



# OWL HOOTS

**Burriss Laboratory School**  
**Ball State University**  
Muncie, IN 47306  
Telephone 765-285-1131  
Fax 765-285-8620

VOLUME 09-10, No. 1

AUGUST 2009

Principal Dr. Jay McGee  
Asst. Principal Ms. Lisa Berry

## Welcome Back to School!

The first day of school, Monday, August 17, is a full day of school. All students are to report directly to their classroom.



**Thursday, August 17**  
**First Day of School!**

**WE'RE ON THE WEB!**  
[WWW.BSU.EDU/BURRIS](http://WWW.BSU.EDU/BURRIS)

## School Registration

Registration for the 2009-2010 school year will take place on Tuesday, August 11, from 7:30 a.m. until 6:00 p.m. and on Wednesday and Thursday, August 12 and 13, from 7:30 a.m. until 4:00 p.m. A parent or guardian must accompany the student to registration.

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What happens at registration?

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

If you are unable to come one of these three days, please **CALL AND LET US KNOW** that your children will be attending Burriss. Registration will then need to be completed on the first day of school.

**DON'T FORGET!**  
**PTSO BACK TO**  
**SCHOOL PICNIC:**  
**THURSDAY, AUGUST**  
**27**  
**FRIDAY,**  
**AUGUST 21:**  
**NO SCHOOL!**

**Our school calendar is enclosed in this newsletter.**  
**Please note: Due to changes by the Indiana Department of Education,**  
**there are no early dismissal days during the school year.**  
**Each day is a full day of school.**

Included in this mailing: Elementary Teacher Assignments, PTSO Membership Form and Survey, Athletic Boosters Information, Band Booster Information, 09-10 Calendar, Free/Reduced Application, Lunch Menus, Athletic Schedules, PTSO Flyer, Athletic Ticket Information, Athletic Sponsor Form, Partners of the Americas Information, CHIRP Release Form, Financial Responsibility Agreement, Apple Tree Day Care Flyer

## Meningococcal Disease and Available Vaccines

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Indiana State Law IC 20-30-5-18 requires that school systems provide important information to parents and guardians of students about meningococcal disease and the vaccines available to prevent this serious illness at the beginning of each school year.

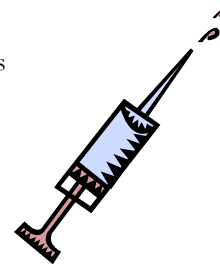
Meningococcal disease is caused by the bacterium *Neisseria meningitidis* and generally affects children and young adults in two ways:

- meningitis (an inflammation of the tissues covering the brain and or spinal cord)
- bloodstream infection (that usually leads to bleeding under the skin)

Symptoms of meningococcal disease can include a sudden onset of fever, headache, stiff neck, nausea, and confusion and in blood stream infections a rash will develop. This disease progresses rapidly and often results in permanent hearing loss, mental retardation, limb amputations and even death. The bacteria spread through air droplets or by means of direct contact with an infected person's saliva.

The United States Centers for Disease Control and Prevention (CDC) recommends routine vaccination with the meningococcal conjugate vaccine (Menactra) for all students 11-12 years of age, or 13 –18 years of age if not previously vaccinated. Children ages 2—10, who have a disorder of the immune system or whose spleen has been removed should also receive the Menactra vaccine as they are at higher risk for contracting this disease.

Many local health departments and private healthcare providers offer this vaccine. Please talk with your child's healthcare provider about meningococcal vaccine and immunization.



Additional resources for families to obtain information about meningococcal disease include the following websites:

The Indiana State Department of Health

<http://www.in.gov/isdh/22121.htm>

The Centers for Disease Control and Prevention

<http://www.cdc.gov/vaccines/vpd-vac/mening/default.htm>

The Indiana Department of Education Student Services, School Health

<http://www.doe.in.gov/sservices/sn.htm>

Linda Gray, RN MA

## Physicals—School and Athletic

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- All students **NEW** to Burriss must submit a current (2009) physician's physical to the school nurse.
- Students entering **FOURTH** or **NINTH** grades must also submit a current (2009) school physical to the nurse. These physical exams should be submitted on a Burriss or Muncie City School health card. The Burriss form is available in the main office.
- Middle school and high school students who wish to participate in athletics must **ALSO** submit an IHSAA physical form to Ray Dawson, Burriss Athletic Director.



