

Burris Laboratory School  
Student Handbook

2019 - 2020



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## Introduction

### Use Expectation

This handbook is intended to help guide you while you are a student at Burris Laboratory School. As a student, you have the right and the obligation to understand the contents of this handbook. Please ask questions if you do not understand the guidelines and expectations contained in this handbook. Yearly, we update the handbook; in turn, we ask that students and parents review the handbook and agree to its terms annually.

### Mission, Vision, History

**Mission:** Burris 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:** Burris Laboratory School was established in 1929 as part of Teachers College, Ball State University, and Muncie Community Schools. The purpose for Burris, as outlined in the mission statement, has not changed significantly throughout the history of the school. Burris 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, Burris, with the addition of the Indiana Academy of Science, Mathematics, and Humanities, became part of University Schools. In 2004, Burris and the Indiana Academy became separate school corporations. Burris is the only school in the Burris Laboratory School Corporation.

Burris School is named after Dr. Benjamin Burris, 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 Burris 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. Burris is fully accredited by AdvancEd. Burris does not have a school board; therefore, the Ball State University Board of Trustees is the ultimate authority for school policies.

Through the generous support of the Ball Brothers Foundation, Burris' recent history has celebrated growth in innovations including becoming a one-to-one iPad school, equipping classrooms with interactive whiteboards and Apple TVs, and building a cutting-edge Innovation Lab to support STEAM and Project Lead the Way programs.

## **Policy on the Treatment of Individuals with Disabilities**

It is the policy of Burriss Laboratory School, Ball State University not to discriminate against any otherwise qualified individual with a 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 Education Opportunity and Affirmative Action Statement**

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, 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 or 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.

## 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. These rights include the following:

1. 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. 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.
2. 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.
3. 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.

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

- School employees who have a need to know;
- Other schools to which a student is transferring;
- Certain government officials in order to carry out lawful functions;
- Appropriate parties in connection with financial aid to a student;
- Organizations doing certain studies for the school;
- Accrediting organizations;
- Individuals who have obtained court orders or subpoenas;
- 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.

Parents and or students over the age of 18 may 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

## School Hours and Closure Information

### School Hours

Burris Elementary School, Burris Middle School and Burris High School hours are 8:00 a.m. to 3:00 p.m. Students are expected to be in class, ready to work, by 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 3:20 p.m. except for participation in 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 and/or expulsion. Parents who leave their children unattended after school run the risk of their children being exposed to inclement weather, strangers (including possible predators and kidnappers), accidents, and other unforeseen dangers. It is important to remember that when applying to Burris it was explained parents are responsible for their prompt transportation of students before and after school.

The school office hours are 7:30 a.m. to 4:00 p.m.

### Schedules

#### *Middle and High School*

##### Regular Schedule

1 <sup>st</sup> Period	8:00 – 8:55 a.m.
2 <sup>nd</sup> Period	9:00 – 9:55 a.m.
3 <sup>rd</sup> Period	10:00 – 10:55 a.m.
4 <sup>th</sup> Period	11:00 – 11:55 a.m.
5 <sup>th</sup> Period	12:00 – 12:55 p.m. (MS Lunch and Owl Time)
6 <sup>th</sup> Period	1:00 – 1:55 p.m.
7 <sup>th</sup> Period	2:00 – 2:55 p.m.

##### Two-Hour Delay Schedules

	<i>Blue Day</i>	<i>Gold Day</i>
	1 <sup>st</sup> Period 10:00 – 10:35 a.m.	4 <sup>th</sup> Period
	2 <sup>nd</sup> Period 10:40 – 11:15 a.m.	6 <sup>th</sup> Period
	3 <sup>rd</sup> Period 11:20 – 11:55 a.m.	7 <sup>th</sup> Period
MS Lunch 1/ HS Lunch	12:00 – 12:35 p.m.	MS Lunch 1/ HS Lunch
MA Lunch 2/ HS 5 <sup>th</sup> Period	12:40 – 1:15 p.m.	MA Lunch 2/ HS 5 <sup>th</sup> Period
	4 <sup>th</sup> Period 1:20 – 1:50 p.m.	1 <sup>st</sup> Period
	6 <sup>th</sup> Period 1:55 – 2:25 p.m.	2 <sup>nd</sup> Period
	7 <sup>th</sup> Period 2:30 – 2:55 p.m.	3 <sup>rd</sup> Period

### **Elementary Lunch Schedule**

Kindergarten	10:25 – 10:55 a.m.
First Grade	10:35 – 11:05 a.m.
Second Grade	10:40 – 11:10 a.m.
Third Grade	11:00 – 11:30 a.m.
Fourth Grade	11:15 – 11:45 a.m.
Fifth Grade	11:20 – 11:50 a.m.

### **School Closures and Delays**

When the weather is hazardous, parents should use individual discretion about bringing their student(s) to school. Burris School is part of Ball State University and often is open unless the University closes. If for some reason it is necessary to cancel or delay 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.

## **Section I: Attendance**

### **Attendance Policy**

Burris Laboratory School requires that students be punctual and attend 180 days of school to comply with HEA 1288-2005, Section 17. Students and their families have the primary responsibility of ensuring school attendance. The purpose of this policy is to discourage excessive absenteeism and to clarify State and school attendance expectations.

### **Indiana Department of Education: Compulsory Attendance Policy (fr. IC 20-33-2)**

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.

## Burriss Laboratory School: Attendance Expectations

Students are permitted ten (10) excused and/or unexcused absences per school year. It is imperative that students and parents understand the attendance definitions provided below, as well as how to meet the provisions for each absences designation.

### Attendance Terms Defined

**Excused absences:** An excused absence (EA) is a student's personal illness, illness in the family, or observance of religious holidays. Excused absences are not exempt absences and will count toward a student's 10 allotted absences for the school year.

**Unexcused absences:** An unexcused absence (UA) is any absence that does not qualify as an excused absence. This includes, but is not limited to, absences due to car trouble, missing the MITS bus, family vacations, and oversleeping. In most cases, a parent's failure to notify the school of a student's absence will result in unexcused status.

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

1. Serving as a page for or as an honoree of the general assembly (GW).
2. Serving on the precinct election board, helping a political candidate or party (GW).
3. Appearing in court as a witness in a judicial proceeding, or serving on jury duty (CA).
4. Being ordered to active duty by the Indiana National Guard or Civil Air Patrol (SE).
5. Exhibiting or participating in the State Fair (SE).
6. Receiving religious instruction, or participating in religious observances that are not available outside of school hours (RH).
7. Medical or dental appointments that meet defined provisions (below) (DE).
8. Illness at school excused by school nurse (NE).
9. Immediate family emergency (documentation may be required) (FE).
10. Deaths and funerals for immediate family members (FU).
11. Funerals of extended family, or close friends, arranged in advance by a parent (FU).
12. College and career days (CV): Parents must fill out a college visit form one week prior to the visit. These forms are available in the Counseling Center and are to be submitted to the attendance secretary, in the main office. Upon completion of the college visit or career day, students must submit participation documentation to the main office; failure to submit documentation will result in UA status. Juniors are allowed two, and seniors are allowed three CV absences per year.
13. In-School Suspension (IS).
14. Other emergencies and unusual circumstances as approved by the principal or designee (AE).

**Doctor / nurse excused absences:** Absences excused by a doctor, dentist, or nurse (including the Burriss Laboratory School nurse) are considered Exempt under the following provisions:

1. For a doctor's excuse (DE) medical or dental appointment verifications must be presented to the main office within 48 hours of the appointment. The specialist's name and location of the practice must be identified on the note. We will only accept an original document and will not accept any doctor's note that has been modified. If the authenticity of the verification is in question, the school will contact the medical provider. 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

2. Students who fall ill during the school day must visit the Burriss Health Clinic to be assessed by the school nurse; if the nurse determines a student is too ill to remain at school, the absence will be nurse excused (NE).

