



July 28, 2021

Dear Families of the Class of 2022:

I hope you're all enjoying a relaxing and peaceful summer. It's exciting to look ahead to all that awaits in the Class of 2022's senior year, especially as we anticipate a return to a more typical Burroughs experience. I hope that like me you can't wait to begin! For now, I'm writing to share some important reminders and helpful information about the 2021-22 school year.

### **What's different this year?**

#### *New Bell Schedule*

While we're happy to leave most pandemic-related changes behind, we're excited about making use of a new bell schedule that lets us begin each day a little later. In our updated schedule, our regular daily schedule begins with assembly at 8:30 a.m. and on our late start days (every Tuesday) assembly begins at 8:55 a.m.

#### *Common Day and Lunch*

In addition to our revised bell schedule, we are also moving our lunch periods and the Common Day period. So as to ensure that everyone has the opportunity to eat earlier, each grade level will eat lunch one period earlier than in past years. Juniors and seniors will have lunch during sixth period (which runs on most days from 12:39 p.m. – 1:21 p.m.). Each month seniors are given the opportunity to choose their own lunch table unless they happen to be assigned a job as an alternate. In addition, seniors who are approved to serve as prefects will be able to enjoy out-to-lunch days on Fridays.

On Wednesdays, the Common Day activity will occur between third and fourth period, at the same time for all grades. Seniors of course are busy working on their college applications so they'll spend most Common Day periods meeting with the college counseling team in the Newman Auditorium, but class meetings are also scheduled during this time. You can always consult your assignment planner for a weekly schedule of Common Day activities.

### **What makes the senior year unique?**

The senior year at Burroughs is a pivotal one. While you already know that senior grades and college applications are important, you may not realize that those seniors who remain committed all year long to academics have the smoothest transition to the demands of college. To be sure, a senior's responsibilities do not end in the classroom. Seniors play a vital leadership role in our community. It's no coincidence that the senior class sits on stage at the opening assembly and at the front of Haertter Hall each morning; this placement in fact signals the central role the class

plays in setting the tone for the entire school. When seniors model healthy, mature, and responsible behavior, the rest of the student body follows suit. In other words, the choices made by the Class of 2022 impact not only its members but also the entire Burroughs community. I hope that the Class of 2022 will seize this leadership opportunity and help to make this year especially positive and meaningful for all members of our community.

The journey begins with one of the most cherished senior traditions, **Senior Drey Land**. We will be departing from the Clayton lot on **Saturday, August 14, promptly at 11:30 a.m.**, so seniors should arrive no later than 11:00 a.m. so that we have sufficient time to load the buses. We will return on **Monday, August 16, around 2:00 p.m.** Students should have already received an email with more detailed information about the weekend from the class officers. Students should let Liam Taylor, the senior class president, know as soon as possible if they will not be attending. Parents and guardians, if you have not done so already, please send me the Senior Drey Land permission slip by email ([jsalrin@jburroughs.org](mailto:jsalrin@jburroughs.org)) or regular mail. A .pdf of the permission slip was sent to all students in the spring, but it's also available on the Principal's Page for the class of 2022 (<https://www.jburroughs.org/academics/principals-pages/class-of-2022>).

Those seniors who volunteered to be Big Siblings will receive a mailing next week giving them contact information for their Little Siblings. I hope that all Big Sibs will reach out to their Little Siblings over the summer and begin the process of welcoming our new students into our community. Thank you for engaging in this important leadership role!

The first **Class Meeting** will be on **Wednesday, August 25, at 11:15 a.m.** in the Newman Auditorium. This mandatory meeting is very important, and every senior is expected to attend. The Big/Little Sibling picnic will follow this meeting at 12:15 p.m.

Among the new responsibilities for seniors, two notable ones are college visits and the May Project. As you plan, please know that it's recommended that seniors miss no more than three days of school for **college visits**. For these absences to be excused, students need to complete a "green slip" *at least* three days prior to the planned absence. Doing so helps both students and teachers plan for the absence. Families are encouraged to take advantage of the long weekends in October, November, February, and April in order to minimize the number of absences.

Students and parents/guardians will learn more about the **May Project** in January, but in the meantime, please *do not* schedule any extracurricular activities or travel for your senior on weekdays in May, as all seniors will be very busy the entire month completing graduation requirements and obligations including AP exams, athletics, and the May Project. *No student will be excused from May Project hours for family travel, part-time jobs, or other non-Burroughs commitments.*

### **What remains the same?**

As has always been the case, **attendance** and **punctuality** are important. Since seniors are expected to set the tone for assembly, it's all the more important that seniors be present and on time to assembly each and every morning. The entire student body can see when large numbers of seniors are not present. Parents and guardians, please do not allow your students to stay home or arrive late simply to catch up on school work or sleep. Doing so often backfires: students end up falling further behind and develop unhealthy behaviors that haunt them once they're away at college. Such behavior is also unfair to peers who have made the effort to be present and on time. That said, please know, seniors, that we do not want you to come to school if you are ill. Your health is of the utmost importance and we want you to take care of yourself and to take the time you need to rest and recuperate. As always, if you are absent due to illness, please have your parent/guardian phone the front office. Other absences should be avoided whenever possible. **This year we'll once again be making use of "salmon slips" to handle prearranged absences.** If you know ahead of time that you must miss school, you are required to pick up a "salmon slip" from me *two weeks in advance* of the planned absence and to get it signed by all of your teachers and your parents/guardians. Doing so will help you plan ahead and facilitate discussions with your teachers about how you can stay on track.