## Parent/Teacher Meetings

Grade K: Thursday, August 13,  
6:00-6:30 p.m. (Parents Only-No Students)

Grade 1: Thursday, August 13,  
6:00-6:30 p.m. (Parents Only-No Students)

Grades 2-5: Tuesday, August 25  
Grades 2-3: 5:45 p.m. (Parents Only-No Students)  
Grades 4-5: 6:30 p.m. (Parents Only-No Students)

Grades 6-8: Monday, August 31  
6:30 p.m.—Parents will be following their child's schedule

**PARENT/TEACHER  
MEETINGS  
ARE FOR  
PARENTS ONLY.  
PLEASE—NO  
STUDENTS!**

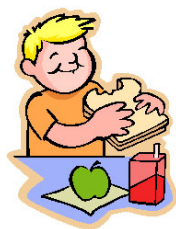
## Food Services

Elliott Dining Services provides food services for Burris Laboratory School. The cost for breakfast will be \$2.20 (\$.30 reduced) and lunch will be \$3.00 (\$.40 reduced). Envelopes, menus, and additional information will be available during registration. Payments for meals for the first week of classes must be received in the office by Thursday, August 12. Checks should be made payable to Ball State University.

**Grades 1-5:** ID cards are kept and distributed each day before lunch.

**Grades 6-12:** Students are expected to have their ID card each day when eating in the cafeteria, unless they are paying the full price of the meal with cash.

Unfortunately, some students were not honest with the cashiers last year and tried to receive the free/reduced meal benefits when they were ineligible. Therefore, it is very important that each student has their ID card to be scanned at the cash register.



**Parents: Please keep track of your child's meal account or make sure they have sufficient cash each day to pay for their meal. Students can ask the cashier what their balance is at any time. You may also call the school office.**

## Students Charging Breakfast or Lunch

Students charging meals in the Burris cafeteria is discouraged. **Please** make sure that your child has funds on their meal account to cover meals, cash to pay for the meal, or a bagged lunch from home. ***This year, the school will be calling parents on the second day a meal is charged to notify them of the situation.*** Please remember, a charged meal should be paid for in the school office the very next school day. **Your cooperation will be appreciated and will allow our meal programs to run much more smoothly for everyone!**

Middle and High School students who charge a lunch will receive a PBJ or bologna/cheese sandwich or hard cooked eggs plus two fruits or vegetables and two milks. Other entrees are not available for charged lunches. No snacks may be charged.



PowerSchool, our student information system, allows our middle and high school parents to request daily, weekly, or monthly emails giving grades and attendance reports or to view this information using a web browser 24/7. Students may view their information 24/7. Our teachers will need a couple of weeks to set up their classes on the system. Parents and students will receive usernames and passwords in the mail sometime during the first two weeks of September. If you remember your username and password from last year, they should still work.



## Speech and Hearing

In the state of Indiana hearing screenings are mandated for students in grades 1, 4, 7, and 10 as well as for new students and students suspected of having a hearing loss. Per Burriss policy kindergarten students will also complete hearing screenings, and students in grades kindergarten, 1<sup>st</sup>, and 2<sup>nd</sup> will complete speech screenings. Please contact Pam Turner, MA CCC-SLP if you have questions or concerns regarding speech and/or hearing issues.

## Free/Reduced Lunches and Textbook Assistance

Applications for Free/Reduced Lunches and Textbook Assistance are included in this mailing. It is your responsibility to file these forms if eligible for this assistance. Please complete this form and mail to the school or bring in during registration so that your child may begin the year on the free/reduced lunch program, if eligible. Otherwise, you will be expected to pay full price until the paperwork is completed and approved. Forms must be completed each school year. If you received a letter from us concerning the pre-certification of your child for these programs, it is not necessary to complete an application. If you must complete an application, please read it carefully and complete ALL necessary sections. Otherwise, your application could be denied or benefits could be delayed while the application is returned for additional information.



## PTSO PLAYGROUND PENNY DRIVE UPDATE—from the PTSO



Last February, 2009 the PTSO raised \$5000.00 for the renovation of the playground, through a Penny Drive. The Bowen Company and its Associates donated supplies and materials for the renovation project (\$15,000.00). The PTSO did supply food and drink to the working volunteers (32 Bowen volunteers and 22 Burriss volunteers)—here is a breakdown of what was used from the originally raised \$5000.00.

\$672.76 (food, soda, water, ice--Thursday, Friday, Saturday and Sunday)

\$234.51 (paint brushes, rubber gloves, bolts, and playground sand)

For ongoing playground maintenance and upkeep, the PTSO plans on earmarking the remaining Penny Drive money. We will be discussing these remaining funds at our August 17<sup>th</sup> meeting (6:30 PM in Library)--please come join us. Thank you for your generosity during the Penny Drive.

