MBA STUDENT HANDBOOK

MONTGOMERY BELL ACADEMY
4001 HARDING ROAD
NASHVILLE, TENNESSEE 37205-1998

WWW.MONTGOMERYBELL.EDU

Facebook.com/rollredroll
Twitter.com/montgomerybell

SCHOOL OFFICE HOURS (MONDAY-FRIDAY)
ACADEMIC YEAR: 7:30 A.M. - 4:30 P.M.
SUMMER HOURS: 8:00 A.M. - 4:00 P.M.

MAIN TELEPHONE: 615-298-5514
MAIN FAX: 615-297-0271

AFTER-HOURS SECURITY: 615-626-9042
JUNIOR SCHOOL OFFICE: 615-369-5380
ADMISSION OFFICE: 615-369-5311
ATHLETIC OFFICE: 615-369-5350
ATHLETIC FAX: 615-369-5354
ALUMNI AND DEVELOPMENT OFFICE: 615-369-5360
ALUMNI FAX: 615-369-5361
VOICE MAIL: 615-298-1691

CEEB CODE: 431710 (FOR SAT, ACT, AND ISEE TESTING)

The MBA Directory is published strictly for the use of members of the school community. It is not to be used for address lists, marketing, or any other purpose without the express permission of Montgomery Bell Academy.
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FACTS & FIGURES

• Student body of 740 in grades 7-12
• Entering students represent 45 different public and private schools
• 7:1 student-teacher ratio
• 22% of student body receive more than $2 million in need-based financial aid
• 68% of faculty hold advanced degrees, including 17 doctorates
• 100% of student body is college bound
• 11 National Merit Finalists, 13 Semi-Finalists, 12 Commended Scholars, and 1 Achievement Scholar Semi-finalist in 2013-2014
• Students took 627 AP Exams in 2014 and scored 25% higher than the State average and 24% higher than the global average.
• 80% of 504 AP exams had a score of 3 or higher
• Average SAT scores were over 200 points higher than the national average in 2013
• 27 AP classes and examinations offered
• Three national championships in debate
• State-of-the-art digital language lab
• 49% of Alumni give annually to the school
• Active community service leadership: Loaves and Fishes soup kitchen, Hispanic Achievers Tutoring, Time to Rise, Hands on Nashville Projects, Wounded Warriors, Race For the Cure, and Burundi Refugee Tutoring Program
• Nine fully-endowed faculty chairs: English, Science, Math, Fine Arts, History, Junior School, Interns, Leadership, and Humanities
• Foreign exchange programs with seventeen schools in Australia, Great Britain, New Zealand, South Africa, China, Colombia, Singapore, Argentina, France, and Ireland
• Wilson and college grants send more than 120 students annually to national and international programs
• 150-plus acre campus on Long Mountain near McMinnville, TN with an observatory, ropes courses, lake, and hiking trails
• Field space exclusively for Junior School athletics on 42nd Avenue in Sylvan Park
• 23 students had works selected to be included in the Scholastic Competition at Cheekwood; 19 students has works featured in the Middle TN Regional Art Competition
• State championships in football, rifle, cross-country, basketball, swimming and tennis over the last seven years
• Four theater state championships since 2005
• Regional and national recognition in theater, mock trial, math, and science olympiad competitions

Admission Reminders:
• Plan to attend our Preview Day on Sunday, November 2 from 2:00 - 4:30 p.m.
• Take a Thursday tour & enjoy some coffee each Thursday at 10 a.m.
• Submit your application in early fall
• Call to schedule a half day visit for your son
• Remember to review all application & financial aid deadlines

For further information please contact the Admission Office.
Montgomery Bell Academy • 4001 Harding Road • Nashville, Tennessee 37205 • Telephone: 615-369-5311
E-mail: admission@montgomerybell.edu • Web site: www.montgomerybell.edu
Montgomery Bell Academy, as a day school for young men in grades seven through twelve, seeks to enable its students, first, to achieve excellent academic preparation for college and, second, to become responsible and productive citizens within the community. Each young man is challenged to become a “gentleman, scholar, and athlete”: that is, to develop as fully as possible his qualities of personal integrity and respectful attention to the rights of other people, his intellectual scope and understanding, and his physical vigor and well-being.

