

Burris Laboratory School  
Family and Student Handbook

2025 - 2026



<b>INTRODUCTION</b>	<b>5</b>
<b>Use Expectation</b>	<b>5</b>
<b>Equal Education Opportunity and Affirmative Action Statement</b>	<b>5</b>
<b>Student Notification of Rights under FERPA</b>	<b>5</b>
<b>School Hours and Closure Information</b>	<b>6</b>
School Hours	6
School Closures and Delays	6
<b>SECTION I: ATTENDANCE</b>	<b>7</b>
<b>Attendance Policy: General Guidelines</b>	<b>7</b>
<b>Attendance Terms Defined</b>	<b>7</b>
<b>Tardy Policy</b>	<b>8</b>
<b>Student Attendance Status</b>	<b>8</b>
<b>SECTION II: STUDENT CODE OF CONDUCT</b>	<b>10</b>
<b>Student Expectations</b>	<b>10</b>
Academic Honesty Policy	10
Alcohol, Drugs, Tobacco	10
Appearance Guidelines	11
Backpacks and Personal Items Policy	11
Bullying	11
Non-Discrimination and Anti-Harassment	12
Student Searches	12
<b>Discipline</b>	<b>12</b>
Types of Disciplinary Action	13
Grounds for Suspension or Expulsion	13
<b>SECTION III: GENERAL INFORMATION AND CONSIDERATIONS</b>	<b>15</b>
<b>Athletics</b>	<b>15</b>
<b>Bracken Library</b>	<b>15</b>
<b>Cell Phones</b>	<b>15</b>
<b>Deliveries</b>	<b>15</b>
<b>Field Trips</b>	<b>15</b>
<b>Food Services</b>	<b>16</b>

Parents Eating with Students	16
<b>Media Center / Library</b>	<b>16</b>
<b>Messages to Students</b>	<b>16</b>
<b>Parent-Teacher-Student Organization (PTSO)</b>	<b>16</b>
<b>Scent-free Environment</b>	<b>17</b>
<b>Student Center (L.A. Pittenger Student Center)</b>	<b>17</b>
<b>Student Identification / Swipe Cards</b>	<b>17</b>
<b>Student Work</b>	<b>18</b>
<b>Transportation</b>	<b>18</b>
Bicycles	18
Automobiles/Motorized Vehicles	18
<b>Visitors</b>	<b>18</b>
<b>SECTION IV: STUDENT HEALTH</b>	<b>20</b>
Clinic Use	20
Medication	20
Personal Health Plans	20
Physical Education Restrictions and Exclusions	21
<b>Physicals and Immunizations</b>	<b>21</b>
Physicals	21
Immunizations	21
<b>Screenings</b>	<b>22</b>
<b>Wellness Policy</b>	<b>22</b>
<b>SECTION V: ACADEMIC GUIDELINES</b>	<b>23</b>
<b>Academy Classes</b>	<b>23</b>
<b>Advanced Placement (AP) Courses</b>	<b>23</b>
<b>Ball State University Classes</b>	<b>23</b>
<b>Credit by Demonstration of Proficiency</b>	<b>23</b>
<b>Early Graduation</b>	<b>23</b>
<b>Grading and Student Assessment Information</b>	<b>23</b>
<b>High School Credit Earned before Grade 9</b>	<b>23</b>
<b>Incomplete Grades</b>	<b>23</b>

<b>May Term</b>	<b>24</b>
<b>Placements in Courses and with Teachers</b>	<b>24</b>
<b>Requirements for Graduation and Required Courses by Year</b>	<b>24</b>
<b>SECTION VI: ADDITIONAL POLICIES</b>	<b>25</b>
<b>Technology and Acceptable Use</b>	<b>25</b>
Standards for Responsible Use of Technology	25
iPad Use Agreement	26
<b>Athletics Policies and Information Regarding Eligibility and Conduct Expectations</b>	<b>27</b>
Eligibility	27

## **Introduction**

### **Use Expectation**

This handbook is intended to help guide you during your time at Burriss Laboratory School. Please ask questions if you do not understand the guidelines and expectations contained in this handbook. This handbook is not a contract. The policies described in this handbook may be discontinued or revised by Burriss Laboratory School, at any time, in light of experience or changing conditions. Yearly, we update the handbook; in turn, we ask that students and parents review the handbook and agree to its terms annually. In addition to the policies outlined herein, be advised that Burriss Laboratory School operates as a department of Ball State University and, as such, students and visitors to Burriss are subject to applicable university policies, procedures, and regulations.