*Thank You*

## Drop Off Areas/Parking

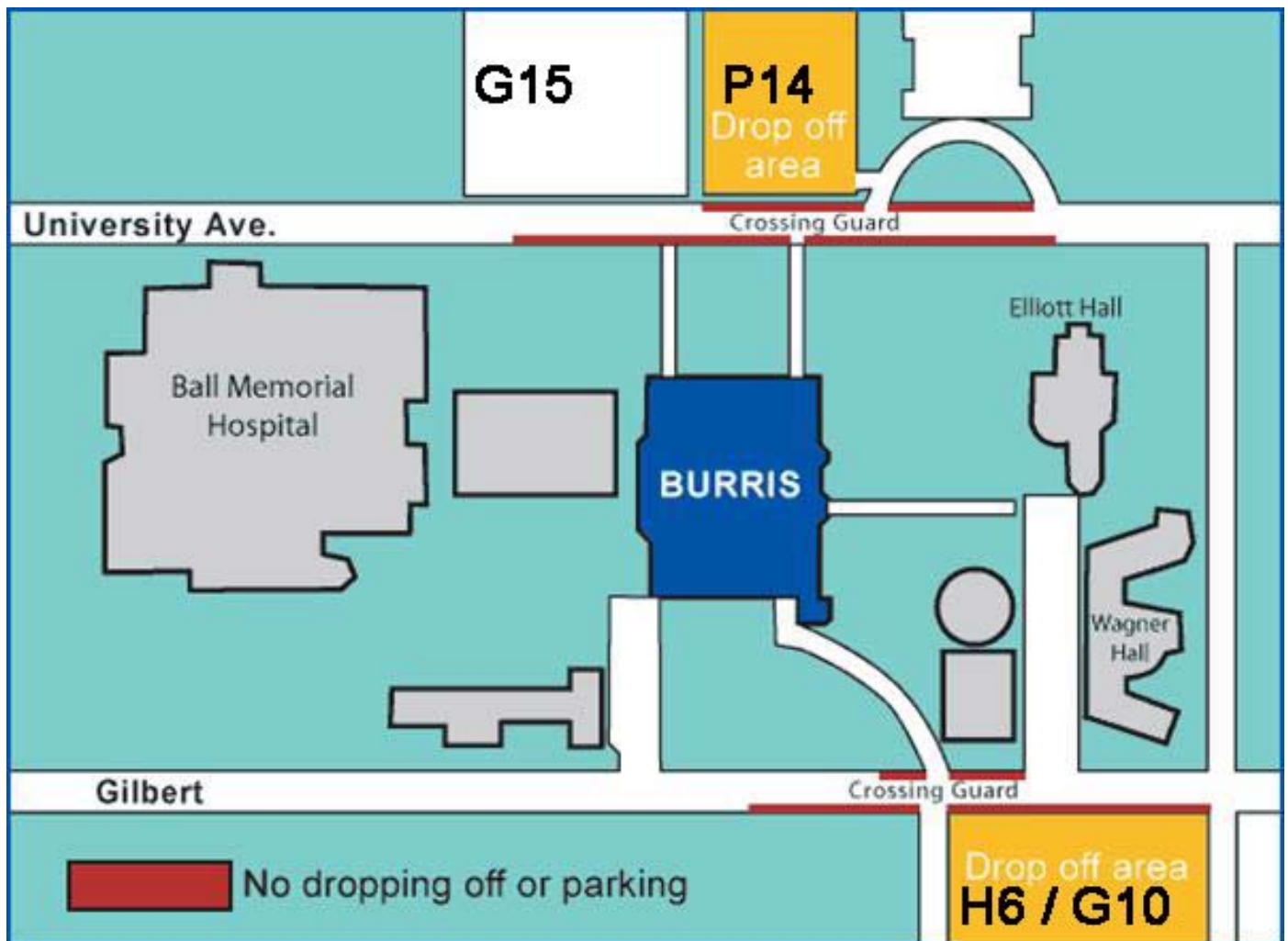
### Parking during arrival and dismissal

Between the hours of 7:30 a.m. to 8:30 a.m. and 1:30 p.m. to 3:30 p.m. in lots G-15, P14, H-6 and G-10, enforcement personnel will not ticket vehicles out of zone or at the meters. Vehicles may park in drives as long as the vehicles are not left unattended.

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

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

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



## Elementary Art News

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Welcome Back!

I'm very excited to be back at school after a relatively relaxing summer! I hope you and your student(s) had a wonderful time during summer break.