**Certificate of Incapacity:** 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. IC 20-8.1-3-20 states that if a parent does not send their 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. Absences related to a Certificate of Incapacity (I) are Exempt.

**Non-school educational activities:** Non-school educational field trips, per Indiana Code 20-33-17.5, must be pre-arranged and meet the following defined characteristics:

1. Any educationally related, non-classroom activity must meet all the following conditions:
  - a. Be consistent with and promote the educational philosophy and goals of the school corporation and the state board.
  - b. Facilitate the attainment of specific educational objectives.
  - c. Be part of the goals and objectives of an approved course or curriculum.
  - d. Represent a unique educational opportunity.
  - e. Cannot reasonably occur without interrupting the school day.
  - f. Be approved, in writing, by the school principal or designee. Request may be denied or limited based on numbers of requests per year.
2. In general, non-school educational field trips are limited to five (5) per school year.
3. Students may be required to complete a project, or to otherwise showcase, their non-school educational activity to receive Exempt designation (SE).

**Habitual (chronic) absenteeism:** Habitual (or chronic) absenteeism includes students absent from school for ten percent (10%) or more of a school year for any reason (excused or unexcused).

**Truancy:** The IDOE defines truancy (TR) as "when a student is absent from school without the permission of parent/guardian." Further, effective July 1, 2013 as per SEA 338, a child is designated a habitual truant after incurring more than ten (10) days unexcused absences in one (1) school year." Under I.C. 20-33-2-25, the Superintendent, or an attendance officer having jurisdiction, shall report a child who is habitually absent or habitually truant from school in violation of this chapter to an intake officer of the juvenile court or the Department of Child Services. The intake officer, or the Department of Child Services, shall proceed in accordance with IC 31-30 through IC 31-40. An accumulation of five (5) hours of truancy for a school year may constitute recommendation for an attendance contract, suspension and/or expulsion. Each class period of truancy will result in at minimum one day in school suspension.

## **eLearning Days**

On eLearning days, students work from home to complete coursework-related activities. Most often, eLearning days are used to make up for school days cancelled due to inclement weather. To be marked “present” on an eLearning day, students must complete and submit their work by the assigned due date.

## **Tardy Policy**

Burris Laboratory School provides students with the opportunity to be critical thinkers, effective communicators, and collaborative workers with the goal of being strong academic students. Upon enrollment, Burris parents/guardians agree to provide punctual transportation to and from school daily. To be successful, students must be on time each day; being on time means that a student is in the classroom, seated, and prepared to learn at the beginning of the class period. This demonstrates a respect for the other students and teacher and promotes a culture of academic integrity. Tardies are counted on a semester basis.

## **Elementary (K – 5) Tardy Provisions and Consequences**

Tardiness is defined as any unexcused appearance of a student beyond the scheduled time that a class begins. 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.

Burris Laboratory School will send tardy notification letters at 3, 5, 10, and 15 days/times tardy. After the 15<sup>th</sup> tardy, parents will be required to meet with Burris Administration to implement a plan to assist the student in getting to school on time. After the 20<sup>th</sup> tardy, Delaware County Child Protective Services and the Delaware County Prosecutor’s Office will be notified of the habitually tardy status of the student.

## **Middle and High School Tardy Provisions and Consequences**

Tardiness is defined as any unexcused appearance of a student beyond the scheduled time that a class begins. A student more than 5 minutes late must receive a pass from the main office before entering class. A student who is more than 10 minutes late for first period will be considered absent for that class period; a student who is more than 10 minutes late for second through seventh period will be considered truant.

The following actions and consequences apply for middle and high school tardies:

- 3<sup>rd</sup> and 5<sup>th</sup> tardies: Notification letters sent to parents.
- 6<sup>th</sup> through 10<sup>th</sup> tardies: Lunch detention for each tardy; notification letter sent to parents with 10<sup>th</sup> tardy.
- 11<sup>th</sup> through 15<sup>th</sup> tardies: Lunch detention plus one hour afterschool detention for each tardy; parent notification.
- 16<sup>th</sup> through 20<sup>th</sup> tardies: One day of in-school suspension for each tardy; parent notification. After the second in-school suspension (17<sup>th</sup> tardy), Burris Laboratory School will submit a 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 in-school suspension (18<sup>th</sup> tardy).
- After the 20<sup>th</sup> tardy: Parents will be required to meet with Burris Administration to implement a plan to assist the student in getting to class on time. Additionally, Delaware

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

### **Parent 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. If the student is not picked up by 3:15, they will be brought to Apple Tree at the parents' expense or reported to CPS and Ball State University as an unattended minor.
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 student's return. Burris may verify appointments. Absences not verified will count towards the student's maximum 10 days. Doctor notes must be submitted to the main office within 48 hours of a student's return to school.
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 30 days prior for absences of five (5) days or more. This does not guarantee that the absence will be approved. 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 absences. 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 absences. If a student is absent three (3) consecutive days, the parent must call each day by 10:00 to report the absence. Any student 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 numbers. 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.

### **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 are in good academic standing and return in time for their next class.
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, provide a note from home, or have a parent call the school office. The student will inform the office prior to leaving, will sign out, and will 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. Students who have pre-arranged absences must have work and tests completed before the pre-arranged absence. In all cases, it is the student's responsibility upon return to meet with each teacher and determine any and all work that must be completed.
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.

### School Responsibilities

1. Burris Laboratory School will maintain records by using a system for monitoring attendance and tardiness and for discouraging absences.
2. Burris Laboratory School may assign detentions, closed lunches, in-school suspensions, or out of school suspensions for excessive absences or tardiness. Additionally, Burris Laboratory School will notify the Bureau of Motor Vehicles (BMV) of habitual truant and / or tardy statuses that will impact a student's ability to obtain or retain a learner's permit or driver's license for a period of 120 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.
3. 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 result in a referral to the Delaware County Prosecutor's Office for educational neglect.
4. The school will send letters home at 5, 8, and 10 days absent and at 3<sup>rd</sup>, 5<sup>th</sup>, and 10<sup>th</sup> tardies.
5. The school may initiate an attendance contract, to be signed by student and parent when absences and/or tardies are deemed excessive; in most cases, attendance contracts require a physician or the school nurse to excuse every subsequent absence. Failure to adhere to the attendance contract will result in progressive discipline that could include withdraw and/or expulsion. Additionally, attendance contracts may limit extra-curricular opportunities available at Burris. 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 parent/guardian will be expected to justify and support any new or relevant information for the attendance issue. It will then be decided if an appeal for waiver of the policy is warranted.
6. The school will send an affidavit for Juvenile Services to the Delaware County Juvenile Services at 20 non-exempt absences.

### Failure of Attendance and Additional Implications

**Missed work:** It is the student's responsibility to meet with each teacher and determine any and all work that must be completed. In most cases, the number of days absent defines the number of

days given for completion of make-up work: For middle and high school students, this may not apply to long-term projects or assignments given prior to a student's absence; to meet expectations, students are encouraged to be in contact with their classroom teachers. Further, extra credit is not mandatory, and if a student is absent, some extra credit opportunities may not be available.

**Earned credit:** High school students may not receive credit for any class during a semester if his/her total non-exempt absences exceed 10 days. In these cases, 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 for the remainder of the semester. Parents may appeal to an attendance committee comprised of the principal, assistant principal(s) and 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.

