

## **For answers to your questions**

If you have a question and are unsure about whom to call, it is often easiest to start with one of the principals, and he/she will direct you. And don't forget the *Student-Parent Handbook*, which contains most school policies and practices. Meanwhile, here are contacts for frequently asked questions:

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

Contact Andy Abbott, head of school, at 314/993-4040, ext. 282, or [aabbott@jburroughs.org](mailto:aabbott@jburroughs.org).

- **If you have general questions about your child or his/her schedule:**

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

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

Contact Scott Heinzl, principal for grades 11 and 12, at 314/993-4040, ext. 370, or [sheinzl@jburroughs.org](mailto:sheinzl@jburroughs.org).

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

Contact your child's advisor at the phone number/e-mail listed online and in the back of the Buzz Book.

- **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 online and in the back of the Buzz Book.

- **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 online and 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](http://www.jburroughs.org)) and click on the "Athletics" 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 Peter Tasker, athletic director, at 314/993-4040, ext. 217, or [ptasker@jburroughs.org](mailto:ptasker@jburroughs.org).

- **If you have questions about the curriculum in a specific subject:**

Contact the department chair as listed online and in the Buzz Book.

- **If you need to discuss your child's special health needs:**

Contact Casie Tomlinson, school nurse, at 314/993-4040, ext. 209, or [ctomlin@jburroughs.org](mailto: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](http://www.jburroughs.org)).

- **If you have questions about parenting or personal counseling for your child:**

Contact Prue Gershman, director of personal counseling, at 314/993-4040, ext. 312, or [pgersh@jburroughs.org](mailto: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](mailto:sdee@jburroughs.org).

- **If you have questions about college counseling:**

Contact Nanette Tarbouni, director of college counseling, at 314/993-4040, ext. 281, or [ntarbouni@jburroughs.org](mailto:ntarbouni@jburroughs.org).

- **If you have questions about library resources available to students and parents:**

Contact Linda Mercer, library chair, at 314/993-4040, ext. 238, or [lmercer@jburroughs.org](mailto:lmercer@jburroughs.org).

- **If you have questions about diversity initiatives, policies or programs:**

Contact Daniel Harris, director diversity and multi-cultural education, at 314/993-4040, ext. 221, or [dharris@jburroughs.org](mailto:dharris@jburroughs.org)

- **If you have questions about the community service program:**

Contact Susan Dee, faculty sponsor of the Montgomery Plan, at 314/993-4040, ext. 336, or [sdee@jburroughs.org](mailto:sdee@jburroughs.org).

- **If you have questions about a bill, payment or re-enrollment:**

Contact Laura Placio, business manager, at 314/993-4040, ext. 235, or [lplacio@jburroughs.org](mailto: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](mailto:clavigne@jburroughs.org).

- **If you have questions about parking or the use of facilities:**

Contact Ed Philipp, director of plant operations, at 314/993-4040, ext. 444, or [ephilipp@jburroughs.org](mailto: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](mailto:spate@sagedining.com).

- **If you have questions about school lunches:**

Contact Macon Finley, principal of grades 7 and 8, at 314/993-4040, ext. 325, or [mfinley@jburroughs.org](mailto: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](mailto:jkemp@jburroughs.org).

- **If you have questions about school publicity, special events or communications (including the website):**

Contact Ellen Bremner, director of communications and community relations, at 314/993-4040, ext. 355, or [ebremner@jburroughs.org](mailto:ebremner@jburroughs.org).

- **If you have questions about parent involvement/volunteering at the school:**

Contact Susan Murray, president of the Parents Council, at 314/304-7089 or [smurray565@mac.com](mailto:smurray565@mac.com)

- **If you have a questions that does not fit into any of these categories:**

Contact [jbassist@jburroughs.org](mailto:jbassist@jburroughs.org)