This year, the kindergarten and first grade students will focus on art room rules and procedures, learning about the elements and principles of design, and using the elements and principles to create works of art.

The second through fifth grade students will continue their world studies beginning in India and Tibet. The rest of the year we will travel (vicariously, of course!) to the Middle East, Greece, Turkey, Africa, Russia, Scandinavia, Europe, the United Kingdom and Ireland. As always, any student who wants to bring in things to share from these countries and cultures will be asked to get permission before doing so. I know some students are already planning to bring some special things in to share with their classes and I can't wait to see what they have to share!

I have had several parents offer to come in and assist classes, if you are interested in coming in to help out or see what your student(s) are creating, I would be happy to have you. Please e-mail me and I'll let you know when your student(s) has art during the week. I have also created a supply list that is available in this newsletter and is divided by grade level. All of the supplies I've requested are easy to find and priced to accommodate a back-to-school budget.

Please contact me if you have any comments, questions, suggestions, or just want a lively chat now that you've bundled your student(s) back off to school. I look forward to an exciting year of art at Burriss!

Stacy Morton

[smorton@bsu.edu](mailto:smorton@bsu.edu)

## 2009-2010 School Fees—Fee Billing Delayed

For many years, Burriss Laboratory School charged students a flat fee for classes at different grade levels. However, it was determined during the Ball State University and the Indiana State Board of Accounts audit during the 2008-2009 school year that Burriss instructional fees should be based on the actual costs of textbooks, workbooks, and consumable supplies for each subject or class. Determining a fee proposal took several months. As of the date of this newsletter, Burriss is waiting approval from the Ball State University Board of Trustees for each of our individual course fees and school fees such as the technology and communication fees. The Board is expected to consider our request within the next two weeks. Therefore, we were not able to prepare fee statements to allow parents to pay the fees before school starts. We anticipate that the fee statements will be mailed to your homes by the end of August. Fees would then be due no later than September 18. While we can not tell you the exact amount of your child's fees, we can tell you that we do not anticipate big increases from what they have been in the past. In some cases, we expect fees to be less.

One other change that is important for you to know is that we are no longer able to allow free admission to Burriss and Academy students into athletic events. For many years, this was part of the fees charged. Beginning with the fall athletic events, students will be charged. Look for the ticket order form in this newsletter.

### Children and Hoosiers Immunization Registry Program

**Included in this newsletter is a CHIRP RELEASE FORM for each of your children enrolled in Burriss Laboratory School. You may give permission to have your child's information released to the Children and Hoosiers Immunization Registry Program (CHIRP). All completed permission forms (one for each student) should be returned to Mrs. Linda Gray, the school nurse, on or before August 17.**

## School Arrival Times and Expectation

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**Please take special notice of school hours.** School begins at 8:00 a.m. for all students and ends at 2:00 p.m. for the elementary students and 3:00 p.m. for middle school and high school students. The following times are important for all students, but specifically the elementary. Prior to 7:45 a.m. students should be with a parent/guardian or eating breakfast in the cafeteria, which starts serving breakfast at 7:30 a.m. Students should be aware that before 7:45 a.m. is considered teacher prep time and students should not be in the classroom unless permission is obtained from the classroom teacher. Starting at 7:45 a.m. to 7:55 a.m., students should be arriving, taking care of belongings, preparing materials needed to start class and greeting classmates. From 7:55 a.m. to 8:00 a.m., students have a very limited amount of time to get settled before class begins. After 8:00 a.m., students are considered tardy which causes disruption of class time and instruction. Please be courteous to everyone and be on time. All students must be picked up promptly after school unless the student is participating in a school sponsored event. Students must not be on the Burriss Backyard before or after school unless adult supervision is available.

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

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

Please take the time to read the handbook that you receive at registration and discuss the handbook with your children. Please pay particular attention to the attendance policy. It is important to begin the year with everyone being informed of all the procedures.

## Homework Requests

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

## Emergency Information

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

## Student Messages and Student Deliveries

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

## Tardiness—Note New Consequences

In an effort to reduce tardies, the following changes have been made to the consequences for being tardy. Please feel free to contact Ms. Berry with questions.

Students arriving after the beginning of the school day will be considered tardy. A student will be counted tardy if he or she is not in the classroom when the class begins.