With these general goals in view, the school more specifically seeks:

- to challenge each student to acquire a strong academic foundation in the humanities, in mathematics and the sciences, and in the arts, as preparation both for college and adult life;

- to encourage each student to be engaged to the best of his ability in a wide range of extracurricular activities, both at school and in the community;

- to encourage each student to assume responsibilities requiring leadership, personal initiative, and coordination of his own efforts with those of others;

- to promote in each student a keen sense of self-discipline, dependability, and honor;

- to help each student gain a deeper understanding of himself and a full appreciation of his own worth as an individual human being and of the worth and dignity of others.

Montgomery Bell Academy respects the individual differences among members of its student body. It undertakes to make its academic curriculum and its extracurricular programs as accessible and pertinent to every young man as possible. It strives to involve each student in valuable learning experiences both within and outside the classroom, and to encourage in each student a sense of the value of fair play, of serious work, and of personal and societal achievement.

Montgomery Bell Academy expects its students to have a high regard for others and a sense of responsibility to school, family, and community. Therefore, it endeavors to help each student develop citizenship and concern for others. MBA believes that positive mental, physical, and spiritual growth take place in an orderly and respectful environment, and the school expects its students to conduct themselves as gentlemen at all times.
MISSION STATEMENT

Montgomery Bell Academy offers young men an exemplary college preparatory experience, assisting them to be “gentlemen, scholars, and athletes” and young men of wisdom and moral integrity who will make significant contributions to society.

ALMA MATER

by Beasley Smith and Ralph Freed

Hail MBA of thee we sing
Now and forever more.
Long may the bells of glory ring,
As in the days of yore.
Hail to thee! Hail to thee!
Where loyal hearts and friendship dwell.
On and On! Faithfully
Hail Montgomery Bell!

MOTTO: Fortitudo per Scientiam

IDEAL: Gentleman, Scholar, Athlete

NICKNAME: Big Red

SCHOOL COLORS: Cardinal & Silver

2014-2015
Theme: COURAGE
All-School Read: Between Shades of Gray

MBA does not discriminate on the basis of race, color, religion, national or ethnic origin, handicap or disability, sex, or age in its employment policies, or in the administration of its educational policies, admissions policies, scholarship and financial aid programs, athletic programs, and other school-administered programs.

Montgomery Bell Academy has four trademarks registered with the US Patent and Trademark Office. The MBA “Family of Marks” includes (1) the “Waffle” (also known as MBA and Design), (2) the title “Montgomery Bell Academy”, (3) the letters “MBA”, and (4) the School Seal. Use of any of the MBA “Family of Marks” is permissible only with the prior written authority of Montgomery Bell Academy.
Montgomery Bell Academy opened its doors on September 9, 1867, with twenty-six scholars in two rooms. The student body was divided into grammar school and high school departments. The school found favor in Nashville and grew rather rapidly. By the end of the first year, MBA’s student body had grown to seventy-four. MBA’s heritage, however, goes back to the University of Nashville, Cumberland College, Davidson Academy and the earliest days of the pioneer settlement on the Cumberland River. Actually, MBA was born on the campus of the old University of Nashville on “College Hill” in South Nashville. The stone structure is the one formerly occupied by the Children’s Museum.

Montgomery Bell Academy is closely linked to James Robertson, the founder of Nashville, who secured the passage of “an act for promotion of learning in the County of Davidson” while he was a representative in the legislature of North Carolina in 1785. Nine trustees were named, and the institution was called Davidson Academy. The school was located at a meeting house on the road to Gallatin, near the present site of the Spring Hill Cemetery.

In 1806, by legislative act, Cumberland College was chartered as the successor to Davidson Academy. Under the direction of trustees Andrew Jackson and James Robertson, a new building was constructed on “College Hill” in South Nashville on college property. Among the outstanding trustees appointed over the years were Andrew Jackson, James K. Polk, and Andrew Johnson.

The Reverend Thomas Craighead, the first principal of Davidson Academy, was succeeded as President of Cumberland College in 1810 by Dr. James Priestly. Unfortunately, the college was closed in 1816 because of financial difficulties.

Under the leadership of the Reverend Phillip Lindsay, to whom historians have referred as a “giant of intellect,” the college was revived in 1824, and the name was changed to the University of Nashville. Under the influence of this astute man, Nashville became the “Athens of the West” — later changed to the “Athens of the South.”

In 1855, Dr. John Berrien Lindsay, who had succeeded his father Phillip as president, merged the Western Military Institute with the University of Nashville. With the approach of the Civil War, military instruction was added and became very popular. The school grew rapidly.

