

BURROUGHS

A Reference for Parents

To help parents, especially newcomers, better navigate the campus and the school, we provide this pull-out section of information.

For answers to your questions

Have a question? You'll likely find the answer in the *Student-Parent Handbook*. Or, for information or clarification in a specific area, contact anyone at the school with whom you feel most comfortable — a teacher, advisor, counselor, coach or principal. If you are unsure about whom to call, it is often easiest to start with one of the principals, and they will direct you, or use the following specific suggestions for direction:

- **If you have questions about school philosophy or policy:**

Contact Keith Shahan, headmaster, at 314/993-4040, ext. 234, or kshahan@jburroughs.org

- **If you need a primary contact to whom you can take questions or problems concerning your child:**

Contact your child's advisor at the phone number/e-mail listed in the back of the Buzz Book. Each student received a Buzz Book in September. Additional copies are available in the book store.

- **If you have specific questions about a particular class or athletic team:**

Contact your child's teacher or coach at the phone number/e-mail listed in the back of the Buzz Book.

- **If you have questions about scheduling or more general questions about your child:**

Contact Macon Finley, principal for grades 7 and 8, at 314/993-4040, ext. 325, or mfinley@jburroughs.org

Contact Elaine Childress, principal for grades 9 and 10, at 314/993-4040, ext. 361, or echildress@jburroughs.org

Contact Scott Heinzl, principal for grades 11 and 12, at 314/993-4040, ext. 370, or sheinzel@jburroughs.org

- **If you know in advance of an unusual absence for your child that may not be excused, such as family travel:**

Contact the appropriate principal.

- **If you know in advance of an absence for your child that will be excused, such as a doctor's appointment, or to report your child absent or late:**

Before 7:45 a.m., call 314/993-4045, press 0, and leave a message. After 7:45 a.m., call 314/993-4040 and speak with the receptionist.

- **If your child is ill and needs homework information:**

Contact each of your child's teachers directly at the phone number/e-mail listed in the back of the Buzz Book. A group e-mail is often the most efficient way to do this.

- **If you need to get a message to your child during the school day:**

Call the front desk at 314/993-4040 and leave a message.

- **If you need athletic schedules:**

Call the sports hotline (314/993-4045, ext. 4 . . . press 2), or go to the Burroughs website (www.jburroughs.org) and click on the "Sports" button.

- **If you have questions about the athletic program or need to have your child excused for an extended time from physical education or athletics:**

Contact Jim Lemen, athletic director, 314/993-4040, ext. 232, or jlemen@jburroughs.org

- **If you have questions about the curriculum in a specific subject:**
Contact the department chair as listed in the Buzz Book.
- **If you need to discuss your child's special health needs:**
Contact Casie Tomlinson, school nurse, 314/993-4040, ext. 209, or ctomlin@jburroughs.org
- **If you have questions about the week's events on campus:**
Call the Activity Hotline (314/993-4045, ext. 4, press 1), or go to the Burroughs website (www.jburroughs.org).
- **If you have questions about parenting or personal counseling for your child:**
Contact Prue Gershman, director of personal counseling, 314/993-4040, ext. 312, or pgersh@jburroughs.org
- **If you have questions about special learning needs or about the services provided by the academic support department:**
Contact Susan Dee, chair of the academic support department, at 314/993-4040, ext. 336, or sdee@jburroughs.org
- **If you have questions about college counseling:**
Contact Andy Abbott, director of college counseling, at 314/993-4040, ext. 282, or aabbott@jburroughs.org
- **If you have questions about library resources available to students or parents:**
Contact Linda Mercer, library chair, at 314/993-4040, ext. 238, or lmercer@jburroughs.org
- **If you have questions about diversity initiatives, policies or programs:**
Contact Daniel Harris, director of diversity programs, at 314/993-4040, ext. 221, or dharris@jburroughs.org
- **If you have questions about the community service program:**
Contact Susan Dee, faculty sponsor of the Montgomery Plan, 314/993-4040, ext. 336, or sdee@jburroughs.org
- **If you have questions about a bill, payment or re-enrollment:**
Contact Laura Placio, business manager, 314/993-4040, ext. 235, or lplacio@jburroughs.org
- **If you have questions about tuition aid or admissions:**
Contact Caroline LaVigne, director of admissions and tuition aid, at 314/993-4040, ext. 227, or clavigne@jburroughs.org
- **If you have questions about parking or the use of facilities:**
Contact Ed Philipp, director of plant operations, 314/993-4040, ext. 444, or ephilipp@jburroughs.org
- **If you have questions about food services for a special event:**
Contact Shelli Pate, Sage Food Services, at 314/993-4040, ext. 243, or spate@sagedining.com
- **If you have questions/concerns about school lunches:**
Contact Macon Finley, principal of grades 7 and 8, at 314/993-4040, ext. 325, or mfinley@jburroughs.org
- **If you have questions about fund-raising, annual giving or the capital campaign:**
Contact Jim Kemp, director of advancement, at 314/993-4040, ext. 256, or jkemp@jburroughs.org
- **If you have questions about community relations, publicity, special events or the website:**
Contact Ellen Bremner, director of communications and community relations, at 314/993-4040, ext. 355, or ebremner@jburroughs.org
- **If you have questions about parent involvement/volunteering at the school:**
Contact Cathy Carney, president of the Parents Council, at 314/567-7868 or cisc2058@aol.com