Seniors, please carefully review the tardiness procedures in the JBS Family Handbook (a copy is enclosed). Excessive tardiness will earn detention hours, and students who earn more than 9 hours of detention during a term should expect to lose free periods and to be placed on disciplinary probation. If you are running late, please have your parent/guardian call the front office. Remember, if you are late to assembly, you should go straight to Haertter Hall and sign in with the teacher in the lobby. If you miss assembly for any reason, you must sign in with one of our receptionists at either the front desk or Clayton desk before you go to class. Failure to do so will warrant a court case. Also, please note that seniors who are exercising their privilege of leaving campus when they don't have any obligations are required to sign in and out. **Parents and guardians who don't wish their children to have this privilege may let me know via email (at [jsalrin@jburroughs.org](mailto:jsalrin@jburroughs.org)) that their children should not be allowed to leave campus during the school day.** Seniors who have cell phones are required to share their cell phone number so that in the unlikely event of an emergency we're able to contact them.

I want to draw your attention to a few **important dates**. First, as usual we'll begin school on a Thursday. Our hope is that beginning the school year with a partial week will ease the transition back to school. Second, once again we will not have school the Wednesday before Thanksgiving to make it easier for families to travel and prepare for the holiday. We will have a *full day* of school that Tuesday, including athletics. Please make sure that your family's plans do not interfere with the school day or athletics on November 23. Students who miss school that Tuesday will not be excused from assignments and will earn detention hours. Third, a make-up

exam period is scheduled on Friday, December 17, from 10:00 a.m. – 12:00 p.m. in case exams are cancelled due to severe weather or a student misses an exam due to illness. If you plan to travel over winter break, make sure your arrangements do not conflict with this exam make-up day.

### **How do seniors get their schedules and books?**

Beginning on Monday, August 2, seniors will be able to log in to the MBS online book sale and order their books, which will be delivered directly to their homes. If seniors or families have any questions about online ordering, they should contact Case Baum, our bookstore manager, at [cbaum@jburroughs.org](mailto:cbaum@jburroughs.org). Seniors may pick up their class schedules in the Athletic Arrival Court between 9:00 a.m. and 10:30 a.m. on Tuesday, August 17, or between 9:00 a.m. and 11:00 a.m. on the make-up day, Friday, August 20. Students will *not* be able to get their schedules prior to schedule pick-up day. As always, I will be in my office during schedule pick-up. Students who have questions or concerns about their schedules should see me that morning. Sometimes due to scheduling constraints, students aren't placed in their first-choice electives, and of course I'm always happy to help students explore any other options that might be available. It's also important that any students who have signed up to take an **independent study** see me to get the necessary form to ensure they are officially registered.

***Important:*** Before students can see their class schedules, we need the following on file: yearly **health forms** (whether or not they are participating in fall sports) and, for safety and security purposes, the **license plate numbers** for all cars that will be parked in school lots during the school year. If necessary, health forms may be brought to school on schedule pick-up day. Remember that all health forms are available online--go to the "Students" page and click on the "Health Center" link and open the link "[2021-22 Health Form Information](#)." If you need to update your vehicle information or to pick up a new (free) parking sticker, you can do so on schedule pick-up day.

As in the past, **school pictures** are taken on schedule pick-up day. Please see the enclosed information. We ask every student to have their picture taken even if they don't plan to order any.

### **Where can I find important dates, information, and handouts?**

Important information, handouts, and communications will be posted on the Principal's Page for the class of 2022 (<https://www.jburroughs.org/academics/principals-pages/class-of-2022>), which can be found under the Academics heading on the Burroughs web site. Please bookmark this URL so you can readily access it. In addition, important dates can be found on the 2022 class calendar, which is visible on the Principal's Page as well. (If you use Google Calendar, you can easily add the class calendar to your personal calendar by clicking on the "Google Calendar" button in the lower right-hand corner.) I hope you'll regularly visit this page since it truly is a helpful resource.

Seniors, don't forget that you are expected to check your school email **every** day, as it will be a regular means by which your teachers and I will share important information with you over the course of the school year.

**What's enclosed?**

JBS Family Handbook, 2021-22: This helpful resource offers an overview of all the school's policies and procedures. You'll want to read through it with your family even if you've read it before since we update it every year. This handbook will be included in this mailing **only** if you are the youngest student in your family attending Burroughs.

Invitation To Share Student Information: A note from the Head of School.

2021-22 School Calendar: This is the official calendar of school days, late days, holidays, and special events.

Senior Class Calendar: This calendar lists important dates for twelfth-graders. An online calendar for the senior class is also available on the Principal's Page for the Class of 2022. It's also available as a Google calendar, under "JBS Calendars" on the JBS homepage.

Bell Schedule: Please review the revised bell schedule.

Absence and Tardy Procedures: Please follow these procedures when you're absent from school.

Technology Information: This letter describes students' technology needs.

Instructions about College Rep Visits and College Visits: This handout describes the procedures to be followed when arranging to meet with college reps on the Burroughs campus and when planning to make official college visits.

An Explanation of Driving Privileges: Please review the driving regulations for Burroughs students and update the information on the Application for Parking Decals as needed. Students who have previously submitted a signed copy of the Driving Privileges sheet do not need to fill out another one unless they are driving a different car; however, new drivers, students who have not previously completed one, and students who will be driving a different vehicle must have a signed application with them when they pick up their class schedule.

Information Concerning JBS School Photos: This sheet explains the procedure for ordering school photos which are taken on schedule pick-up day.

**Getting excited yet?**

I'm looking forward to helping make the seniors' final year at Burroughs their best year yet. I hope you all are as excited as I am about the upcoming year. Your teachers and college counselors, as well as class sponsors Ms. Allison and Mr. Pierson, are all here to support you, and of course I am here to help in any way I can.

Enjoy the rest of your summer!

All best,

A handwritten signature in cursive script that reads "Jennifer Salrin".

Jennifer Salrin  
Principal, Grades 11 & 12

JS/dd

Enclosures