### Grades 6-12

The student and parent will be notified when the student has been tardy three (3) times. The consequences are as follows:

- 3rd tardy – note sent
- 5th – lunch detention
- 6th – after-school detention
- 7th and 8th – Friday after-school, 3:00 p.m. – 6:00 p.m.
- 9th – 1 day in-school suspension
- 10th – 2 days in-school suspension
- 11th – 1 day out of school suspension
- 12th – habitual – dealt with accordingly

### Grades K-5

The parent will be notified when the student has been tardy three (3) times. The consequences are as follows:

- 3rd tardy – letter sent
- 5th – mandatory parent conference
- 6th – lunch detention
- 7th – lunch detention
- 8th – mandatory parent conference

## Financial Responsibility Agreement—\*REQUIRED NEW FORM\*



Because our students are minors and because Burriss Laboratory School is a department of Ball State University, we are being requested to obtain signed financial responsibility agreements from the parents of our students. A form is included in this mailing. We are sending them in this newsletter because it is preferred that both parents sign when at all possible. Burriss is requiring this form. Please bring to registration or return no later than the first day of school. A separate form is required for each student.

## From the Guidance Office

### New staff in the Burris Counseling Center

When school begins, there will be a couple of new faces in the Counseling Center. We would like to welcome a new counseling intern, Valerie Janowski, and a doctoral student, Tricia Groff. Returning as our graduate assistant is Kathleen Niegocki. We are glad to have you at Burris! More information about these staff members will be included in the next issue of Owl Hoots.

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

**New High School students** should meet with Mrs. Maugherman or Mrs. Flannery before school begins to create a high school class schedule.

Beginning Monday, August 3, 2009, Mrs. Maugherman will be taking appointments with new high school students. Please call 285-2341 or email [jmaugher@bsu.edu](mailto:jmaugher@bsu.edu) on or after August 3<sup>rd</sup> to schedule an appointment. Please bring a copy of your transcript and any End Of Course Assessment scores to the appointment to aid in scheduling and assessing progress toward graduation goals. Class schedules cannot be created for new sophomores, juniors, or seniors without transcripts from the previous school(s).

The Counseling Center will be closed on Friday, August 7, 2009.

Mrs. Flannery will begin taking appointments on August 10, 2009. Please call 285-8499 or email [aflannery@bsu.edu](mailto:aflannery@bsu.edu) for an appointment on

or after August 10<sup>th</sup>.

### High School Schedule Adjustments

All high school students should have complete schedules for the fall semester, except those enrolled in a class or classes through the Indiana Academy. Students with incomplete schedules or those requesting changes should meet with Mrs. Maugherman prior to the beginning of school. The Counseling Center, Room 112, will be open to all students beginning Monday, August 3, 2009, at 8:00 a.m. Please call 285-2341 or email [jmaugher@bsu.edu](mailto:jmaugher@bsu.edu) on or after August 3<sup>rd</sup> to schedule an appointment. **Priority appointments will be given to new Burris students and those waiting on the Indiana Academy schedule.**

### Indiana Academy classes

Students taking Indiana Academy classes this fall should remember that Academy classes begin earlier than Burris classes do and your attendance is expected. Indiana Academy classes will begin on **Monday, August 10, 2009**. Even though Burris will not yet have begun classes, you are expected to attend your Academy classes. You may also have the opportunity to pick up your Academy textbooks prior to the start of your classes. Check with Mrs. Maugherman in early August to finalize your schedule and to confirm the location of your classes.

If you have requested an Academy class or classes for your fall schedule, you should contact Mrs. Maugherman by **Thursday, August 6th AT THE LATEST** to ensure that you are enrolled in the correct classes by the time the Academy classes begin. The Counseling Center will be closed on August 7, 2009.

**College Information Night** is Tuesday, September 22, 2009, at 6:30 p.m. in the Burris Auditorium. Mrs. Maugherman will present information on selecting colleges, admissions criteria, application procedures and time-

lines, financial aid and more. High School students and their parents are encouraged to attend. **SENIORS-- Don't miss this very informative meeting!**

### College Admissions Exams

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

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

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

Students must use this code to have their SAT or ACT scores sent directly to Burris. Once test scores are received by Burris, they will be added to the student's transcript. Also, at the time of registration, students may have scores sent to up to four colleges or universities at **NO COST**. It is possible to request that scores be sent later, but it will cost approximately \$10 per report. I advise students who know—or have at least an idea—to which colleges they would like to send their SAT or ACT scores, they should make that request when they register, whether online or via paper registration.