### **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.

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.

### **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 arrange 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: To request, parent / student should write the school principal and 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, weight, and statistics if a member of an athletic team; dates of attendance; date of graduation and awards received; and student displays of work; 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**

Burriss Elementary School, Burriss Middle School and Burriss High School hours are 8:00 a.m. to 3:00 p.m. The building will be open to students by 7:30 a.m. and classrooms will be open by 7:45 a.m.

Afterschool care is available for students in grades K-5 onsite, at parent expense, through Mitchell Early Childhood and Family Center, 765-285-1987.

Students should not be on the playground prior to the start of school, but are welcome to use the playground after school with parental / adult supervision.

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

### **School Closures and Delays**

We will do our best to make a decision regarding delay or cancelation by 6:30 a.m. Notifications will be sent to local radio stations and a PowerSchool Announcement will be made to all parents who sign up for alerts during registration.

## Section I: Attendance

### Attendance Policy: General Guidelines

Guardians are responsible for ensuring their students arrive to school no later than 8:00 a.m. If a student must miss school due to illness or another reason, please contact the main office / attendance line at 765-285-1131. Our automated system may contact families of absent students if we have not heard from a guardian.

At times, it is necessary for students to leave school before afternoon dismissal. In these cases, the following guidelines will be followed:

1. Elementary students: Guardians must come into the front office to check out their student; the front office will then call into the classroom to notify the student they will be leaving.
2. Middle School students and non-driving High School students: Guardians have two options for how their student may check out:
  - a. A guardian may come into the front office to check out their student; the front office will then call into the classroom to notify the student they will be leaving.
  - b. A guardian may drive to the school and call the front office from their car to provide their location; the front office will then call into the classroom to notify the student that their parent has arrived. The student will then check out through the front office before exiting the building.
3. High School students who drive: Guardians must contact the front office to make them aware of permission for a student to leave early. Students must come to the front office to check out, at the appropriate time, before exiting the building.

High school students who drive themselves to school will only be eligible for parking passes if they have demonstrated good, on-time attendance.

Please see the Athletic Handbook for the implications and expectations of attendance for athletes.

### Attendance Terms Defined

**Parent notified:** Parent notified absences (PN) are recorded when a parent or guardian reports a student's personal illness, or other family emergency, activity (including doctors' appointments), or event that keeps a student from school. There are 10 allowable absences per year.

**Unexcused absences:** If a student is absent, and we have not been contacted by a parent or guardian, that absence will be recorded as unexcused (UA). Elementary students who are picked up early will incur a half-day absence; middle and high school students who are picked up early will incur an absence for that class period. In the rare event that a student must be picked up early for an appointment, please contact the school in advance.

**Exempt absences:** Absences that do not count toward the 10 allowable absences are exempt absences. The following types of absences constitute exempt per Indiana Code (20-33-2-14):

1. Receiving religious instruction, or participating in religious observances that are not available outside of school hours (RH).
2. Bereavement for immediate family members (FU).

3. Exhibiting or participating in the State Fair, or any other educationally-justified special activity. Students must receive prior approval for educationally-justified absences; parents should email the building principal or designee to formally make this request. Please note, depending upon the length of absence, it may be necessary for students to showcase the learning in which they were engaged (SE).
4. Serving as a page for or as an honoree of the general assembly, or other qualifying election / political involvement (GW).
5. Appearing in court as a witness in a judicial proceeding, or serving on jury duty (CA).
6. 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 may result in UA status.
7. In-School Suspension (IS).
8. School-sponsored field trips (F).
9. Other emergencies and unusual circumstances as approved by the principal or designee (AE).

**Habitual (chronic) absenteeism:** Habitual (or chronic) absenteeism includes students absent from school for ten percent (10%) or more of a school year for any non-exempt reason. School administrators will work with families to develop a plan for improving student attendance; this may include placing the student on an attendance contract. Students with excessive and/or consecutive absences may need to meet with an administrator before returning to classes. Families should be aware that students with habitual absenteeism, who are not making the expected, grade-level progress, may be retained and/or asked to repeat a course.