**Extra-curricular involvement:** A student on out-of-school or in-school suspension, as well as students who miss any part of the school day, may not participate in any extra-curricular activities including, but not limited to the following: sports, dances, concerts, drama productions, other activities representing Burriss. If a student is absent or serving a suspension on a Friday, they will not be allowed to participate in weekend events unless the absence is exempt.

## Section II: Student Code of Conduct

### Student Expectations

Burriss students are expected to conduct themselves appropriately and with integrity 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. Burriss students will practice a "hands off" policy where students are expected to keep hands to themselves.

### Academic Honesty Policy

*(This policy is currently under revision by an Academic Honesty Committee; pending committee recommendations and approvals, the following policy will be in place.)*

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.

**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:

1. 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.
  - i. Sharing information electronically.
2. 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 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.

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

**First offense:** Student will be expected to complete the assignment, project, and/or performance, and will have the ability to receive up to 50% of awarded grade or points. (Teacher will determine the length of time given to complete the work.) Parent notified of this situation.

**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.

**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 the class is required for graduation, the student will be required to retake the class. Parents will be notified of this situation.

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

**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.

**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 during that school year. If the class is required for graduation, the student will be required to retake the class. Parents will be notified of this situation.

### **Alcohol, Drugs, Tobacco**

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, 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.

Burriss 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.

### **Definitions**

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

1. Use or under the influence of any drug, intoxicant, controlled substance or other substance made unlawful by law or regulation;
2. Use or under the influence of any alcoholic beverage or similar intoxicant;
3. Use of any prescription medication not strictly in accordance with the direction of a licensed physician;

4. 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).

**Alcohol:** Ethyl alcohol, including all beverages, mixtures, medications, inhalants, or preparations that contain ethyl alcohol.

**Drug:** 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.

**Under the influence:** 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.

**Use:** Consuming, ingesting, drinking, injecting, demonstrating, inhaling or smoking drugs or alcohol.

### *Reasonable suspicion*

Burriss Laboratory School 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.

### *Drug testing policy*

The purpose of the drug testing policy is to:

- deter drug and alcohol abuse;
- educate students as to the serious physical, mental, and emotional harm caused by drug and alcohol abuse;
- prevent injury, illness, and harm as a result of drug and/or alcohol abuse;
- help identify student drug use and assist parents in pursuing evaluation and appropriate counseling; and
- 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 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.

### *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 p.m. 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:

**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 bore 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 Burriss through the lottery.

**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 Burriss 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 a 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 Burriss 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.

### ***Tobacco policy***

Smoking is not permitted by Burriss Laboratory School. The Burriss/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 Burriss. 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 who (a) purchases tobacco; (b) accepts tobacco for personal use; or (c) possesses tobacco on his person; commits a Class D 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.

### Appearance Guidelines

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 at all times. Students wearing inappropriate clothing, as determined by school personnel, will be asked to change and/or will be disciplined appropriately.

### Dress code rules

- 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. 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;
- 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.
- All shirts or tops must cover the underarm, chest, shoulders, stomach, and back during regular movements (not just while standing still).
- No clothing or other paraphernalia that appear to be gang related is permitted; please see Gang definition in this handbook.
- The following are not to be worn in the building:
  - hats or head coverings
  - sunglasses
  - clothing bearing suggestive comments, promoting or advocating the use of drugs, alcohol, tobacco, or other conduct prohibited by student code
  - coats, jackets, hoodies with lining, or other items intended to be worn as outerwear
  - large chains and spike jewelry (bracelets, chokers, etc.)
  - facial painting except where approved by the principal for school spirit days
  - tails or animal ears, tiaras, etc.

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. hat day, pajama day). School

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

### ***Penalties for violation of the dress code***

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 are 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.

Teachers have the right to include in their classroom policies issues addressing safety. For example, physical education, science, or cooking classes may deem it necessary to outline appropriate shoes. Field trips and/or school performances may require a specific dress code appropriate for the occasion.

All dress code policies are applicable during school-sponsored events, games, dances or contests.

### **Backpacks and Personal Items Policy**

In grades Kindergarten through 5th, students will stow belongs in designated areas in the classroom. Middle and high school students should stow all personal belongings, including backpacks and coats, in their lockers. Students in grades 6 through 12 are not permitted to have backpacks and coats in the classroom.

### **Cell Phones and Personal Electronic Devices**

All cell phones, and personal electronic devices including smart watches (i.e. Apple, Garmin), must not be visible or heard. Violations of this policy result in the following disciplinary consequences:

- First offense: Device is held in the office until the end of the day; parent notified.
- Second offense: Parent is required to pick up the device from the office.

- All subsequent offenses: The device must be checked in and out of the office on a daily basis.

### **Fidget Devices**

Fidget spinners or fidget devices, including slime, will not be allowed unless identified as accommodations or modifications within a student IEP or 504 plan.

### **Food and Beverages**

The consumption of food and beverages, excluding water, is prohibited in all classrooms and the Media Center. Classroom parties and other curricular events involving food are conducted at the discretion of the teacher, ensuring an environment whereby students with allergies are not excluded. Students seen with food or beverages should not be admitted to class. Students who bring or consume food and/or beverage in the classroom should receive an office referral if they fail to comply with a teacher's request to discard the items. Under no circumstances should a student bring food or beverage (including water) into a science laboratory classroom.

### **Gangs and Criminal Gang Activity**

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

### **Definitions**

**Criminal gang:** A group with at least three (3) members that specifically either promotes, sponsors, or assists in; or participates in; or 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 35-45-9-1 and IC 35-42-2-1).

**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.

### **Reporting and responding to suspected 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 incident 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.

### ***Services for students suspect of participating in gang activity***

The following represent services for students, and their families:

1. Research-based gang awareness education (for students, parents, school faculty/personnel, law enforcement, and community stakeholders).
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. 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

### **Harassment: Threats, Bullying, Title IX**

*(This policy is currently under revision by Legal Counsel; pending recommendations and approvals, the following policy will be in place.)*

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.

### ***Bullying***

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.

Reports of bullying are taken seriously. 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 and progressive discipline policy. Any student who retaliates against another student for reporting bullying will also be subject to consequences.

Please see the Anti-Bullying Policy, on the Burriss website, for additional information.

### ***Sexual Harassment***

Sexual harassment consists 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.

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

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.

### 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.

### Confidentiality

The right of confidentiality, both of the student and the accused, will be respected, consistent with Burriss's 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.

### 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 Burriss 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:

- a. Students will be meeting with the counselor to discuss relevant issues.
- b. Parents will 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.

### 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.

### **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.

### **Playground Rules / Burris Backyard**

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

- During school hours, the playground structure is only for Burris students' use.
- Additional toys and other materials are not to be taken into the playground unless they are requested and monitored by the teacher.
- Older upper elementary 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 if those walls are not intended for climbing.
- Students who violate Burris Backyard rules will be banished from the playground.
- After school hours, children may use the playground, but must be supervised by an adult parent or guardian.
- Pets are prohibited in the playground area.
- Food and drinks are to be consumed in the picnic table area and not in the playground area.
- Smoking, fireworks, or flames of any kind are prohibited at all times on school grounds. This includes grills.
- All trash must be placed in trash containers.
- The Backyard closes at dark. No one is permitted on structure after dark.
- 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.

### **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 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 Searches**

School property, such as lockers and desks provided for student use, is subject to the right of the principal or designee to inspect and search. 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 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.

Searches will be conducted by an administrator or designee in a private room by a person of the same sex as the student 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.

The search may include:

- The pockets of the student;
- A "pat down" of the exterior of the student's clothing;
- Any item in the possession of the student, such as a purse, book bag, or gym bag; or
- Objects, such as an automobile.