It was during this period that Sam Davis, a farm boy from Smyrna, Tennessee, in November of 1863, by Federal troops for refusing to betray a friend. His home today is a public shrine, and his statue stands on the grounds of the State Capitol in Nashville.

Montgomery Bell, a Pennsylvanian, came to Dickson County, Tennessee, circa 1800 and purchased the Cumberland Iron Furnace from James Robertson. Mr. Bell had unusual financial success with his holding, and when he died in 1855, he left to the University of Nashville twenty thousand dollars — a considerable sum in those days. The money was wisely invested by Dempsey Weaver of the Planters’ Bank in Nashville. By 1867, the investment had grown to forty-six thousand dollars and was used by John Berrien Lindsay to open Montgomery Bell Academy.

At this early stage, MBA included a two-year college program as well as a grammar and high school.

In 1875, as a result of money received from the Peabody Fund, the University of Nashville became the Peabody Normal School. A new board of trust took control of the Normal School while the old board of the University of Nashville retained control of MBA. The trustees moved Montgomery Bell Academy in 1881 to a six-acre tract which was east of the old site because the Normal School wanted to occupy all of the University’s buildings. MBA kept the income from the Bell trust fund.

Gradually the University of Nashville ceased operations, and its campus and buildings were given to Peabody College. Peabody attempted a “take over” of the remaining assets of the University of Nashville, including MBA, but the old trustees of the University were in control of the Academy and refused to permit the usurpation. The two schools thus gradually grew apart.

MBA was to encounter many difficulties in the years ahead, but in 1911 circumstances began to improve when Judge Robert Ewing, a trustee, was fortunate enough to engage Mr. Isaac Ball to head the Academy. For thirty years, Mr. Ball was the highly successful headmaster at MBA. The school “blossomed” under his leadership, and he was farsighted enough to see the need for expansion. After being located for two years on Seventh Avenue, North, near the Capitol, the school was moved to the former estate of Garland Tinsley, a thirty-two acre tract on Harding Road. The Board of Trustees arranged for this purchase and had the house remodeled for school use. The school opened on this site in the Fall of 1915. At the time, the school was advertised as “The Country School for the City Boy.” The ad further stated that “it is noise, dust, confusion, cramped spaces, and the infinite distractions and associations of the streets versus pure air and open sunlight, wide green lawns and ample playgrounds, and a centering of a boy’s interests on his school and his school life, the proper interests for a boy.” This was one of the earliest ads for a suburban school.

A disastrous fire destroyed the main building in 1925, and there was little insurance. While the trustees struggled to rebuild, students were taught in the field house, and meals were served on the playing fields.

In the fall of 1942, Mr. Ball retired. Mr. J. M. Farrell and Mr. Howard Allen filled the position of headmaster for a period of one year each. In 1944, Dr. R. Lee Sager became headmaster and served with distinction for thirteen years. During his administration, the school continued to prosper, and the great traditions of the Honor System and the honor society, known as Totomoi, were instituted. Mr. Francis E. (“Nick”) Carter, Jr., succeeded Dr. Sager in 1957 and served twenty-two years as headmaster.

It was during the period from 1957 to 1979 that MBA became recognized as one of the finest preparatory schools in the country. This status was attained as a result of the dynamic leadership of Francis E. Carter, Jr. Mr. Carter introduced into the curriculum the use of various national academic tests and Advanced Placement courses. MBA then became well-known for the large number of Merit Scholars among its students. Graduates of the school were admitted into some of the finest colleges and
universities of the United States. Another of his contributions was the guidance system designed to help each boy reach his maximum potential as gentleman, scholar, and athlete. In addition, Mr. Carter was instrumental in adding a major and two minor sports to the athletic program, a program that produced teams achieving several state championships. Mr. Carter, thus, worked tirelessly to make MBA outstanding; his high ideals in all the facets of human development were reflected in his accomplishments. In 1956, the Board of Trustees decided to embark on a rebuilding program. Under the astute leadership of Mr. John Sloan, President of the Board of Trustees, funds were raised to build the Brownlee O. Currey Gymnasium in honor of the distinguished head of the MBA Board of Trustees from 1943-1952. Before the gymnasium was completed in 1957, the Board decided to include laboratories for the science department in the basement of this building. The Board of Trustees, the fathers of MBA students, alumni, and friends of the school were most generous in their contributions. As soon as this project was completed, the Wallace Alumni offered $75,000 in a matching fund to convert the old gymnasium into a school house. The renovated structure was named Wallace Hall in honor of the former head of Wallace School, and Wallace Alumni were incorporated as members of the MBA-Wallace Alumni Association. As a result of a most generous gift by Mrs. Justin Potter, the Patrick Wilson Library was constructed in 1968, in memory of Mrs. Potter's grandson, Patrick Wilson. In the meantime, a language laboratory had also been given to the school by Mrs. Potter and her daughter, Mrs. David K. Wilson. The Fathers Club of MBA provided the funds for a wrestling building in 1968. In the summer of 1972 a Fine Arts Building was completed in order to offer better facilities for art and speech.