**Truancy:** A student who skips any academic session in which attendance is recorded (including, but not limited to, classes, Parliament, recess, assemblies, class meetings, and assigned detentions) will receive a Truancy (TR). Consequences for truanies start at In School Suspension (ISS).

### **Tardy Policy**

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; middle and high school students are expected to be on time to each class period. Being on time means that a student is in the classroom and prepared to learn at the beginning of the class period. Tardies are counted on a semester basis. Middle and high school students will serve lunch detention for each tardy beyond five (5) in a semester. Student drivers must demonstrate timely attendance to hold an approved parking permit. For elementary students, tardies are recorded between 8 – 8:30; students arriving after 8:30 receive a half day absence. For middle and high school students, tardies are recorded within the first 10 minutes of class; students arriving after the 10 minute mark receive an absence for that class period.

### **Student Attendance Status**

At any time, students and guardians may check attendance status – including absences and tardies – by completing the following through PowerSchool:

- Go to [burriss.powerschool.com/public](http://burriss.powerschool.com/public) or search for the PowerSchool app on your mobile device.
- Log in to your parent or student account. (You can call the office at 765-285-1131 if you need your user id or password.)
- Upon initial login to the mobile app, you may be asked for a district code. Enter XNRQ.
- The dashboard, or main screen for each student, will reflect total absences. You may also access the Attendance History screen to view attendance.

Burriss will not send attendance letters to families for absences, however, administrators will contact families if there is a concern about a student's attendance. Automatic letters will be sent from PowerSchool for tardies accumulated by 6<sup>th</sup> – 12<sup>th</sup> grade students beginning with the 5<sup>th</sup> tardy. An administrator will contact elementary families when there is a concern regarding tardies.

## 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 to respect campus property. "Campus" extends to Ball State University and any location of a Burriss-sponsored event.

### Academic Honesty Policy

**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, 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.
2. Plagiarism, unethical use of electronic simulation programs (AI), or any violations of procedures prescribed to protect the integrity of an assignment.

### Consequences for Academic Dishonesty, Middle and High School Classes

**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 and the amount of credit to be earned.) Parent notified of the situation; incident documented in student discipline log.

**Second offense:** Student will receive a zero for the assignment, project, and/or performance, and still may be expected to complete the work for its instructional value. (Teacher will determine the length of time given to complete the work.) Parent notified of the situation; incident documented in student discipline log.

**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 may 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. Parent notified of the situation; incident documented in students discipline log.

*Offenses are cumulative, not course specific.*

### Alcohol, Drugs, Tobacco

The possession, sale, distribution, influence, or use of drugs, alcohol, tobacco, steroids, vapes, inhalants or look-alike drugs is prohibited on Burriss and Ball State campuses, as well as at any school events. This prohibition also extends to any drug-related paraphernalia or lookalike products.

### **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 clothing that does not adhere to these guidelines, as determined by school personnel, will be asked to change. Teachers have the right to include, in their classroom policies, specific guidelines related to safety or other course-related needs. Field trips and/or school performances may require a specific dress code appropriate for the occasion. Appearance guidelines may extend to school-sponsored events such as 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 school students are not allowed to have backpacks, bags, etc. in classrooms. Middle and high school students should stow all personal belongings, including backpacks and coats, in their lockers; any teacher may require that a student stow their personal belongings in their lockers. Large sports bags and equipment may be stored in the designated area in room 120; while this room is open to students for lunch, it is monitored by cameras and is considered a secure space.

### **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. Any student who retaliates against another student for reporting bullying will also be subject to consequences.

Bullying may be reported by using the Bullying Report form found on the Burris website or in the Counseling Center, or by talking with or emailing an administrator or counselor.

## **Non-Discrimination and Anti-Harassment**

Burriss Laboratory School does not discriminate or tolerate harassment on the basis of a protected class including but not limited to race, color, national origin, gender, gender identity / gender expression, sexual orientation, age, religion, genetic information, or disability in the programs or activities which it operates or the employment therein or admission thereto.