## From the Guidance Office (continued)

### SAT National Test and Registration Dates for 2008-2009

October 10, 2009-- register by September 9

November 7, 2009-- register by October 1

December 5, 2009--register by October 30

January 23, 2010-- register by December 15, 2009

March 13, 2010--register by February 4

May 1, 2010--register by March 25

June 5, 2010--mail registration by April 29

Students may register on line at **www.collegeboard.com** or pick up registration materials in the Counseling Center when school begins. Students may register to receive daily practice questions, hints, and resources via email through the above website. The test fee is \$45.00, plus extra fees for optional services or late registration.

### ACT National Test and Registration Dates for 2008-2009

September 12, 2009--register by August 7

October 24, 2009--register by September 18

December 12, 2009--register by November 6

February 6, 2010—register by January 5

April 10, 2010--register by March 5

June 12, 2010--register by May 7

Students may register on line at **www.act.org** or pick up registration materials in the Counseling Center

when school begins. Information specifically for students, including practice test questions and a description what to bring with you to the test, can be found at [www.actstudent.org/index.html](http://www.actstudent.org/index.html). The test fee is \$31.00, plus \$15.00 for the optional writing portion, and extra fees for other optional services and late registration.

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

### Fee Waivers

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

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

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

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

**PSAT (practice test for SAT) Administration** for all juniors and sophomores is scheduled to be on Wednesday, October 14, 2009, from 8:00 to 12:00 p.m. This practice test is mandatory for ALL juniors and sophomores. We will be taking the PSAT in the Burriss gymnasium.

**PLAN (ACT practice test) Administration** for all sophomores will likely be in November 2009. The date has not yet been set for the PLAN this year. More information will be provided at a later date.

## Schedule of Events—August

- August 11—Registration 7:30 a.m. until 6:00 p.m..
- August 12—Registration 7:30 a.m. until 4:00 p.m.
- August 13—Registration 7:30 a.m. until 4:00 p.m.
- August 13 - Parent Meetings for Grades K and 1: 6:00 p.m. to 6:30 p.m. (No Students)
- August 17—First Day of School
- August 17—PTSO Meeting
- August 27—Back to School Picnic
- August 25—Parent Meetings for Grades 2-5: Grades 2 and 3 at 5:45 p.m., Grades 4 and 5 at 6:30 p.m. (No Students)
- August 21—No School, BSU Faculty Meeting
- August 31—Grades 6-8, 6:30 p.m.—Parent/Teacher Meetings ( Parents will follow their child’s schedule.)

## Schedule of Events—September

- September 7—No School—Labor Day
- September 21—PTSO Meeting

All calendar events and sporting events can be found on the official

Burriss calendar: [www.dynacal.com/burriss](http://www.dynacal.com/burriss)

## CELL PHONES

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

**Elementary and Middle School**—CELL PHONES ARE NOT PERMITTED **AT ANY-TIME** DURING THE SCHOOL DAY. PHONES SHOULD NOT BE SEEN OR HEARD.

- 1<sup>st</sup> / 2<sup>nd</sup> offense held in office till the end of the day

*All subsequent offenses will result in the phone being held until parents retrieve the phone from the office.*

**High School**—CELL PHONES ARE NOT PERMITTED IN **CLASSROOMS** AT ANY-TIME DURING THE SCHOOL DAY. PHONES SHOULD NOT BE SEEN OR HEARD.

- 1<sup>st</sup> / 2<sup>nd</sup> offense held in office till the end of the day

*All subsequent offenses will result in the phone being held until parents retrieve the phone from the office.*



## Athletic News for Grades 5-12

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### TO ALL PROSPECTIVE PARTICIPANTS IN ATHLETICS FOR 2009-2010 in GRADES 5-12

- Grades 4, 5:** In order to participate in athletics at Burriss, you **MUST** have either:  
an official IHSAA physical, done after May 1, 2009, on file in the athletic office, or  
a medical card on file in the nurse's office, with a copy given to the Athletic Director,  
which *specifically states you are cleared to participate in athletics* on the back, item  
#21.
- Grades 6-12:** You must have an official IHSAA physical , done after May 1, 2009, on file in the athletic office prior to the first day of practice for your sport.
- Athletic Physicals:** Sports physicals must be in the Athletic Office before you will be allowed to practice the first time for any sport.
- Fall Sports:** The first day of official practice for **HIGH SCHOOL** teams will be **Monday, August 3, 2009**. Middle school volleyball will begin on **August 10**. Middle school cheerleader clinic will be held during the second week of school with actual tryouts to be held the following week. Middle school cross country will begin practice on **Monday, August 31**.