During the 1978-1979 academic year, Dr. T. Michael Drake, who joined the MBA faculty in 1969, served as interim headmaster. Mr. Gordon E. Bondurant became the headmaster in 1979, with Dr. Drake serving as assistant headmaster. Mr. Joe C. Davis succeeded Mr. John Sloan, Sr., as Chairman of the Board of Trustees in 1979.

After a lengthy self-study of the academic program, extracurricular activities, and the physical plant, the Board of Trustees under the leadership of Mr. Davis embarked upon a major fund drive. Mr. DeWitt Thompson, IV, Class of 1964, was selected as Campaign Chairman. As a result of the generosity of trustees, alumni, parents, and friends, 1982 became the year of building on campus. The Jack C. Massey Hall for the Junior School was constructed. The Old Science Building received a complete renovation and additions and was renamed Carter Hall in honor of the memory of Francis E. Carter, Jr. A complete new football stadium with an all-weather eight-lane track, a beautiful new baseball field, and five additional tennis courts were significant projects completed in 1982. The 1983-1984 school year brought additional construction. A new gymnasium, incorporating a large basketball floor, a wrestling room, a weight room, a training room, and a greatly enlarged locker room, had a significant impact upon the athletic program. Also, the Frank Andrews Athletic Field was graded and new stands installed to serve as the soccer stadium and the practice field for other sports. With all of the construction, the major commitment of the trustees in the funding effort was to the school’s endowment.

In 1988, Dr. Douglas Paschall, formerly Professor of English and Dean at The University of the South, succeeded Mr. Bondurant as headmaster, and Mr. W. Ridley Wills, II succeeded Mr. Joe Davis as Chairman of the Board of Trustees.

Among the numerous significant improvements to the school’s facilities achieved during Dr. Paschall’s six years as headmaster were the renovation and reequipping of two science laboratories and the addition of a third, installation of a new Sony language lab with satellite dish, construction and equipping of computer rooms, renovation of the weight training room, installation of new visitors’ seats for the Tommy Owen Stadium, addition of bleachers in Currey Gymnasium, lights for Frank Andrews Field, and resurfacing of the track and tennis courts.

The Patrick Wilson Library was notably enhanced by the installation of a computer-catalog link with the Heard Libraries of Vanderbilt University, giving students and faculty access to these entire collections, by the addition of reference material on CD-ROM, by expansion of audio-visual capacity, and by conversion of the library collection to computer-run systems.

The most noticeable physical changes, however, were brought about by the construction of the Joe C. Davis Fine Arts Building in 1992, and the complete renovations of Wallace Hall and the Ball Building in 1992 and 1993. Integral parts of the striking changes made to the heart of the campus during this period were new roads, walks, landscaping, and the Massey Court, all of which served to enhance the John E. Sloan Quadrangle formed by the new and renovated buildings.

Led by Mr. J. Barry Banker, member of the Board of Trustees and Class of 1969, and Mr. Thomas S. Weaver, Jr., Director of Alumni and Development, MBA successfully completed a $7.5 million capital campaign in 1994, and achieved a significant increase in the number of alumni and parents who contribute to the school (from 23.4% alumni participation in 1988-1989 to 55.9% in 1993-1994 and from 41.6% parent participation in 1988-1989 to 80.9% in 1993-1994).

In November 1993, Dr. Paschall informed the MBA faculty and student body that he had terminal cancer and would be forced to retire following the 1993-1994 school year. Through his courage and determination that his heart should prevail over his body, Dr. Paschall was able to fulfill his responsibilities as headmaster, including presiding over MBA’s 127th annual commencement in June. In doing so, he touched the MBA community in a remarkable and lasting manner. Dr. Paschall succumbed to cancer on December 23, 1994.