The School has designated a faculty member as coordinator of non-discrimination and anti-harassment. The identity and contact information for this staff member is listed below:

**Coordinator**  
**Burriss School**  
Alison Case  
alison.case@bsu.edu

The School community can find the complete Non-Discrimination and Anti-Harassment policy on the Burriss webpage or by contacting the coordinator listed above. A hardcopy of the policy is also available upon request.

## **Student Searches**

School property 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. Families will be notified following any search.

## **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 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.

5. On social media when the events in question involve bullying, harassment, or any other activity which interferes with school purposes.

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:

- peer mediation
- restorative conversations
- change in schedule
- alternative educational program or in-building location
- disciplinary contract
- restriction of extracurricular activities
- removal of a student from school-sponsored transportation
- closed lunch
- detention
- loss of privilege including, but not limited to, school-organized trip participation
- removal from activity
- suspension
- expulsion

### **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. Physical, verbal, emotional and/or electronic intimidation, threatening, or aggression toward any person for any purpose.
2. Causing or attempting to cause damage to property, stealing or attempting to steal property, vandalizing or attempting to vandalize property.
3. Causing or attempting to cause injury or behaving in such a way as could reasonably cause injury to any person, including physical retaliation or aggressive responses to peer-peer interactions.
4. 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.

5. 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.
6. Possessing, using, transmitting, or being under the influence of any narcotic drug, hallucinogen drug, amphetamine, barbiturate, marijuana, alcoholic beverage, tobacco, 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 and the possession of related paraphernalia or lookalike products.
7. 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.
8. Violating acceptable use / technology policy, including taking, posting, or otherwise participating in the circulation of an image involving an activity that violates school rules.
9. Violating any rules that are reasonably necessary in carrying out school purposes or maintaining a safe environment.
10. Repeated violations of school rules.

Please see the procedures for suspension and expulsion policy on the Burriss website.

## Section III: General Information and Considerations

### Athletics

Students are encouraged to participate in the athletic program, which is a joint program with Burris and the Indiana Academy.

**Indiana High School Athletic Association Eligibility Rules:** IHSAA rules apply to student athletes at Burris. For more detailed information, please see *Muncie Burris Athletic Handbook*, portions of which are included in appendix to this handbook.

**Burris Eligibility Rules:** In addition to IHSAA regulations, Burris 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.

### Bracken Library

Burris 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 Burris 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.

### Cell Phones

To limit distractions in the classroom, the State of Indiana has adopted a law restricting student use of wireless communication devices, including cell phones, tablets, laptops, and gaming devices, during school hours. Students in Kindergarten through 8th grade may not use these devices during the school day, unless used for educational purposes during instructional time. At all times, any wireless communication device brought to school that is not used for education purposes during instructional time, specifically cell phones, must remain in school bags (elementary) or lockers (middle school). High school students are not allowed to have cell phones in their classrooms or in the library, and should keep them in their lockers at all times, other than during their lunch hour. School personnel may secure, and hold until the end of the day, any device that is seen during unauthorized times. Additional interventions may be exercised for repeated violation of the policy. At this time, there are no universal restrictions on smartwatches, but if student use becomes a distraction, this will be addressed on an individual basis.

Special arrangements will be made with families of students who use cell phone apps for documented health needs (i.e. diabetes).

### Deliveries

Burris does not allow deliveries of food, flowers, balloons, or other items to the school for students. Any deliveries will be turned away.

### Field Trips

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. If a student is unable, for any reason, to attend after payment has been made, refunds are not

guaranteed due to costs already paid by the school. Students must be in good academic and behavioral standing to participate in field trips. School rules and behavior expectations extend to school-organized trips that occur outside the school year.

### **Food Services**

Please see Food Services information on the Burris website regarding vendor, hours, and costs.

**Free / reduced price meals:** If you believe your student may qualify for free or reduced-price meals, please visit the Burris Cafeteria website to complete an application.

### **Parents Eating with Students**

On rare or special occasions, parents may join their elementary students for lunch. In doing so, we ask that parents observe the student's scheduled lunch time. Parents may only make plans with their own child(ren); lunches need to be eaten at the tables outside the cafeteria. Parents must check in at the main office and wait until the lunch period begins to join their child. When the lunch period ends, parents must check out through the main office before exiting the building.