## Reminders about Cash Handling

- Checks are the preferred method of receiving payments at Burriss. Checks may be made payable to Burriss Laboratory School or Ball State University. Payments to the athletic department may be made payable to Burriss Athletics. Checks should never be made payable to a teacher or a staff member. These can not be cashed or deposited with Ball State University.
- There are no problems with using cash in the cafeteria to make purchases.
- Checks must bear the issue date and mailed or brought in promptly. Do not post-date or pre-date checks. When depositing checks with the Bursar's office at Ball State University, we are questioned and can be reported in violation of the Cash Handling Policy if checks older than 7 to 10 days are presented. Please make sure that your child understands that payments brought to school should be given to the appropriate person immediately and not carried around in their backpack or kept in their locker.
- The office staff does not accept cash from parents to be delivered to students. Parents should make sure that the students have cash needed during the day before coming to school.
- Parents and students making payments in the office must wait for a receipt. The office staff is required to write a receipt for any amount received in cash, check, or money order.
- Classroom teachers issue receipts in the classroom to students for cash or checks that are more than \$25.00.
- The Burriss office does not make change for larger bills unless a payment is being made. The office does not make change for students wanting to use the vending machines.

## ELEMENTARY SUPPLY LISTS



### ELEMENTARY ART SUPPLY LIST - Mrs. Stacy Morton

Kindergarten—baby wipes (refills are fine)

Grade 1—package of brown paper lunch bags

Grade 2—box of Kleenex

Grade 3—1 package of classic white dinner-size Chinet paper plates

Grade 4—heavy-duty foil

Grade 5—glue sticks, small or medium, please, the extra-large ones dry out too fast and not washable

All of these items are to share with other classes. Your child's name does not need to be written on the materials. I have made specific requests in some cases. These items are for specific projects—if you have trouble locating them, please contact Mrs. Morton.

### Kindergarten

6 glue sticks

8 Pencils

Tennis shoes and a Back Pack (Recommended)

### 1st Grade Supply List—Mrs. Merritt

1 box of tissue

3 boxes of crayons, 24 count

1 box twistable colored pencils, 12 count

20 lead pencils, #2

Cap erasers

1 pair child-sized Fiskar scissors

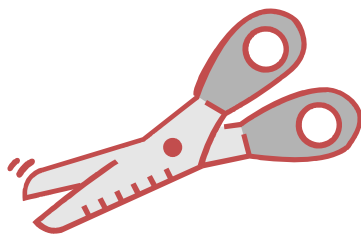
6 glue sticks

1 medium bottles of school glue

2 pocket folders (sturdy)

Backpack

Please do not label any materials except the backpack.



### 1st Grade Supply List—Mrs. Onieal

1/2" black hardback 3 ring binder

1 package 12 Crayola Twistable colored pencils

1 box of tissues

1 pair of Fiskar's children's scissors

4 glue sticks

20 sharpened # 2 pencils

1 pink eraser

5 eraser tops (for tops of pencils)

2 folders (1 red/1 blue preferably plastic)

1 sock—(we use this for an eraser for our dry erase boards)

1 backpack

Girls: bring 1 box sandwich size Ziploc bags and 2 thin point dry erase markers

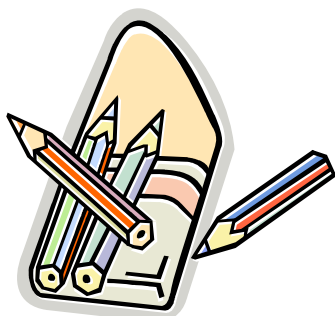
Boys: bring 1 box gallon size Ziploc bags and 2 fat point dry erase markers

Please put names on backpacks and folders only.

### Second Grade Supply List (Both Teachers)

- Burris Planner (received at registration)
- 5 - 2 pocket folders
- #2 pencils- 2 dozen (sharpened), no mechanical pencils
- small manual pencil sharpener
- 1 medium eraser
- 6 glue sticks
- crayons in a plastic zippered bag
- markers (washable, primary colors)
- school box for supplies (large size) Segedy only
- school box for supplies (medium size) Sutherland only
- scissors, Friskar type with rounded points
- ruler, marked in centimeters and inches
- 2 spiral bound notebooks
- Primary writing paper (Sutherland only)
- 2 boxes of tissues
- computer headphones in a plastic zippered bag
- clean gym shoes – may be worn to school daily
- 1 bottle hand sanitizer, 8 oz. or larger (Sutherland only)
- 1 canister of disinfectant wipes
- Backpack without wheels

Please send the above items to school with your child on the **first** day of school. This will help us get organized and off to a good start. **Please mark items with the child's name or initials.** Thank you for your support!