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; and / or
- 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 Burriss 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.

### ***Metal detectors***

When the school administration has reasonable suspicion to believe that weapons are in the possession of an identified student, the administration is authorized to use a mobile metal detector to search the student. Any search of a student's person as a result of the activation of the detector will be conducted in private and in accordance with the policy on personal searches. Only school personnel who have been trained in the usage of metal detectors, law enforcement officers assigned to the school corporation, or school resource officers shall operate the metal

detectors under the direction of the administration. (See the Burris Laboratory School Metal Detector Policies and Procedures for more information.)

### ***Possession of a firearm***

No student shall possess, handle or transmit any firearm on school property. 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. A student identified, evaluated, and enrolled in special education who possesses a firearm on school property will be provided additional procedural safeguards as required under IDEA.

The Principal shall notify the Delaware County Prosecutor's Office when a student is expelled under this rule. Any such firearm may be confiscated and held until the end of the school year.

The following devices are considered to be a firearm under this rule:

1. Any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive.
2. The frame or receiver of any weapon described above.
3. Any firearm muffler or firearm silencer.
4. 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.
5. 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.
6. 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.
7. An antique firearm.
8. A rifle or shotgun, which the owner intends to use solely for sporting, recreational, or cultural purposes.

Gestures of weapon movements in order to intimidate or excite violence will be considered a threatening act against another individual.

### ***Possession of a deadly weapon***

No student shall possess, handle, or transmit any deadly weapon on school property. 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. Any such deadly weapon may be confiscated and held until the end of the school year.

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

The following devices are considered to be a deadly weapon under this rule: 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.

## Discipline

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. The school's disciplinary jurisdiction extends to all of the following circumstances:

1. On school grounds, including the 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. When traveling to or from school or a school activity, function, or event.
4. While using property or equipment provided by the school.

In addition to the above, a student may be disciplined (including suspension or expulsion) for engaging in activities on or off school grounds if the infractions may reasonably be considered to be an interference with school purposes, or if the student's discipline is necessary to restore order or protect persons on school property. (This includes activities during weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions).

## Types of Disciplinary Action

Recognizing that the behavior of some students may be disruptive and interfere with the purposes and educational functions of Burriss, school administration may find it necessary to assign a consequence. The following are potential, though not exhaustive, consequences for behavior infractions: (See Progressive Discipline Policy)

**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 Main Office, or to the Learning Lab, to complete his/her regular, or additional, work.

**Suspension from School:** In the event a suspension is necessary, the 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.

**Expulsion** - When an expulsion is recommended, a student may be suspended by the principal or 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 Burriss due to excessive discipline referrals and suspensions will not be allowed to enter the lottery for readmission.

**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 the following:

- Counseling with a student or group of students.
- Conferences with a parent or group of parents.
- Additional work.
- Rearranging class schedules.
- Requiring a student to remain in school after regular school hours to do additional school work or for counseling.
- Placing student on a disciplinary contract.
- Restricting extracurricular activities.
- Assignment by the principal or designee of a special course of study, an alternative educational program, or an alternative school.
- Assignment by the principal to not more than 120 hours of community service.
- Removal of a student from school-sponsored transportation.
- Closed lunches.
- After school detention from 3:00 to 4:00 p.m. or 3:00-5:00p.m.
- Referral to the juvenile court having jurisdiction over the student.

### **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.

When a school official deems it necessary to require parent participation to resolve behavioral problems of a student, the parent shall be notified through telephone contact by a school official in advance of the meeting, conference or hearing, or through personal delivery of written notice of the required attendance at the meeting, conference or hearing by a school official. 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 administrator 24 hours in advance that there will be a third party participating and whom 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.

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

## 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 the following:

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, school 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. Discharging defense/chemical spray in a non-protective manner in the school or on school grounds.
5. Causing or attempting to cause physical injury or behaving in such a way as could reasonably cause physical injury to any person.
6. Physical, verbal, emotional and/or electronic intimidation, threatening, or aggression toward any person for any purpose.
7. 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.
8. 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.
9. 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 a 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.

10. 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.
11. 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.
12. 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.
13. 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.
14. Falsely accusing any person of violating a school rule or a state or federal law.
15. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.
16. Aiding, assisting, or conspiring with another person to violate a school rule or state or federal law.
17. 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 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.
18. 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, but is not limited to:

- a. chewing tobacco;
  - b. cigars, cigarettes, and snuff that contain tobacco;
  - c. pipe tobacco; smokeless cigarettes and devices including electronic cigarettes and juuls;
  - d. nicotine patches.
19. Engaging in or assisting another student in sexually harassing another person, including another student.
20. Giving or setting false fire alarms, false bomb threats, or false smoke alarms.
21. Possessing, selling, transmitting, accepting or using fireworks or other similar devices.

### **Procedures for Suspension and Expulsion**

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

1. A meeting will be held during which the student will be entitled to a written or oral statement of charges. If the student denies the charges, a summary of the evidence against the student will be presented and the student will have an opportunity to explain his / 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 principal or assistant 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. The notification will include the date of the suspension, describe the student's misconduct, and the action taken by the principal or assistant principal.
4. Written appeals may be made to the principal within 24 hours of the notification of suspension.

**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 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 Considerations for Students with Disabilities**

Students with disabilities are subject to the discipline rules adopted by the Board of 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:

**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 (IEP) 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 written or oral statement of charges. If the student denies the charges, a summary of the evidence against the student will be presented and the student will have an opportunity to explain his / her 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.

**Expulsion:** 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.

**Provision 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.

### **Progressive Discipline Plan**

The faculty and staff at Burris Laboratory School believe 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, and to participate positively in the creation of an effective learning environment.

Outlined below is Burris's Progressive Discipline Plan, which stipulates behaviors that will not be allowed at school. Also outlined are the possible consequences of engaging in such behaviors. Faculty will use classroom management systems and will give verbal warnings prior to progression through the consequences. These lists are meant to be representative but not necessarily inclusive. Additional specific policies are defined elsewhere in this student handbook and in course syllabi.

To keep track of a student's place on the Progressive Discipline Plan, behaviors and consequences will be logged in PowerSchool, the school's information management system.

<b>Examples of Behavior</b>	<b>Step in Progressive Plan and Possible Consequences</b>
<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>• Disrespect 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 policy)</li> <li>• Academic dishonesty (see Academic Dishonesty policy)</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 or Administrator Assigned</b>
<ul style="list-style-type: none"> <li>• Rough play</li> <li>• Inappropriate playground or cafeteria behavior</li> <li>• Lying</li> <li>• School work not turned in on a consistent basis</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> <li>• Lunch detention</li> <li>• Assigned seating in the cafeteria</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>• Missing closed lunch</li> <li>• Failure to serve detention</li> <li>• Violation of acceptable use of BSU technology policy</li> <li>• Misuse of technology: Including, but not limited to, photographing, recording, or videotaping of other students without their permission; using Canvas, airdrop, or apps for non-educational purposes; viewing or searching for explicit content.</li> <li>• Destruction of school property (minor defacing and destruction)</li> </ul>	<ul style="list-style-type: none"> <li>• Assigned seating in the cafeteria</li> <li>• Closed lunch</li> <li>• After-school detention</li> <li>• Restitution</li> <li>• Parent shadow</li> <li>• iPad to be checked in and out with Technology Office</li> <li>• iPad and / or Internet use suspended</li> <li>• ISS: 1-5 days</li> </ul>