### **Media Center / Library**

The Burris 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 *library* neat and orderly. Food and drink are not permitted in the *library*.

### **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.

### **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 Burris. 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.

## **Scent-free Environment**

Burriss Laboratory School is a scent-free building due to severe allergies that can have respiratory implications for members of our community. Please refrain from wearing perfumes or scented lotions and/or hygiene products while in our building.

## **Student Center (L.A. Pittenger Student Center)**

*This unaccompanied minors policy is provided by the L.A. Pettinger Student Center; last updated 6-15-24.*

The food court located on the first floor of the L.A. Pittenger Student Center (“Student Center”) is open to the public, however, individuals under the age of 14 must be accompanied by and remain under the supervision of a parent or guardian at all times.

Students who are participating in a school function or program will be required to be accompanied by a credentialed school staff member, faculty member or volunteer. Any individual who is disruptive, interferes with the operations of the Student Center, refuses to follow safety protocols, or otherwise fails to follow this policy will be asked to leave the Student Center.

Student Center staff may contact the parent or guardian of minors who are asked to leave due to failure to follow this policy.

1. Burriss students: Burriss students are allowed access to the first-floor food court area of the Student Center during designated lunch periods. All students are to remain on the first floor in the dining area. Any student who is disruptive, interferes with the operations of the Student Center, refuses to follow safety protocols, or otherwise fails to follow this policy will be asked to leave the Student Center. Student Center staff will report such incidents to Burriss administration.

Supervision of minors for day long programs held at the student center must follow the following guidelines.

Ages	Staff-to-Participant Ratio for Day Activities
4 to 5	1:6
6 to 8	1:8
9 to 14	1:10
15 to 17	1:12

## **Student Identification / Swipe Cards**

All students will be issued a Burriss identification card. The school will retain the cards for K – 8<sup>th</sup> grade students; high school students will be responsible for their own cards and should carry them at all times as they are used for swipe access to the building. Any lost or stolen cards must be reported to the Burriss Office so that we can disable swipe access.

## **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. Please note that families cannot make it a habit to pick students up early.

## **Bicycles**

Students may ride their bicycles to school. Bicycle racks are located outside the building where students are to park and lock their bicycles. The school is not responsible for any lost or stolen bicycles. No bicycles are permitted inside the building.

## **Automobiles/Motorized 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 administration is required for a student to pursue this option.
2. Option 2: Students may seek street parking 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.

Student drivers must demonstrate timely attendance to hold an approved parking permit. Burris is not responsible for tickets or any accidents with privately owned vehicles.

## **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:

<https://www.bsu.edu/about/administrativeoffices/riskmanagement/relatedpolicies/policy-regarding-unaccompanied-minors>

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

## Section IV: Student Health

### Clinic Use

A student who becomes ill at school should report to the health clinic. The health coordinator will contact a parent to pick up a student who is vomiting, has diarrhea, or has an elevated temperature (over 100.4). Students should return to school when they are fever free and have not vomited or had diarrhea for 24 hours.

If a student has symptoms of head lice or bed bugs, they may be sent to the clinic for assessment. If live bugs are observed, the health coordinator will call the parent or guardian to advise treatment is needed.

Parent contact and general student health information is shared annually through the online registration process. If any changes occur to either, parents must share updated information with the health coordinator. This includes new parent phone numbers, changes in the student's daily medication, new injuries and illnesses, and allergies.

### Medication

**Prescription medication:** All prescription medication must be brought to the clinic by a parent and must be in the original pharmacy bottle. A Prescription Medication Administration form must be completed by the parent and dosage must match the prescription bottle in order for medication to be given at school. If dosage changes and no longer matches the pharmacy bottle, a new bottle must be given or orders from the student's physician must be submitted to the school. (New orders can be faxed to 765-285-8620.)

**Over-the-counter medications:** All over-the-counter medication must be brought to the clinic by a parent and must be in the original, unopened package/bottle. This includes, but is not limited to, ibuprofen, Tylenol, cough drops, Benadryl, and Tums. An Over-the-counter Medication Administration form must be completed by the parent. Students are not permitted to have any over-the-counter medications in their lockers, backpacks, purses, or on their person.

