

July 23, 2021

Dear Class of 2025:

I hope you all are enjoying a relaxing and restful summer. What a year we had last year! We are so proud of you and how you worked through so many challenges during the pandemic. We are looking forward to a fresh new start and a school year that will look and feel more like past years—but even better! I'm also looking forward to meeting all of you and getting to know you as you begin your high school years. If you don't already know where my office is located, it's on the second floor of the Cissel Center near the 7th and 8th grade lockers. I hope you'll stop by to introduce yourself and feel free to visit any time. In this letter, I'd like to highlight some things as you think about the year ahead, as well as important dates.

New Members of the JBS Community

I'm excited for you as you start your high school years! This year, Burroughs will be a little different for all of you as you transition to high school. We'll also be welcoming sixteen new students to your class of 2025. I hope you will all take some time to introduce yourselves and your friends, and make them feel welcome at JBS.

This school year also brings a few new faculty and staff members to our community. I hope you will welcome them by saying hello and introducing yourselves. I know you will enjoy getting to know them as they bring fresh ideas, energy, and opportunities to JBS.

New Bell Schedules

This year will be different for everyone as we adapt to new bell schedules. Our regular daily schedule will begin at 8:30 a.m. and our late start days will begin at 8:55 a.m. As high school students, your day will end after 8th period at 2:53 p.m. on regular days and at 2:57 p.m. on late start days and Common Days. When your academic day ends, you'll then participate in school athletics.

Common Day and Lunch

In addition to our new bell schedules, we are also moving our lunch periods and Common Day period. Each grade level will have lunch one period earlier than in past years. Our 9th and 10th graders will be eating lunch during 5th period (most days at 11:53 a.m. – 12:55 p.m.). On Wednesdays, our new Common Day period will occur at the same time for everyone between 3rd and 4th period.

High School Athletics and Health Forms

Our high school sports practices begin on August 9th. Before you begin your team practice in the fall, you will need to submit your physical form. It is available to download from the school's home page. Go to the "Students" page and then click on the "Health Center" link and open the link titled "2021-2022 Health Form Information." If you do not have your physical on file by schedule pickup day, you will not receive your schedule for the coming year. If necessary, you can bring that paperwork with you on schedule pickup day.

Class Schedules, Schedule Pickup Day, and School Supplies

You can pick up your class schedule on Wednesday, August 18 from 1:00 to 2:30 p.m., or on the make-up schedule pickup day on August 20 from 9:00 to 11:00 a.m. You will also have your picture taken on schedule pickup day. Please see the enclosed information about school pictures.

Ninth grade is the last high school grade level to be scheduled and it is possible that you didn't get into your top choice electives. Please come to see me on schedule pickup day if you'd like to see other options that may be available.

Remember that as you begin high school, you will also have free periods throughout the day. Please use these free periods wisely, especially since you will have team sports practice and games after school. Although it's fun to use one or two of your free periods to hang out with your friends in the Commons, free periods are also a great time to get some homework done; study with others; review your classes; meet with teachers; meet with our counselors; and plan ahead. Feel free to use the library during your free periods or any of our Academic Study Halls (study halls are available every period).

Some of you have asked about a school supply list. There is no set supply list for high school students. Each of your teachers will discuss any special materials that you might need during the first week of school. Please see the enclosed sheet regarding technology equipment.

Attendance

Attendance is always important, but because of the pace and rigor of classes in high school, attendance is all the more critical. However, we do not want you to come to school if you are ill. Your health is most important and we want you to rest and recuperate. If you are absent due to illness, please have your parent/guardian call the front office. Other absences should be avoided whenever possible. 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 get it signed by all of your teachers. Doing so will help you plan ahead and facilitate discussions with your teachers about how you can stay on track.

Please carefully review the absence and tardy procedures enclosed. You can also find information in the JBS Family Handbook 2021-22 which is also enclosed. Excessive tardiness will earn detention hours, and if you earn more than nine hours in a term, you can expect to lose free periods and 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 balcony. If you miss assembly for any reason, you must sign in at the front desk before you go to class. Failure to do so will warrant a court case.