<ul style="list-style-type: none"> <li>• Repeated violations of Type A and B Behaviors</li> </ul>	
<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 (includes verbal and written)</li> <li>• Physical or verbal aggression or threat of physical aggression (including social media brought into the school)</li> <li>• Possession of tobacco, tobacco products or tobacco paraphernalia</li> <li>• Lewd, indecent, offensive conduct</li> <li>• Failure to serve ISS</li> <li>• Misuse of technology: Including, but not limited to, photographing, recording or videotaping of faculty and staff without their permission; altering settings on the iPad in an effort to bypass the filter or override management settings</li> <li>• Posting photos or videos to social media of students, staff, or faculty without their permission</li> <li>• Repeated violations of Type A, B, and C Behaviors</li> </ul>	<ul style="list-style-type: none"> <li>• 2 Hour after-school detention</li> <li>• OSS: 1-3 days</li> </ul>
<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>	<ul style="list-style-type: none"> <li>• OSS: 5 days</li> <li>• OSS: 8 days total, includes behavior contract and mandatory parent conference</li> </ul>
<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</li> </ul>	<ul style="list-style-type: none"> <li>• OSS: 10 days</li> <li>• Due process</li> </ul>

<p>(electronic, physical, verbal) against teachers, and failure to respond to increasingly restrictive consequences. (See also Grounds for Suspension and Expulsion.) 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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**Acceptable Use Policy on School-Provided Network**

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 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, 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 faculty to blend thoughtful use of the Internet throughout the curriculum and to provide guidance and instruction to students in its use. As much as possible, access from school to Internet resources should be structured in ways that 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 using Burriss-provided Internet access must first have the permission of and must be supervised by Burriss Laboratory School's professional staff. Students using 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 Burriss 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 Burriss Laboratory School. Access is a privilege, not a right. Access entails responsibility.

The complete technology policy can be found on the Burriss 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, or to other Internet based storage services such as Google Docs. 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. 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 Burriss 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 network 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 ways, it is possible to make destructive changes

without realizing it. No alterations should be made to the hard drives of any school computers: do not change settings, add or delete programs; and do not 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 Burriss or Ball State University network without authorization.

Burriss 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.

### Accessed Information

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

- uploading, downloading, or distributing pornographic, obscene, or sexually explicit material;
- transmitting obscene, abusive, sexually explicit, or threatening language;
- violating any local, state, or federal statute;
- vandalizing, damaging, or disabling the property of another individual or organization;

- accessing another individual's materials, information, or files without permission;
- violating copyright or otherwise using 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.

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 Burriss's 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 Burriss institute technical methods or systems to regulate students' Internet access; those methods could not guarantee compliance with Burriss' acceptable use policy. That notwithstanding, Burriss 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

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.

## Section III: General Information

### Athletics

Students are encouraged to participate in the athletic program, which is a joint program with Burriss 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.

**Purpose:** Interscholastic athletics at Burriss 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, Burriss 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.

**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.

**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.

**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.

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

**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.

### Bracken Library

Burriss students in grades 9-12 may use Bracken Library, on the campus of Ball State University, 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 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.

### Counseling Center

The counselors serve students in all grades at Burriss Laboratory School. Teachers, students, and parents are encouraged to contact the counselors to refer students for counseling. The counselors provide programs to assist with graduation, college/career placement, scholarships, self-improvement, self-development, and interpersonal skill development in addition to information and assistance in other areas requested. K-12 students and parents are encouraged to contact the Counseling Center for information in any of these areas. An open-door policy is maintained whenever possible.

### Dances

Multiple times each academic year, middle and high school students have the opportunity to attend dances if they are in good academic standing and have no outstanding fees or disciplinary infractions.

The following apply to Burriss dances:

- All school rules apply (including the dress code); 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. With the exception of Prom, parents will not be notified if students leave a dance early. Parents will be notified if a student leaves Prom early and the student will not be admitted to any after prom activities.
- The faculty sponsor will maintain attendance of all chaperones, set up / clean up crews, and dance attendees. The attendance must record the time of arrival and the time of departure; if departure is within 20 minutes of the end of the event, no departure time needs to be noted. Dance attendance must be submitted to the assistant principal by the next school day, following the dance.
- Only Burriss students may attend Burriss dances; Academy students must be guests of Burriss students.
  - Rules for dance guests:
    - Burriss Middle School students may not bring guests.
    - Burriss High School students wishing to bring a guest to a dance need to be aware of the following rules governing guests:
      - Each student may only bring one guest.
      - The guest must be in high school, with the exception of Prom in which case 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.

### Extracurricular Activities

Participation in extracurricular activities is voluntary but requires a commitment and some sacrifices by students and their families. All students who participate in after school activities must be in 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. Please speak with a counselor or assistant principal to find out more about clubs and activities available at Burriss.

### Fees

Prompt payment of fees is required to maintain good standing as a Burriss 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. The parent or legal guardian of a student at Burriss 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 Burriss 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. Seniors who have unpaid book fees by May 1st of each year will not be allowed to participate in the graduation ceremony if fees are not paid by May 15th.

Parents/guardians are responsible without limitation for any costs, fees, course fees, charges, expenses, or assessments levied on their student by Burriss 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 Burriss Laboratory School or the Indiana Academy or in any course offered by Ball State University in which the student can enroll as a Burriss student. These costs may include, but are 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 Burriss Laboratory School for students who qualify for free or reduced meals for that school year and who request textbook assistance. However, fees associated with class fees are the responsibility of the parent/guardian.

Please note, as per Ball State University policy, students who carry a Burriss balance will not be allowed to take classes for dual credit.

Our entire fee policy is available upon request and is also available on our web site.

### **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 disciplinary referrals and/or 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.

### **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 believe you are eligible.

### **Food Delivery**

Burriss will not allow any food deliveries to the school. If a student sends for a food delivery, he / she must meet the delivery at a specified door. We will not allow food delivery vendors to enter the school.

## Food Services

The Burris Cafeteria is managed by Ball State University Dining. Burris elementary and middle school students will use the Burris Cafeteria for lunches. Burris high school students may also purchase meals in the Burris Cafeteria, but also have the option of dining outside of Burris. Food consumed in the cafeteria must be purchased from the cafeteria or brought from home. Food purchased from commercial vendors (such as fast food or ordered/delivered pizza) cannot be brought into the cafeteria during lunchroom hours.

## Hours and Pricing

**Breakfast:** Breakfast is available from 7:30 – 8 a.m. daily. Students in grades 6 through 12 may get their meals to go; students in Kindergarten through 5th grade must eat in the cafeteria.

\$2.00: Perfect Tray meal\* for students

\$2.25 + tax: Perfect Tray meal for faculty, staff, or guests

**Lunch:** Lunch is available from 10:15 a.m. – 1:20 p.m. daily.

\$3.00: Perfect Tray meal\* for students

\$3.50 + tax: Perfect Tray meal for faculty, staff, or guests

\*Those creating a Perfect Tray will be asked to choose three or more food groups and to always include a fruit or vegetable; for example, one could choose a BBQ chicken sandwich on a bun, fresh fruit, salad bar vegetables, and chocolate milk, or just the BBQ chicken sandwich on a bun with fresh fruit.

**Snack Zone:** The Snack Zone is available to middle and high school students from 12 – 1:20 p.m. Snack Zone items are charged at a la carte pricing and do not count toward a Perfect Tray. Most items are priced below \$1.

**Vending machines:** Vending machines are available before 8 a.m. and after 3 p.m. All items in the vending machines follow 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.

## Menus, Nutrition, and Food-Allergen Information

**Menus:** The current monthly calendar menu is available on the Burris school web page. For all grades, there is a daily offering of hot food entrees and sides, salad bar, cold sandwiches, fresh fruit, milk, and juice. For middle school and high school there is also our snack zone menu that includes a variety of chips, cookies, muffins, beverages, and cereal.

