications for Free/Reduced Lunches and Textbook Assistance are located on the Burris website at www.bsu.edu/burris. It is your responsibility to file these forms and return them at registration if eligible for this assistance. PLEASE NOTE: If a parent/guardian receives a letter from us informing them that their student(s) have been pre-certified using a required procedure for schools through the Indiana Department of Education, they do NOT need to complete an application.

If you did not qualify last year and think you may qualify now, please apply right away so that your application can be considered and your child can begin receiving benefits, if approved. Please note that Burris is required to audit a certain percent of these applications. If audited, you must provide requested income verification documentation.

Fees

2017-18 School and Course Fees—Important Information (see page 7 for estimated fee summary - please remember this does not include optional fees chosen).

Burris Laboratory School uses the services of the Ball State University’s Bursar’s Office to collect fee payments. Fees for the 2017-18 school year will be mailed to your home prior to registration. The first bill will come from Burris Laboratory School with details listed on bill for the academic school year course fees. Fee payments will be collected at registration. If you are unable to pay in full at registration a payment plan must be set at that time with the initial payment (of 8 payments) collected at registration. Billing after registration will be mailed from the Bursar's Office beginning in September; however, the Bursar statements will not contained
an itemized list of fees. It will show your current balance only. **Payments must be made at the Bursar’s Office.** You must arrange for a payment plan AT REGISTRATION if you know that meeting your obligation to pay for your child’s books and curricular materials will require payments. If you elect to develop a payment plan, you must make timely payments. Your child’s participation in ALL extra-curricular activities including athletics, fieldtrips, concerts, pep/jazz band, homecoming court, etc. will cease if payment plans are not kept current. **Your child’s extra-curricular participation will cease after the first monthly payment is not received or has unpaid fees from previous school years.**

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 resulting in an increase of school fees.

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

Additional optional fees:

- $25.00 iPAD Insurance COLLECTED AT REGISTRATION. This is a separate payment from school fees.
- $100.00 Instrument Rental (Orchestra and Band) will be collected beginning at Registration and end October 1st, 2017.
- $30.00 Graphing Calculator Rental TI-84 (HS Math) will be collected beginning at Registration and end August 11, 2017.

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

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

### Athletics and Health

#### Speech and Hearing

In the State of Indiana hearing screenings are required for students in grades 1, 4, 7, and 10 as well as for students new to 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 (2017) physician’s physical to the school nurse. Students entering FOURTH or NINTH grades must also submit a current (2017) 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 Policies

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 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 to use the vending machines.

Identification Cards

All students will be issued a new Burris ID card. Pictures will be taken during registration. Elementary and Middle School students ID cards will be retained in the cafeteria. High school students must keep his/her ID for swipe access to Burris. If an ID is lost the cost of replacement will be $25.00.

PowerSchool

PowerSchool, our student information system, allows our middle and high school parents to request daily, weekly, or monthly emails giving grades and attendance reports or to view this information using a web browser anytime. Students may also view their information. Parents and students will receive usernames and passwords at registration on August 5th and August 8th. If you remember your username and password from last year, they still work. Access will be enabled on the first day of school.

Electronic Messages

PowerSchool is used to send emails, voice mail, and text messages to parents. This is the primary mode of communication. Please complete the form included in this mailing. These mail addresses and phone numbers will be used to send alerts such as school cancellations or to convey important information. **NEW for 2017-18:** If you would like your high school student to receive text alerts regarding lockdowns or other important information, please inform us at registration and provide their cell phone number and email address.

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 or have a discipline issue and you cannot be reached. No person will be permitted to pick up your child for any reason if they are not listed as a contact in the main office. All students must have one local emergency contact in addition to parent contact information.

Student Messages and Student Deliveries

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

Visitors

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

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

Parking Permits

Ball State University will no longer issue (or allow 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 5th and August 8th) and parent/teacher conference days. We apologize for any inconvenience!

Background Checks

All parents or other adults volunteering at Burris Laboratory School must have a Limited Criminal History check. Download the form on the Burris website at http://cms.bsu.edu/Web/Burris/Publication.aspx. All parents are asked to give permission for a limited background at registration. Limited background checks are valid for the current school year.

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.

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/designee is 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!

Important Dates

August 3 – Registration 7:30 a.m. until 4:00 p.m. in Burris gym
August 4 – Registration 7:30 a.m. until 6:00 p.m. in Burris gym
August 7 – No “Frills” registration 7:30 a.m. – 4:00 p.m. in main office
August 7 - Parent ONLY Kindergarten Meeting, 5:30 p.m. (please bring all school supplies)
August 7 – Parent ONLY Fifth Grade Meeting, 6:00 – 7:00 p.m. (please bring all school supplies)
August 8 – No “Frills” registration 7:30 a.m. – 4:00 p.m.
August 8 - Parent ONLY Second Grade Meeting, 5:30 p.m. (please bring all school supplies)
August 8 - Parent ONLY Fourth Grade Meeting, 6:00 p.m. (please bring all school supplies)
August 8 – Teachers’ First Day (No Students)
August 8 – Parent ONLY First Grade Meeting, 6:00 p.m. (please bring all school supplies)
August 8 – Parent ONLY Third Grade Meeting, 6:00 – 6:30 p.m. (please bring all school supplies)
August 10 – Students’ First Day of School

Burris High School Student Council students will be providing child care for all of the Parent Only meetings in the Burris Gymnasium. Donations will be accepted.

Fee Summary - Burris Laboratory School - 2017-2018 School Year

<table>
<thead>
<tr>
<th>Grade</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kindergarten</td>
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<tr>
<td>Grade 1</td>
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<tr>
<td>Grade 2</td>
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<td>Grade 3</td>
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<tr>
<td>Grade 4</td>
<td>$170.96</td>
</tr>
<tr>
<td>Grade 5</td>
<td>$151.39</td>
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</tbody>
</table>

MSHS fees are determined by the classes your student is enrolled.

The above list are estimate fees and does not reflect any optional fees.
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. 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. The dock lot is not to be used during drop off or pick up. The dock lot is used for emergency vehicles and deliveries only. The dock lot gate will be locked from 7:30 to 8:30 and again from 2:7:30 a.m. to 8:30 a.m. and 2:30 p.m. to 3:30 p.m. Please for the sake of our children’s safety do not use the dock lot.

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 Mr. Jackson as our crossing guard. We are very lucky to have him