I want to briefly discuss two items that are very important to both you and your parents/guardians. As in previous years, you will notice that school will be closed the day before Thanksgiving on Wednesday, November 24. We expect this will help alleviate some of the pressure of traveling for this important family holiday. I *strongly* urge you to refrain from taking additional time off that week. During the exam week of December 13th, please also note that we have scheduled an exam make-up time on Friday morning, December 17th, in case it is needed. Friday will only be used if school has to be cancelled during the regularly scheduled exams that week for bad weather. If you are making plans for winter break, please schedule your departures after this exam make-up day.

Get Involved in High School

In 9th grade, we want you to become more involved in clubs and activities to explore and develop your interests. Feel free to learn more about writing for the newspaper; getting involved in theater; joining an affinity group or cultural club; exploring community engagement through the Montgomery Plan; attending a current events club meeting or the Guild of Geeks meeting; joining the Super Mileage Vehicle Club (SMVC); and much more! We'll have an activities fair at the beginning of the semester, but it's great to think about some of the possibilities this summer. On our JBS website under "Students," you can find all the JBS clubs and organizations under "Student Groups and Clubs."
(<https://www.jburroughs.org/student-life/student-groups-clubs>)

Communication and Staying Up-To- Date

Now that you are in high school, it is most important that you stay organized and up-to-date on all your activities and school events. Make sure that you have a good organizational system in place—like using Canvas and your JBS planner to keep track of your schedule, events, activities and assignments. Please also remember to check your JBS email account daily. Your teachers and I will be communicating

regularly to you with important information for which you are responsible. In addition, please see my Principal Page for the Class of 2025 for your class calendar and for any specific up-to-date class information that is communicated to you and your families.

Summer Reading

A great way to rest and relax is to pick up a good book! Don't forget to check out the Summer Reading List for 9th graders. As a Burroughs student, you are required to read three books from the reading list on our English Department's website or the Principal Page for the Class of 2025. Our English teachers have carefully picked books across different interests and genres that they think will interest you.

Additional thoughts to prepare for high school

Before the summer ends, I encourage you to spend some time reflecting on the past year and to think about the year to come. High school is a fresh start! Consider what has helped you to be successful but also identify areas where you could improve. Your high school years will provide you with new academic challenges to learn at a deeper level; to connect with teachers and friends; to develop new interests; and to explore new opportunities. You'll also learn how to hone your study skills and manage your time. Remember that no one can do things perfectly all the time and we all learn from mistakes. Your teachers, advisors, and I are here to help support you in any way we can throughout the school year. It's good to plan ahead by thinking about your priorities and what is important to you as you get organized for the new school year. I encourage you to discuss these ideas now with your parents/guardians so that during the school year, your advisor can help you focus your thoughts and goals. Burroughs is all about you discovering and becoming your best self.

This is an exciting time for you and I look forward to getting to know you. I am here to help you find interests and strengths in ninth and tenth grade that will help you achieve future success.

If you or your families have any questions, feel free to contact me at Burroughs: (314) 993-4040 x340, or by email at jshimabukuro@jburroughs.org. I look forward to meeting you and having a great year with each of you!

Sincerely,

Julie Shimabukuro
Principal, Grades 9 and 10

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Enclosures:

JBS Family Handbook, 2021-22: This helpful resource offers an overview of all the school's policies and procedures. Please 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 coming to Burroughs.

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

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

A 9th Grade Calendar: This calendar lists important dates for ninth graders. An online calendar for the 10th grade class is also available on the Principal Page for the Class of 2025. It's also available on the as a Google calendar under "JBS Calendars" on the Burroughs homepage.

Bell Schedule: Please review the bell schedule along with designated days in your JBS planners.

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

Technology Information: This letter describes students' technology needs.

Car Pool Zip code list: We encourage carpooling whenever possible. Please feel free to contact families in your area to coordinate rides.

Student Photo Information: This sheet explains the procedure for ordering school photos. Please review it before schedule pickup day when you will have your school photo taken.