**Nutrition:** NetNutrition (<http://netnutrition.bsu.edu/NetNutrition/1#>) 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.

**Food-allergen information:** Burris Cafeteria can provide dietary accommodations for any student with a medically documented condition on file with the school nurse. Parents must complete the Dietary Restrictions form available under the Individual Dietary Needs subheading

on the Burris Cafeteria Web Page. Ball State University Dining's Wellness Nutritionist, Stacey Grogg, will help determine appropriate accommodations.

### Payment Options

**Burris Bucks:** The Burris Bucks account, which functions as a declining-balance debit card, is the payment method for all meals and snacks. Burris Bucks are available for purchase (Discover, MasterCard, Visa), online at <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. Parents may check student Burris Bucks balances through PowerSchool by clicking on the Balance tab on the student's main page. Burris Bucks remaining in a student's account at the end of the school year will roll over into the following year. If a student will not be returning to Burris the following year, amounts of \$20 or more will be refunded.

**Free / reduced price meals:** If a student receives free/reduced price meals, they are able to receive a Perfect Tray at breakfast and lunch each day Burris Laboratory School is in session on campus. Free/reduced price meals can only be received from the Burris Cafeteria (no other BSU Dining locations).

If you believe your student may qualify for free or reduced-price meals, please call Burris at 765-285-1131 or visit the Burris Cafeteria website: <http://cms.bsu.edu/web/burris/cafeteria>. Applications for free/reduced price meals are available on the cafeteria website, along with frequently asked questions and additional instructions to aid in the process of determining your eligibility.

### Identification (ID) Cards and Lanyards

All Burris students (K-12) are required to have a Burris Laboratory School photo ID card. Student IDs in grades Kindergarten through 5 will be delivered to classrooms daily for students to use in purchasing lunch.

All middle and high school students are required to wear, around the neck, their Burris-issued lanyard and photo identification / swipe card while in the building. The lanyard should be in place before the student enters the building and students should hold up their ID to the official at the door upon entry. Students will also use their IDs to make food purchases in the school cafeteria.

Any lost or stolen cards must be reported immediately, to the Burris Office. At this time, students will receive a temporary ID to use until they have their replacement ID; replacement cards must be acquired within 24 hours and will be made at a cost of \$25.00 to the student. Lanyards are \$2 to replace. Students who forget ID cards must report to the office for a temporary ID to use until the next school day.

### Lockers

All lockers are the property of Ball State University and Burris Laboratory School. Students using lockers (hallway, physical education, athletic, band or art) should have no expectations of privacy in their locker(s) or 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 lockers. Students may decorate their lockers on the inside as long as decorations can be removed and do not harm the structure of the locker. Outside decorations for birthdays may only be up for the day of a student's birthday, then they must be removed.

Middle and high school students are not allowed to carry bags, backpacks, or coats to their classes; lockers should be used to store these personal items during the day.

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.

### **Lost and Found**

Most lost and found items are placed in the Media Center. On a regular basis, all unclaimed items that have been set out for a specific period of time will be given to a non-profit organization.

### **Lost / Damaged Books and Materials**

Occasionally, students damage or lose textbooks, workbooks, or other class materials. 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 for the lost or damaged items must be made before replacements are given to the student.

### **Media Center**

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

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

**Overdue Notices:** 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 near the end of the school year to students who have not returned library materials. Replacement costs for lost books will be charged. Charges not paid by the last day of the school year will be added to the school fees for the following year.

**Student Conduct:** Students are expected to be considerate of others at all times and to assist in keeping the Media Center neat and orderly. Food and drink are not permitted in the Media Center. Computers in the Media Center are for student use only during school hours.

**After School:** Parents and students are welcome in the Media Center after school. Middle and high school students must have a Media Center pass from a teacher in order to use the Media Center after school; however, a parent must accompany elementary students.

### Messages 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 as it disrupts the classroom instruction or activity.

### Parent / Guardian Information

It is necessary for Burriss School officials to have accurate information concerning how to contact parents or guardians of Burriss students in case of emergency. Emergency contacts are people who may be responsible for picking up a student should that student 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.

### Parent-Teacher-Student Organization (PTSO)

The PTSO sponsors many activities during the school year and promotes fund-raising events to financially support student and teacher needs. The PTSO meets monthly at the school. The PTSO Board consists of officers and directors representing parents, teachers, students, and administrators from Burriss. 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.

### Student Center (L.A. Pettinger Student Center)

*These rules are provided by Student Center management.*

Ball State University's campus is generally not an appropriate environment for minors unless they are enrolled students or enrolled in a program specifically designed for children and appropriately supervised by adults with the proper training and credentials.

Burriss students are allowed access to the facility only during lunchtime and for specific events/programs as authorized by Burriss personnel. All students are to remain on the first floor in the dining area. Students will be asked to leave the building if found in other areas or if in the building at non-designated times.

1. **High school students:** First time violators will be told to leave and the Burriss administration will be notified for appropriate disciplinary action. Subsequent violations will result in a call to Ball State University Police.
2. **All other Burriss students:** First time violators will be brought to the Student Center Administrative Office and the parent(s) will be notified to immediately pick up their

child/children. Subsequent violations will result in a phone call to Ball State University Police and/or a call to Indiana Department of Child Services.

3. **After school groups:** Groups may be accompanied by credentialed Burris staff, faculty or volunteer. The group must come to the Student Center together, remain together, stay on the first floor in the dining area, and leave as a group.

### Student Classification

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

### 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 Work

Students' names, photographs, artwork projects, other original work products, and special recognitions may be displayed in community newspapers, classrooms or other areas of the school, including classroom websites, in printed material, video, or any other method of mass communication. Parents may choose not to allow their child's personally identifiable student information or work product to be displayed. Parents wishing to exercise this option must notify the principal in writing.

### Transportation

It is important to remember that when applying to Burris, it was explained parents were responsible for transportation of their student(s) before and after 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 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 10 minutes after that activity ends. 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. 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.

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, or the parking lot on the corner of Gilbert and Nichols.

### Bicycles

Students may ride their bicycles to school. Bicycle racks are located outside the building where students are to park and lock their bicycles. 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 on and off the school property. This will help to prevent accidents.

### **Automobiles/Motorized Vehicles**

Driving to school is a privilege, not a right. If a student violates the driving regulations, parents may be notified. Burriss is not responsible for tickets or any accidents with privately owned vehicles.

Any student who wishes to drive an automobile or other motorized vehicle to school has two options:

1. Option 1: Obtain a parking decal and register the vehicle with Ball State University Parking Services. This will allow the student to park in any of the designated commuter lots on campus. The student is responsible for any applicable registration fee. A letter from the assistant principal is required for a student to pursue this option.
2. Option 2: Students may get a street parking pass and decal from the main office; this option is free and allows students to park on Nichols, Washington, or Main streets. This parking is limited and is available, daily, on a first come basis. A form must be obtained from the main office to register for a street parking pass.

Students driving themselves to school are expected to be on time. Being tardy to class due to lack of parking or car trouble is an unacceptable excuse. Burriss is not responsible for tickets or any accidents with privately owned vehicles.

The following rules are to be observed by all student drivers:

- 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.
- Drive in a manner that is safe and courteous; obey all traffic laws.
- Do not park in any Ball State University parking lots without proper window decal for the current year.
- Do not 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.
- Proceed immediately from the vehicle to the school upon arrival, and vice versa upon dismissal. Do not loiter in parking lots.

### **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 them.

### **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.

### **Visitors**

All visitors of the school, including parents and guardians, must check in with the main office to receive and wear a Visitor's Badge and lanyard. A photo ID will be requested upon sign-in. All visitors also sign out and return the lanyard.