**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 must be completed.

**\*New information for all types of medication (over-the-counter, prescription, inhalers, and Epi-pens) must be submitted to the clinic each school year. At the end of the school year, parents must pick up any leftover medication. Leftover medication will not be given to the student to take home. By the end of the second week of summer break, all medication that has not been picked up by a parent will be discarded.**

### Personal Health Plans

If a student has seizures, diabetes, asthma, or allergies that require an EpiPen, it is important that an action plan form is on file in the clinic. Action plan forms allow the health coordinator to follow specific physician orders for the student. Forms may be brought to the clinic or faxed to 765-285-8620. A new action plan form is required each school year.

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.

### **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 health coordinator, explaining the nature and duration of the exclusion.

**Ambulatory assistance:** A student requiring the use of crutches, canes, wheelchairs, or other medical adaptive devices must submit, to the health coordinator, 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.

**Elevator use:** Students that require use of the elevator must submit a note from a physician indicating the reason for use and duration. The health coordinator will sign a key out to the student. When the student no longer needs to use the elevator, the key must be returned. (Replacement costs will be charged for unreturned elevator keys.)

### **Physicals and Immunizations**

#### **Physicals**

Physicals are required for the following students:

- Students new to Burris
- Incoming 4<sup>th</sup> and 9<sup>th</sup> graders
- All students playing sports (5<sup>th</sup> grade Elementary athletes, and 6<sup>th</sup>-12<sup>th</sup> grade Middle and High School athletes)

Forms for new students, those entering 4<sup>th</sup> and 9<sup>th</sup> grades, and Elementary athletes should be turned in to the clinic. Middle and High School athletes should turn forms in to the Athletic Department.

#### **Immunizations**

Immunizations required by the state of Indiana are listed below, according to grade level. Only written religious exemptions from parents or medical exemptions from a physician will be accepted to exempt a child from the required immunizations. Student health records may be entered by the student's physician in CHIRP, the Indiana database housing child immunization information. If verification of immunization is not located in CHIRP, parents must provide records to the health coordinator within the first 20 days of the school year.

# Required and Recommended School Immunizations, Indiana 2025-2026



Updated 11.12.2024

Grade	Required	Recommended
<b>Pre-K</b>	3 Hepatitis B 4 DTaP (Diphtheria, Tetanus and Pertussis) 3 Polio	1 Varicella (Chickenpox) 1 MMR (Measles, Mumps and Rubella) 2 Hepatitis A
<b>K-5</b>	3 Hepatitis B 5 DTaP 4 Polio	2 Varicella 2 MMR 2 Hepatitis A
<b>6-11</b>	3 Hepatitis B 5 DTaP 4 Polio 2 Varicella	2 MMR 2 Hepatitis A 1 MCV4 (Meningococcal) 1 Tdap (Tetanus, Diphtheria and Pertussis)
<b>12</b>	3 Hepatitis B 5 DTaP 4 Polio 2 Varicella	2 MMR 2 Hepatitis A 2 MCV4 1 Tdap

**HepB:** The minimum age for the third dose of Hepatitis B is 24 weeks of age.

**DTaP:** Four doses of DTaP/DTP/DT are acceptable if fourth dose was administered on or after the fourth birthday.

**Polio\*:** Three doses of Polio are acceptable for all grade levels if the third dose was given on or after the fourth birthday and at least six months after the previous dose.  
\*For students in grades K-12, the final dose must be administered on or after the fourth birthday and be administered at least six months after the previous dose.

**Varicella:** Physician documentation of disease history, including month and year, is proof of immunity for children entering preschool through 12<sup>th</sup> grade. Parent report of disease history is not acceptable.

**Tdap:** There is no minimum interval from the last Td dose.

**MCV4:** Individuals who receive their first dose on or after their 16<sup>th</sup> birthday only need one dose of MCV4.

**Hepatitis A:** The minimum interval between first and second dose is six calendar months. Two doses are required for all grade levels.

For additional immunization information, visit: [in.gov/health/immunization](https://in.gov/health/immunization) or call 1 (800) 701-0704 during normal business hours.

