



July 28, 2021

Dear Families of the Class of 2023:

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 2023's junior 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. This means juniors and seniors will have lunch during sixth period (which runs on most days from 12:39 p.m. – 1:21 p.m.). Every month, nearly half the juniors are assigned a job during lunch; as in the past, juniors who are not assigned a job are given the opportunity to choose their own lunch table.

On Wednesdays, the Common Day activity will occur between third and fourth period, at the same time for all grades. Juniors spend the Common Day period meeting in advisory and attending monthly meetings with the college counseling team. 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 junior year unique?

The junior year at John Burroughs is one of newfound freedoms as well as increased responsibilities. For example, the junior class enjoys a buffet-style lunch twice a week and takes charge of planning Prom. Many juniors assume leadership roles on teams and in clubs, and of course teachers expect more of juniors than they do of sophomores. When juniors embrace their responsibilities conscientiously and enthusiastically, they are successful. I know that the past year and a half have been challenging in many different ways, and I hope you're excited about the opportunity to dive into this year and to explore and develop your interests at a deeper level.

Challenge yourself to get involved and engage in the life of the school! When you do so, you'll not only contribute to our community in meaningful ways but you'll learn more about who you are and who you want to be. I am confident that the Class of 2023 is poised for a remarkable year.

One of the most important new responsibilities that the juniors will face is the **college application process**. To that end, much of the parent/guardian meeting at 7:00 p.m. in Haertter Hall on Monday, October 4, will be dedicated to explaining the application process and standardized testing. On November 11 at 7:00 p.m. we will have a meeting in Haertter Hall for all junior parents/guardians to mark the official kick-off of the college application process. Please mark your calendars. After that event, students will begin working with their college counselors. In the meantime, should you have any college-related questions, please feel free to contact Mrs. Tarbouni, the Director of College Counseling. While the college admissions process is important, students who focus on personal growth and on making learning joyful, as opposed to fixating on grades and college admissions, have not only the most successful and rewarding but also the most meaningful and manageable junior years. In a few weeks I'll share with all of you via email a list of advice from the Class of 2022, both in terms of what they found to be the keys for success in junior year and in terms of what they realized they might have done differently. I hope before school begins that you'll read over and reflect on their insights and observations so you can put to good use any of their words of wisdom that you find helpful.

What remains the same?

While the college process is important, excessive emphasis on college and grades usually backfires, as it detracts and distracts from a junior's most important school-related responsibility: academics. Focusing on personal, incremental growth is not only the best way to find academic success, it is also the best preparation for college. I will say this often in the coming months, but I hope I can count on both parents/guardians and juniors periodically to remind each other of this truth as well.

Just as in the past, **attendance** is important. In fact, because of the pace of classes during the junior year, attendance is all the more critical. Parents and guardians, please do not allow students to stay home simply to catch up on school work. Doing so is unfair to your student's peers and tends to backfire: students often end up falling further behind, and the reality is that reviewing a classmate's notes or going over a missed topic with a teacher cannot fully replace or make up for the valuable learning that happens in class each day.

To be sure, we certainly don't want students to come to school if they are ill; of course faculty will work with students to help them make up what they've missed. 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.

Juniors, 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.

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.

When can juniors get their schedules and books?

Beginning on Monday, August 2, juniors will be able to log into the MBS online book sale and order their books, which will be delivered directly to their homes. If students or families have any questions about online ordering, they should contact Case Baum, our bookstore manager, at cbaum@jburroughs.org. Juniors may pick up their class schedules in the Athletic Arrival Court between 1 p.m. and 2:30 p.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 students 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.

This year we'll be welcoming two exchange students to the junior class. To celebrate their arrival, we'll be hosting an **informal pizza party for all rising juniors at 12:30 pm in the Commons** on Tuesday, August 17, before the junior class's book sale begins at 1pm. Juniors, please mark your calendars and plan to attend to meet your new classmates Blessing and Nataly!

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 2023 (<https://www.jburroughs.org/academics/principals-pages/class-of-2023>), 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 2023 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.

Juniors, 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.

Junior Class Calendar: This calendar lists important dates for eleventh-graders. An online calendar for the junior class is also available on the Principal's Page for the Class of 2023. 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. Note: Juniors are allowed to miss school during the school year for college visits as long as they fill out a College Visit Permission Slip ("green slip") three days in advance of the trip. We recommend that juniors miss *no more than two days* of school for college visiting. Families are reminded that three-day weekends or spring break can be a great time to make 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 getting to know the juniors this year, as are Mrs. Madigan and Mrs. Stafford, their class sponsors. Together with the eleventh-grade teachers and advisors, we hope to make this school year not only interesting and challenging, but also fun and invigorating. If you have questions, please don't hesitate to reach out--I'm here to help support you in any way I can. I hope you are excited as I am about the upcoming year!

Enjoy the rest of your summer!

All best,



Jennifer Salrin

Principal, Grades 11 & 12

JS/dd

Enclosures