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 (parent/guardian only), and Burris Faculty/staff may attend field trips.

## **Section IV: Student Health**

### **Health Clinic Policies**

The health of your student is our concern. Habits are formed in early childhood. These habits are important to the growth, health, happiness, and success of your child later in their life. Burris has one, full-time nurse on duty daily. While regular school attendance is important, students who are sick should not attend school due to the risk of spreading illness. Please contact the school nurse if you have any questions about whether your child should attend school due to illness.

### **Clinic Use**

The health clinic is for acute illnesses and injuries and management of chronic conditions during school hours. The clinic is not used for diagnosing strep, viruses, flu, etc. A student who becomes ill or injured at school should report to the health clinic so the nurse can assess the student.

The health clinic is available for limited use, for students who become ill or injured, while waiting for transportation home. Parents should make every effort to see that their child is picked up promptly upon notification. A back-up person should be listed as a contact for care and transportation in case of illness or injury. A student who calls a parent to be picked up from school will not receive a nurse-excused absence; the school nurse must make the call notifying parents that the student needs to go home.

The clinic also maintains student medical records; student records should be updated if there is a change in phone numbers or physicians. Additionally, it is helpful in monitoring if the school nurse is notified of any chronic illnesses (i.e. allergies, heart problems, diabetes, asthma, seizure history, etc.).

## Medication

**Prescription medication:** All prescription medication must be stored in the Health Clinic. A Prescription Medication Administration form must be completed by the parent and physician in order for prescriptions to be given during school hours. Medications must be in the original pharmacy bottles: Ask the pharmacy to give you two bottles (one for home and one for school) if needed. Medications will not be accepted if they are not in the original bottle from pharmacy and the Prescription Medication Administration form is not properly completed. If a medical label has been tampered with, the medication will not be administered.

If there is a dosage change, a new form needs to be completed by the physician; parents cannot give medication changes in prescription, pills, insulin, or inhalers. Forms expire at the end of the school year. Medications not picked up on the 7<sup>th</sup> day after the last day of the school year will be disposed.

It is the student's responsibility to report to the clinic for medication administration.

**Over-the-counter medications:** Students are not permitted to have any OTC medications in their lockers, backpacks, purses, or on their person. OTC medications such as acetaminophen, ibuprofen, menstrual pain relief, aspirin, antacids, CBD oil, and cough drops can be given in the Health Clinic only if an OTC Medication Administration form is properly completed by the parent. Parents will supply the medications, which must be in the original package/bottle.

Elementary students, who may need cough drops, will have to stay in the clinic until the cough drop is dissolved due to choking hazards. Cough medications and homeopathic treatments will not be administered at school by the nurse or staff.

OTC Medication Administration forms expire at the end of the school year. Any medications not picked up by parents on the 7<sup>th</sup> day after the last day of the school year will be disposed.

It is the student's responsibility to report to the clinic for medication administration.

**Inhalers and Epi-pens:** Students are not permitted to carry any type of medication while at school or on school-sponsored field trips or events except for inhalers and Epi-pens. If a physician believes students are capable of carrying their inhaler or Epi-pens with them, a Medication Administration form and a Self-carry Contract need to be completed. The forms will expire at the end of each school year.

## Contagious Disease

The school nurse should be informed of students with contagious/communicable illnesses. In making determinations for a sick child's attendance, the following factors apply:

1. Any student who appears ill, or has an elevated temperature (over 99.6), will be sent home.
2. Any student who has experienced a fever/elevated temperature should remain at home for 24 hours following the return of a normal temperature (98.6 degrees or below) without medication.
3. Any student who has experienced vomiting or diarrhea should remain at home for 24 hours after the last episode.

4. A student having symptoms of pink eye, scabies, ringworm, or impetigo will be sent home and will need a physician note stating treatment is in progress to return to school.
5. A student with symptoms of head lice or bed bugs will be sent home initially for treatment. The majority of nits must be removed for student to return to school; the student must be checked by the school nurse before returning to the classroom. Students with bed bugs must also be checked by the school nurse before returning to the classroom; personal items including backpacks and coats must also be checked. If no live bugs are found on the student or belongings, he/she may return to class.

### Personal Health Plans

Parents are responsible for providing the health clinic with current written medical information from the student's health care provider/specialist at the beginning of each year and as the changes occur throughout the school year. Please complete the appropriate forms for physicals, immunizations, asthma action plans, allergy action plans, seizure action plans, diabetic action plans, etc., and keep those current and in compliance with physician orders. Medical records can be faxed to the Health Clinic at 1-765-285-8620. Parents can sign a release of information to allow a student's physician to discuss specific health conditions and needs with the school nurse.

Parents are responsible for providing all products needed by the health clinic to assist in the management of student medical conditions; this includes, but is not limited to, medical supplies, medications, food products / items, etc.

Parents should report the following to the school nurse:

- All allergies
- Information regarding any long-term medication your child takes during the school year, even if it is not administered at school.
- Any fears or stressful situations that may affect your child's emotional well being.

### Physical Education Restrictions and Exclusions

If parents request a student be excluded from Physical Education class, the student will also be excluded from recess and school athletics. If the exclusion or restriction lasts more than three days, a physician's note must be submitted to the school nurse; the note should state the nature and length of the exclusion/restrictions and when the student is able to resume Physical Education and activity.

**Ambulatory assistance:** A student requiring the use of crutches, canes, wheelchairs, or other medical adaptive devices must submit, to the nurse, a note from the physician. The note should include the following: reason for use / need; student's ability to navigate stairs; the length of use, and any activity restrictions. Knowledge of student restrictions helps the clinic in daily care of the student and in emergency situations. School-owned devices are not available for daily use by students.

**Elevator keys:** Students requiring use of the elevator must have a doctor's note on file with the nurse. The note must indicate, specifically, that the student is unable to use stairs; it must also include the date range during which the student will need use of the elevator. The nurse will monitor student use and possession of elevator keys. When a student checks out a key, the nurse will also review procedures for exiting the building in the event of a fire or weather drill or

emergency. All elevator keys must be turned in by their due date (determined by the nurse, based upon the submitted doctor’s note), or student accounts will be charged key replacement fees. Elevator use is only for students with documented need; students are not to allow other students to accompany them on the elevator unless they need someone to help with carrying items (i.e. if they are on crutches).

## Physicals and Immunizations

### Physicals

Health physicals are stored in the clinic as medical records. Physicals are required for all students new to Burriss. Additionally, students entering 4<sup>th</sup> and 9<sup>th</sup> grade need to submit new physicals to the health clinic. Completed health forms should be signed by the physician and given to the health clinic no later than the first day of school.

**Elementary sports:** All 5th-grade students participating in elementary sports will need to submit a new physical to the health clinic.

**Middle and high school sports:** Athletic physicals for middle and high school are stored in the Athletic Office as athletic records.

### Immunizations

Indiana State Law (PL205-1985) requires that the parents of all students furnish the school a physician record of the student’s immunization records no later than the first day of school. If immunization records are not received within the first 20 days of the school year, the student will not be permitted to return to school until immunizations are up-to-date. Only written religious exemptions from parents or medical exemptions from a physician will be accepted to exempt a child from Indiana state-required immunizations.