## Screenings

Indiana state law requires vision screenings for 1<sup>st</sup>, 3<sup>rd</sup>, 5<sup>th</sup>, and 8<sup>th</sup> grades and hearing tests for all new students and those in 1<sup>st</sup>, 4<sup>th</sup>, 7<sup>th</sup>, and 10<sup>th</sup> grades. Communication will be shared with parents if either of the screening results reflect a need for additional examination or testing.

## Wellness Policy

Burris 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

## **Section V: Academic Guidelines**

### **Academy Classes**

Burris students may enroll in classes at the Indiana Academy when appropriate and if class space is available. Enrollment is by permission only and placement testing may be required. Academy classes taken by Burris students will appear on the official transcript.

### **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**

Burris 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.

### **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 high school counselor.

### **Early Graduation**

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

### **Grading and Student Assessment Information**

Depending upon grade level, Burris teachers provide feedback on student growth in different ways. At the beginning of the school year, teachers will share ways they plan to communicate student growth and progress.

### **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 “INC” (Incomplete) grade. Please work with the teacher and school counselor to request an INC.

## May Term

During the final two weeks of the school year, all Burris students participate in May Term. May Term provides students with hands-on and experiential learning opportunities that transcend traditional curricular programming. While May Term provides a break from the standard course schedule, it is still considered part of our academic year and student attendance and participation are expected. Students will earn a Pass or Fail for their May Term course based upon attendance and engagement. Middle or high school students who miss more than two days of a May Term course, without prior approval, or who Fail a May Term course may be required to participate in make-up activities after the end of the school year.

## Placements in Courses and with Teachers

Administrators, counselors, teachers, and staff work in collaboration to thoughtfully place students for success. As a small school, we are unable to honor requests for teachers.

## Requirements for Graduation and Required Courses by Year

Please see the Burris Counseling Center for specific information regarding graduation requirements.

The following courses are required for each high school student during the identified year:

9 <sup>th</sup> Grade	10 <sup>th</sup> Grade	11 <sup>th</sup> Grade	12 <sup>th</sup> Grade
English 9 Biology Math	Humanities Chemistry or ICP Math	Capstone US History Math	Government Economics Pathways Experience

## Section VI: Additional Policies

### Technology and Acceptable Use

*The following is provided from the Technology Policy. The full policy is available on the Burriss Laboratory School website.*

#### Standards for Responsible Use of Technology

- Technology users have the same responsibilities while using technology that are expected in any other school activity. Responsible use of technology is ethical, academically honest, respectful of the rights of others, and consistent with the school's mission. Technology should be used by students to learn and communicate in correlation with the curriculum while under a teacher or supervisor's direction. Student-owned personal devices and school technology shall be used by students under school supervision with the objective of improving instruction and students learning.
- Users must respect and protect the privacy intellectual property rights of others and the principles of their school community.
- The privilege of use of school technology access and personal devices come with personal responsibilities for each user. Access is not a right and is provided on the condition that the user complies with this policy and any additional rules promulgated by the System Administrator and approved by the Superintendent. Use of school or personal technology on school property or for school purposes must be consistent with the educational mission and objectives of Burriss Laboratory and Ball State University. Misuse of school technology and personal devices may result in sanctions and civil and criminal penalties.
- The System Administrator is authorized to select, adopt and endorse the use of specific web-based resources for teacher and student use. This may include resources for web site creation, multimedia projects, presentations and other collaborations. The System Administrator in consultation with the principal will select resources based upon online safety, coordinated professional development, and informed technical support. If an employee, volunteer, or student desires to use an alternate resource, they may make written request to the System Administrator who will consult with the principal or designee.
- Any recording made on school grounds without written permission of the System Administrator is subject to copyright laws and the protection of the privacy rights of others, including personally identifiable information about a student protected by the Family Education Rights and Privacy Act ("FERPA"). Any recording, data or image in violation of this standard may be confiscated and deleted. Any use of a personal device to record or invade the privacy of another person will result in sanctions for the person making the recording, as well as potential civil and criminal penalties.