A Headmaster Search Committee, chaired by Mr. Ridley Wills II, Board Chairman, worked from November 1993 until May 1994 to identify and recruit Dr. Paschall’s successor. That effort was successfully concluded with the appointment of Mr. Bradford Gioia as Headmaster, effective July 1, 1994. A 1976 graduate of the University of the South where Dr. Paschall was one of his teachers, Mr. Gioia came to MBA from the Darlington School in Rome, Georgia, where he had a distinguished record as teacher, administrator, and headmaster.

Since Mr. Gioia became Headmaster in 1994, the school has flourished. Through his initiative, the Trustees launched a strategic planning process which involved all the school’s constituencies. The plan, “48 Goals for 48 Months,” was adopted at the Spring 1996 Board Meeting. Most of those goals have been accomplished. For the next eight summers, Trustees and their spouses attended summer retreats outside Nashville, gaining...
valuable exposure to other outstanding independent schools in Chattanooga, Atlanta, Boston, Washington D.C., and Dallas. MBA’s physical plant has changed dramatically since 1994. In 1997, the $2.3 million renovation and enlargement of the Patrick Wilson Library was completed. Completed in 1999 were the new front entrance, the Ingram Science Building, a major addition to the Massey Building, the Centennial Entrance to the Tommy Owen Stadium, and the new Gambill quadrangle. Completed in 2000 were the reconstruction of the Carter Building with twelve new classrooms and a new student commons area, as well as the complete renovation of the entrance and basement of Currey Gym. All of these projects were made possible by gifts to the Bold Pathways and Proud Traditions Capital Campaign, which raised $41.5 million for the school between 1996 and 2001.

MBA now spans the globe with exchange programs. Since 1995, MBA has hosted international exchange students through the ASSIST Program. Beginning in 1997, MBA has established student and faculty exchange programs with Eton College and Winchester College in England, Michaelhouse in South Africa, King’s School in Australia, and Lindesfarne College in New Zealand. Also, a growing number of MBA students have participated in the Experiment in International Living Program in France, Chile, Poland, Switzerland, and the Czech Republic.

Other notable achievements include: the continuing success of our debate teams, including the Novice National Champions in 2001-2002; approximately 40% of the 2002-2003 seniors were recognized by the National Merit Corporation; national recognition for MBA artists; strong and competitive college admissions; highly successful interscholastic athletics including numerous Division II state championships; and a dramatic increase in the numbers of young people attending MBA summer programs including sports camps, leadership camps, science experiences, enrichment courses, summer school, and academic and test preparation courses.

The Class of 2004 once again had the most National Merit Scholars in the state of Tennessee and gained admission to many great colleges, matriculating at over 60 different colleges and universities. The new junior school athletic fields on 42nd Avenue opened in September 2004, giving relief to the school’s need for additional athletic space. For the first time, annual giving reached $1 million by the end of the 2004 calendar year and grew to a record-breaking $2 million by the fiscal year end.

At the 2005 graduation, Ridley Wills’ long-awaited history of MBA, titled “Gentleman, Scholar, Athlete” was published. The highlight of the 2004-2005 school year and one of the best moments in MBA’s history happened in Philadelphia. MBA’s two policy debate teams of Tripp Rebrovich and Alex Lamballe and Matt Bodnar and Kevin Wieck reached the finals of the National Forensics League National Championship. This was the first time in the 75-year history of the National Forensics League that two teams from the same school closed out policy debate. The night before the finals, MBA’s teams decided to declare themselves national co-champions.

During the school years 2005-2008, MBA accomplished a number of new milestones. Our theater program not only won the regional competition for one-acts, but also presented its first Junior School musical, Tom Sawyer, in 2006. In 2007 the school year we celebrated MBA’s 140th year, and in the fall of 2007 the school celebrated the 80th anniversary of Ball Hall, the historic main building on our campus. In the 2007-2008 school year, MBA marked its fourth consecutive year of earning the Inman Trophy, a competition for the superior athletic program among middle schools in Davidson and Williamson County.
2014-2015 MBA School Calendar
(SUBJECT TO REVISION: LAST REVISED 07-22-2014)