Immunization records must show that the student has been immunized against diphtheria, whooping cough, tetanus, rubella, poliomyelitis, mumps and two doses of measles (preferably MMR) after the child’s first birthday. Please refer to the following information for required vaccines:

Kindergarten	Grades 1 – 5	Grades 6 – 11	Grade 12
3 Hep B	3 Hep B	3 Hep B	3 Hep B
5 DTaP	5 DTaP	5 DTaP	5 DTaP
4 Polio	4 Polio	4 Polio	4 Polio
2 MMR	2 MMR	2 MMR	2 MMR
2 Varicella	2 Varicella	2 Varicella	2 Varicella
2 Hepatitis A	2 Hepatitis A	1 MCV4	2 MCV4
		1 Tdap	1 Tdap

## Screenings

### Vision Screening

Indiana state law requires students are tested by a vision specialist in Kindergarten and 1st grades and by the school nurse in 3rd, 5th, and 8th grades. If it is determined that a student needs a follow-up eye exam, a note will be sent home from the nurse.

### Hearing Screening

Indiana state law requires that students receive a hearing test in 1st, 4th, 7th, and 10th grades. New students are also tested. If a student is found to have a hearing problem, a referral may be made to a physician or to an audiologist for additional testing and/or treatment.

Students are not required to have hearing tests if their parents request they not be tested; in these cases, a written request must be submitted to the school, by the parent. At Burriss, the Speech Language Pathologist administers most hearing tests in the fall. If more information is needed, please contact the Speech Language Pathologist.

### Wellness Policy

Burriss Laboratory School is committed to providing a school environment that promotes and protects children's well being and 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 providing further opportunities to engage in physical activity;
5. Providing guidance for future decisions in nutrition and physical activity; and
6. Meeting federal guidelines.

## Section V: Academics

The foregoing is intended as an overview of academic guidelines; students and parents, especially at the high school level, are encouraged to review the Burriss Laboratory School: Curriculum Handbook.

### Academic Closed Lunches

For all students in grades 6th through 12th, lunches can be closed for failing to meet academic expectations. Students who have D and F grades due to missing work can be required to report to a designated room to complete their work. Once the student's grades have improved to C's or better, they will be allowed to have their normal lunch period again with the permission of a school administrator.

## 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 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 counselor before enrolling to make certain that courses meet all requirements for the Indiana Academic Honors Diploma and the NCAA where applicable.

Students will not be allowed to drop Academy classes once the semester has started.

## Advanced Placement (AP) Courses

Upon successful completion of an Advanced Placement course, students are expected to take the corresponding AP 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. 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. 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.

Students interested in taking Ball State courses should first consult with their parents and then discuss their interests with the Burriss Counseling Center. 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. Courses requested by a student are identified, and the 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 the student and submitted to the 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 to pick up the letter, it goes to a department chair for a signature of approval, and 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, does not have outstanding Burriss fees and paid the assigned university fees for the course.

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 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.

Please note that a three credit hour course at Ball State University equals one Burris credit. A one or two credit hour course at Ball State University cannot be taken in place of one Burris class unless special permission is granted by the principal.

### **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.

### **Diplomas and Graduation Requirements**

#### **Core 40**

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

It is the responsibility of the student to see that the requirements for graduation are met. Please see the Burris Laboratory School: Curriculum Handbook for a detailed list of requirements. 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.

#### **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.

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.

It is the responsibility of the student to see that the requirements for graduation are met. Please see the Burris Laboratory School: Curriculum Handbook for a detailed list of requirements. 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.

### **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.

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. Please see the Burris Laboratory School: Curriculum Handbook for a detailed list of requirements. 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.

### **Graduation Requirements Beginning with the Class of 2023**

Each student is required to meet all three (3) of the following criteria in order to graduate:

1. Meet the defined diploma credit and curricular requirements for a Core40, Academic Honors, or Technical Honors diploma.
2. Demonstrate Employability Skills by completing one (1) of the following:
  - a. Project-Based Learning Experience

- b. Service-Based Learning Experience
  - c. Work-Based Learning Experience
3. Complete at least one (1) of the following:
- a. Honors Diploma: Fulfill all the requirements for the Academic or Technical Honors diploma
  - b. ACT: Reach college-ready benchmarks
  - c. SAT: Reach college-ready benchmarks
  - d. ASVAB: Earn at least the minimum AFQT score
  - e. State and Industry-recognized Credential or Certification
  - f. Federally-recognized Apprenticeship
  - g. Career-Technical Education Concentrator: Earn a C-average in at least two non-duplicative advanced courses
  - h. AP//IB/Cambridge International/Dual Credit courses or CLEP Exams: Must earn a C average or higher in at least three courses
  - i. Locally created pathway

It is the responsibility of the student to see that the requirements for graduation are met. Please see the Burriss Laboratory School: Curriculum Handbook for a detailed list of requirements. 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.

### Early Graduation

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

### Edgenuity

Edgenuity is an online learning system used by Burriss for credit recovery. In rare cases, it can be used to help students who cannot fill their schedules with other classes at Burriss. In most cases, students will not be allowed to take Edgenuity classes if Burriss offers the same class in person. Edgenuity classes are semester-long classes. Students are expected to make adequate daily progress in order to complete the course by the end of the semester. Progress will be monitored and students who are not meeting expectations will be subject to academic closed lunch. Edgenuity courses not completed by the end of the semester will earn F letter grades. Changes or exceptions to these rules may come with administrator approval, or to satisfy student IEP needs.

On a limited basis, Edgenuity courses may be available for summer enrichment; in these cases, grading requirements will be removed and there will be no teacher monitoring student progress. Such opportunities will be announced during the Spring semester.

### Grading System

#### Elementary School Grades

Elementary students receive progress and achievement reports. Students in grades Kindergarten through 2nd will receive numerical grades (3-mastering, 2-progressing, 1-developing).

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 issued each quarter and progress reports at the end of each semester. Parent conferences to discuss student progress are held in the fall and in the spring.

Students in grade 3 will receive letter grades in reading and math and parents can monitor student progress in PowerSchool. Students will receive numerical grades (3-mastering, 2-progressing, 1-developing) to evaluate students in all other content areas. 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 issued each quarter and progress reports at the end of each semester. Parent conferences to discuss student progress are held in the fall and in the spring.

Students in grades 4th through 5th 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 are issued each quarter and progress reports at the end of each semester. Parent conferences to discuss student progress are held in the fall and in the spring.

### **Middle School Grades**

Middle school students receive letter grades each semester for each class. Parent conferences to discuss student progress are held in the fall of each school year. Parents should regularly monitor their child's attendance and progress through PowerSchool and Canvas.

### **High School Grades**

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 scheduled for fall. Teachers are encouraged to make parent contact as necessary. Parents should regularly monitor their child's attendance and progress through PowerSchool and Canvas. The Counseling Center is also a valuable resource in helping students with high school academic needs.

### **Graduation Ceremony**

Students whose fees are not paid by May 15, or any student more than one credit from graduation, will not participate in the graduation ceremony.

### **High School Credit Earned before Grade 9**

High school credit will be given for high school classes taken during middle school at Burris. 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 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.

### **Incomplete Grades**

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 from the Counseling Center. 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 “F” (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 on the schedule for the academic year. 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 counselor. The student must develop the program for the independent study with the assistance of a faculty advisor and by using the Independent Study Proposal packet which is completed and submitted by the established deadline. The Proposal Approval Committee’s approval is required for each completed proposal to be valid.

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 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.

### **PowerSchool**

Postings are updated at a minimum of once every week. Parents are encouraged to regularly track their child's progress through this program. Parents and students are encouraged to communicate with teachers if grades are not posted every two weeks or if grades for homework, assignments, classwork, and tests are missing or not posted. Notify a school administration if teachers do not respond to parent communication or questions within 48 hours.

### **Retaking Courses**

Students wishing to repeat a course taken during the fall semester should take the course over during the next 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 next 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 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 counselor for any clarification of this IHSAA rule.