The following apply to all student use of School Technology:

- Creation of a web user ID by a student must be under the supervision of school personnel for the purpose of an assignment

- Students shall not be required to divulge personal information for access to a non- district managed technology.
- Students will be permitted access to the Internet through school technology unless a parent/guardian has signed and returned a “Student Electronic Resources Restriction Form” during the current school year.
- Students’ use shall be filtered to minimize access to inappropriate materials. Students’ access to inappropriate materials despite the presence of the filter shall be reported immediately to the System Administrator. The filtering software shall not be disabled or circumvented without the written authorization of a system administrator.
- Users should expect monitoring of Internet access by the designees of a System Administrator. However, there is no guarantee that all student access will be monitored.
- While online, student users should not reveal personal information such as name, age, gender, home address or telephone number, and are encouraged not to respond to unsolicited online contacts. Students should report to a teacher or supervisor any online contacts that are frightening, threatening, or inappropriate.
- Students, parents and employees are advised that any student connection to any Internet or network provider not under school control may not be properly filtered, at least to the same degree as connection through school provided access. The school is not responsible for the consequences of access to the sites or information through resources that circumvent the school’s filtering software including “workaround” websites.

The following apply to all users of school technology including students, employees and volunteer:

- Users will demonstrate legal, ethical, and school appropriate behavior at all times when using school technology.
- Users will become familiar with and follow all applicable laws, including copyright laws and fair use guidelines.
- Users will become familiar with and comply with all expectations of the school for the responsible use of technology as communicated in school handbooks, policies, and other communications and standards concerning the use of technology.
- Users accessing the Internet through personal devices to school technology do so at their own risk. The School is not responsible for damages to hardware or software as a result of the connection of personal devices to school technology.
- Users should not knowingly transmit a computer virus or other malware that is known by the user to have the capability to damage or impair the operation of school technology, or the technology of another person, provider, or organization.

Failure to follow these conditions and standards may result in disciplinary action, up to and including expulsion for students and termination for employees.

### **iPad Use Agreement**

Families will be asked to sign an iPad use agreement if their students have been issued a school iPad.

## **Athletics Policies and Information Regarding Eligibility and Conduct Expectations**

*The following is provided from the Muncie-Burriss Athletics Handbook. The full handbook is available on the Burriss Laboratory School website.*

### **Eligibility**

The Muncie Burriss Athletic Program places the utmost importance on the safety and well-being of our student-athletes. By fulfilling these participation requirements, we strive to create an environment that fosters growth, development, and a commitment to the highest standards of athletic excellence. Please note that additional sport-specific requirements may exist and will be communicated by the coach or athletic department as needed.

### **Academics**

**High School:** As a general rule, all high school athletes must pass all their courses, with a grade of C or higher, to be eligible to participate in athletics. This includes any online courses and internship and/or independent study experiences.

**Middle School:** As a general rule, athletic eligibility is determined using a combination of grades in graded courses and feedback in collaboration with teachers and administrators for ungraded courses, including IMPACT and Parliament.

**Elementary:** Student academic performance does not restrict athletic participation from kindergarten through 5th grade unless participating on an official middle school team.

### **Attendance**

**Tardies:** Student-athletes must arrive to school and each class on time. After five (5) tardies, student-athletes will miss their next competition. Students will miss a game for each additional tardy, up to nine (9) tardies. Ten or more tardies will result in a suspension for 25% of the competitions. This suspension carries over into additional sports seasons if the full suspension cannot be served during the season when the suspension occurs.

**Absences:** Students absent from school are only permitted to participate in athletics (games, practices, weight-lifting, study tables, team gatherings, etc.) on the day of the absence if the absence is EXEMPT per the *Burriss Laboratory School Student Handbook*. This policy applies to full day and partial day absences.

**Practices and Competitions:** Student-athletes are expected to attend all practices and competitions and arrive on time and ready for the day's activities. This includes remaining present and attentive during all activities. Leaving benches, dugouts, playing fields, and courts will be considered absences. Tardies and absences from practices and competitions will result in losing playing time and potential removal from an athletic team.

### **Conduct Expectations**

A student athlete is a representative of their school. As such, athletes must exhibit leadership, honesty, and integrity in athletics, in the school, in the community, and on social media. Failure to represent the school positively may result in removal from an athletic team.