August

New Faculty Orientation Mon, Tues, Aug 4, 5
Department Heads Meeting Tue, Aug 5, 9:00am
Faculty/Board Dinner Wed, Aug 6, 6:30 pm
Faculty In-Service Faculty In-Service
Orientation and Picnic for New Families Thu-Fri, Aug 7-8
9th Grade Orientation Thu, Aug 7, 5:15 pm
7th Grade Retreat Mon, Aug 11, 6:00 am
Library Orientation (new HS students) Tue-Wed, Aug 12-13
Registration for All Students Wed, Aug 13, 9:00 am
College Night for Seniors and Parents Thur, Aug 14, 7:00 pm
First Semester Classes Begin Mon, Aug 18, 7:50 am
Activity Fair Wed Aug 20, 9:40 am
Mothers Club Coffee and Meeting Thur, Aug 21, 7:30 am
Musical at MBA: Damn Yankees Wed-Sat, Aug 27-30
First Semester Exams Tue, Aug 26, 9:00 am
First Semester Classes End (½ day) Mon, Aug 25, 3:00 pm
Fall Break (no classes) Fri, Aug 29, 9:40 am

September

Labor Day (no classes) Mon, Sept 1
Junior School Parents Night Tue, Sept 2, 7:00 pm
College Night for Frosh/Soph and Parents Tue, Sept 4, 7:00 pm
Influential Teacher Reception Sun, Sept 7, 5:00 pm
Mothers Club Art Show Opening Sat, Sept 7, 4:00 pm
High School Parents Night Tue, Sept 9, 7:00 pm
7th Grade Camp Laney Retreat Wed-Fri, Sept 10-12
First Mid-Quarter Fri, Sept 12
9th Gr. Patch Ceremony Fri, Sept 12 7:00 am
All-School Carnival and Picnic Fri, Sept 12, 5:00 pm
ACT Sat, Sept 13
Headmasters Dinner Wed, Sept 17 5:30 pm
Theme Day Thurs, Sept 18
Admissions’ Big Red Picnic - 42nd Ave Mon, Sept 22, 5:00 pm
MBA College Fair Tue, Sept 23, 9:30 am

October

Fall Music Recital Sun, Oct 5, 5:00 pm
One Act Performance The Fifth Sun Tue, Oct 7, 7:00 pm
First Quarter Ends Fri, Oct 10
Homecoming/Spaghetti Supper (½ day) Fri, Oct 10, 5:00 pm
SAT I or SAT II Sat, Oct 11
Homecoming Dance Sat, Oct 11, 8:00 pm
College Application Workshop for Srs. Wed, Oct 15
PSAT/NMSQT (Grades 8-11) Wed, Oct 15, 8:15 am
Fall Break (no classes) 12:00pm Wed, - Sun Oct 15-19
MBA Rifle Classic Fri-Sat, Oct 17-18
Junior School Parent-Teacher Conference Day No classes Grades 7-8 Wed, Oct 22
Theme Day Thu, Oct 23
ACT Sat, Oct 25

November

Admission Preview Day Sun, Nov 2, 2:00-4:30 pm
Totomoi Induction Wed, Nov 5, 9:40 am
Second Mid-Quarter Fri, Nov 7
SAT I or SAT II Sat, Nov 8
Fall Instrumental Showcase Sun, Nov 9, 5:00 pm
MBA/HH College Financial Aid Workshop Mon, Nov 17, 7:00 pm
Theme Day Thur, Nov 20
Play: The Servant of Two Masters Thu-Sun, Nov 20-23
Alumni Thanksgiving Breakfast Wed, Nov 26, 7:30 am
Young Alumni Lunch Wed, Nov 26, 12:00 pm
Thanksgiving Break Wed-Sun, Nov 26-30
Classes through Tue, Nov 25, 3:10 pm
Classes resume Mon, Dec 1, 7:50 am

December

Fall Sports Recognition Assembly Mon, Dec 1, 9:40 am
Junior Class Ring Ceremony Thu, Dec 4, 7:00 pm
SAT I or SAT II Sat, Dec 6
Holiday Concert Sun, Dec 7, 5:00 pm
Faculty/Staff Holiday Dinner Sun, Dec 7, 6:30 pm
First Semester Classes End (½ day) Mon, Dec 8
First Semester Exams Tue-Tue, Dec 9-16
ACT Sat, Dec 13
Winter Break Wed - Sun, Dec 17-Jan 4
Exams/Classes through Tues, Dec 16
Classes resume Tues, Jan 6, 7:50 am