### Third Grade Supply List (Both Teachers)

- Burris Planner (received at registration)
- Two dozen pencils, sharpened
- NO hand held pencil sharpeners or mechanical pencils, please!
- Two dozen pencil eraser caps
- Two glue sticks
- Crayons – in a plastic zipped bag
- Colored pencils – small package
- Markers – washable primary colors
- Scissors – rounded tip
- Ruler (cm and inches)
- 1 bottle of hand sanitizer (8 oz. or larger)
- 1 can disinfectant wipes
- School box – medium/large shoe box size will not fit in desks
- 1 box tissues - (rectangle box)
- Two folders – two pockets – no center spine for inserting papers
- One pink eraser
- Backpack – no rolling backpacks, please
- 1 spiral bound notebook (wide ruled)

\*\*The third grade will travel to Connor Prairie in September. The anticipated cost is \$20.

Please send the above items to school with your child on the **first** day of school.

### 4th and 5th Grade Supply List (All Teachers)

- 8 spiral notebooks-WIDE RULED
- 8 pocket folders with 3 prongs to hold paper (Please select basic solid colors and do not label any notebooks or folders as the classroom teacher will help students set up notebooks.)
- 2 packages of loose-leaf paper—WIDE RULED
- #2 pencils (no mechanical pencils, please)
- colored pencils
- glue stick
- eraser
- 2 boxes of tissues
- PLEASE: NO Pencil Sharpeners
- USB Drive: This is an optional item—parent choice
- Hand Sanitizer: Optional, standard size for classroom use

Little Hoosier FYI: During the first weeks of school, each student will be asked to pay \$6.00 dues for annual membership in Burris Little Hoosiers. This organization is the junior branch of the Indiana Historical Society. Once Burris students have conducted their initial meeting for 2009-2010, your son/daughter will be asked to bring in their membership dues.

## General Supplies For Use In All Middle School Classes

A pencil case to be carried to each class that includes:

Red Pencils  
Colored Pencils  
Pencils  
Eraser  
Pen  
Highlighter  
Fiskars Scissors  
Glue Stick

Loose Leaf Notebook Paper (8 1/2 x11 for all class binders)  
4 GB USB Drive  
2 boxes tissues for 9:00 a.m. and 1:00 p.m. class

### 6<sup>th</sup> grade specific materials

#### Math

2" three ring zip-around binder with dividers  
4 function calculator

#### Language Arts and Social Studies

2" three ring zip-around binder with five dividers (one to be used for both classes)  
Spiral bound notebook (to be left in class)

#### Science

2" three ring zip-around binder with five dividers

### 7<sup>th</sup> grade specific materials

#### Math

2" three ring binder with dividers  
Scientific calculator

#### Social Studies

2" three binder with 5 tab dividers  
Colored pencils specific to this class

#### Language Arts

3"x5" cards, ruled (300)  
Set of watercolor markers (fine point)  
2" three ring binder with five-tab dividers (No spiral notebooks)

#### Science

Spiral notebook with 5 folder dividers  
Various colors of Post-It notes  
3"x5" cards, (200 assorted colors)

### 8<sup>th</sup> grade specific materials

#### Math

2" three ring binder with dividers  
Scientific calculator

#### Social Studies

2" three ring binder with 5 tab dividers  
Colored pencils specific to this class

#### Language Arts

3"x5" cards, ruled (300)  
Set of watercolor markers (fine point)  
2" three ring binder with five-tab dividers (No spiral notebooks)

#### Science

Spiral notebook with 5 folder dividers  
Various colors of Post-It notes  
3"x5" cards, (200 assorted colors)



### Supplies for 7th and 8th Grade Spanish class:

One 1" binder (not to be used for other classes)  
Five Dividers (for the binder) (labeled: Para Empezar, Tarea, Exámenes y Pruebas, Práctica, Cultura)  
One package of loose leaf paper (college ruled)  
One red pen  
One blue or black pen  
One pencil  
One two pocket folder with fasteners for hole-punched items

## High School Classes

### Spanish I—High School

One 1.5" Binder  
Five dividers for binder (labeled: Para Empezar, Tarea, Exámenes y Pruebas, Práctica, Cultura)  
One package of loose leaf paper (college ruled)  
One red pen  
One blue or black pen  
One pencil  
One two pocket folder with fasteners for hole-punched items

### Supplies for Biology, Earth Science and Physics—High School

Biology – colored pencils, pencils—no pens, 2 GB thumb drive

Earth Science— colored pencils, pencils—no pens, 2 GB thumb drive

Physics – colored pencils, pencils— no pens, 2 GB thumb drive