January

Billy Tate Southern Bell Forum Fri-Sun, Jan 2-4
Faculty In-Service (no classes) Mon, Jan 5
Second Semester Classes Begin Tues, Jan 6
College Night for Juniors and Parents Thu, Jan 8, 7:00 pm
Curriculum Information Night Tue, Jan 13, 7:00 pm
Martin Luther King Day (no classes) Mon, Jan 19
Theme Day Thur, Jan 22
Course Pre-Registrations Due (8-11) Fri, Jan 23
ISEE at MBA Sat, Jan 24
SAT I or SAT II Sat, Jan 24
Winter Music Recital Sun, Jan 25, 5:00 pm
Jr. School Play: The Red Badge of Courage Thu - Sat, Jan 29-31
Third Mid-Quarter Fri, Jan 30

February

Admission Application Deadline Mon, Feb 2
Cum Laude Recognition Mon, Feb 2, 9:40 am
Admission Interviews for Grades 7-12 Sat, Feb 7, 8:00 am
ACT Sat, Feb 7
Jazz Concert Sun, Feb 8, 4:30 pm
Transition to College Program (Sr. Parents) Mon, Feb 9, 7:00 pm
Presidents Day Weekend (no classes) Fri- Mon, Feb 13-16
100 Days to Graduation Breakfast for Seniors Tue, Feb 17, 7:00 am
Career Day / Transition to College Programs Tue, Feb 17
Financial Aid Applications Due Mon, Feb 16
Play: The Overcoat Thu - Sun, Feb 19-22
Totomoi Induction Wed-Sat, Feb 25, 9:40 am
Theme Day Thu, Feb 26
Admission Decisions Mailed Fri, Feb 27
### March
- **Annual School Concert**
  - Sun, Mar 1, 5:00pm
- **Third Quarter Ends**
  - Fri, Mar 6
- **Father-Son Campout**
  - Sat-Sun, Mar 7-8
- **Father-Son Dinner**
  - Tues, Mar 10, 6:00pm
- **New Enrollment Contracts Due**
  - Tue, Mar 10
- **Spring Break**
  - Fri-Sun, Mar 13-22
  - Classes through Thu, Mar 12, 3:10pm
  - Classes resume Mon, Mar 23, 7:50am
- **SAT I**
  - Sat, Mar 14
- **Winter Sports Recognition Assembly**
  - Mon, Mar 23, 9:40am

### April
- **Junior School Grandparents Day**
  - Thur, Apr 2
- **Good Friday (No Classes / Offices Closed**
  - Fri, Apr 3
- **New Parent Information Meeting**
  - Mon, Apr 6, 7:00pm
  - Tues, Apr 7, 6:30pm
- **50 Days to Graduation Picnic for Seniors**
- **8th Grade Trip**
- **Theme Day**
  - Thu, Apr 9
- **Fourth Mid-Quarter**
  - Fri, Apr 10
- **Doug Hall Relays**
  - Fri-Sat, Apr 10-11
- **Junior-Senior Prom**
  - Sat, Apr 18, 8:00pm
- **ACT**
  - Sat, Apr 18
- **Senior Class Trip**
  - Mon, Apr 20
- **Student-Directed One-Act Plays**
  - Wed - Fri, Apr 22-24
- **Founders’ Day**
  - Thu, Apr 23, 9:40am
- **Alumni Days**
  - Fri-Sat, Apr 24-25
- **Carter Invitational Tennis**
  - Fri - Sat, Apr 24-25
- **ENDADA Arts Festival**
  - Sat, Apr 25, 11:00am
- **Student Art Opening**
  - Sat, Apr 25, 12:00pm
- **Father Son Golf Tournament**
  - Sun, Apr 26, 12:00pm
- **Spring Music Recital**
  - Sun, Apr 26, 5:00pm
- **Spring Sports Recognition Assembly**
  - Mon, Apr 27, 9:40am
- **Mother-Son Spring Breakfast**
  - Wed, Apr 29, 7:30am

### May
- **Senior Sports Breakfast**
  - Fri, May 1, 7:00am
- **SAT I or SAT II**
  - Sat, May 2
- **AP Exams**
  - Mon-Fri, May 4 - May 15
- **Spring Concert**
  - Wed, May 13, 5:00pm
- **Leavers Dinner**
  - Wed, May 13, 6:15pm
- **Second Semester Classes End (½ Day)**
  - Thu, May 14
- **Second Semester Exams**
  - Fri-Fri, May 15-22
- **Mothers of Alumni Lunch**
  - Thu, May 21, 11:00am
  - Mon, May 25
- **Memorial Day**
  - Mon, May 25
- **Senior Mother-Son Luncheon**
  - Tue, May 26, 12:00pm
  - Tue, May 26, 6:30pm
- **JS Honors and 8th Grade Graduation (req.7-8)**
  - Wed, May 27, 6:30 pm
- **Commencement (required 9-12)**
  - Thu, May 28, 6:30pm

### June
- **Patrick Hale Memorial Golf Tourn - Hillwood CC**
  - Mon, Jun 1
- **SAT I, II**
  - Sat, Jun 6
- **2015 Summer School**
  - Jun 8-July 24
- **ACT**
  - Sat, Jun 13
ALL-SCHOOL POLICIES

SCHOOL DAY

- The school day begins as soon as the student arrives on campus. All school day rules are in effect upon arrival on campus.

- Students are encouraged to arrive each morning by 7:30am. Faculty members are available from 7:30am in their classrooms or designated locations to assist students before classes begin.

- Students must arrive each morning no later than 7:50am, when the first bell will ring. They are to report to their advisor in his/her designated location for an informal meeting, general announcements and roll for attendance. Demerits will be assessed for tardiness at 7:50am. The Dining Hall breakfast closes at 7:40am, and there should be no students in the Dining Hall after 7:48am. The second bell will ring at 8:00am at which time students will be dismissed to report to first period class. In the Junior School the advisor is the same as the first period teacher; therefore, advisory time is 7:50am to 8:00am. The first period class begins at 8:00am, and no class change is needed.

- First period classes begin promptly at 8:03am (8:23am on Fridays). Students arriving at school after the advisory period must report to the High School office or Junior School office to obtain an admit slip before entering class.

- All classroom buildings open at 7:00am and close by 5:00pm. Outside of these hours, student behavior is the responsibility of the student and his parents, unless there is an officially-sponsored school activity. Only authorized personnel should have access cards and keys to buildings. In the evenings and on weekends, security personnel can open buildings for students and visitors who have permission to be on campus. After hours, security personnel can be reached at 626-9042.

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INCLEMENT WEATHER

In the event of snow or other inclement weather, MBA will utilize its automated emergency call system - notifying every parent, student, faculty, and staff telephone and/or cellphone on record with a recorded message by 6:00 am. The MBA website and voice-mail will have up-to-date information, as well as local television and radio stations. If bad weather begins during the school day, parents will be notified via the emergency call system and announcements will be posted on the website and in the local media. If driving conditions in a student’s residential area are unsafe, parents are advised to use their discretion in travel.
ATTENDANCE POLICY

Absences
• Students are expected to attend every school day. Any time a student leaves campus during the school day (regardless of missed activity, i.e. lunch, study hall, etc.), the Office requires a handwritten note, signed by a parent, or an email stating the reason for being late or absent.
• Each day that a student is sick or otherwise unavoidably absent, a parent must e-mail or telephone the Main Office (angela.power@montgomerybell.edu, 298-5514) or the Junior School Office (jennifer.haendel@montgomerybell.edu, 369-5380) not later than 8:00 am that day. Without parental notification, the school will contact the parent(s) to determine the cause of the absence.
• On returning to school, a signed note from a parent is required. If a student has been ill, a doctor’s note may be required.

Absence Policy Regarding Participation in Extracurricular Activities
• A student who misses more than 4 periods in a day is not eligible to participate in any extracurricular activity on that day.
• A student who goes home sick at any time during the school day will not be allowed to return to school that day. As a result, the student will not be allowed to participate in any after-school events (practices, games, performances, rehearsals, etc.).

Anticipated Absences
• Appointments for doctors, dentists, orthodontists, and driver’s license exams should be made outside of class time, i.e. during study halls, lunch periods, or after school. Parents must notify the Office in advance about these appointments.
• Requests to be excused for extraordinary family circumstances (e.g., weddings) should be made in writing to the Director of the High School or the Director of the Junior School, at least one week in advance. After permission has been obtained, an Anticipated Absence Form must be picked up in the Main Office and signed by the teacher for any class to be missed. The Anticipated Absence Form must be completed and returned to the Office before leaving school.

Excused Absences
• Having a reason for tardiness or absence (anniversaries, birthday parties, etc.) does not necessarily constitute a legitimate and acceptable excuse.
• Decisions about non-routine absences will not be made without a written explanation from the student’s parent.

Unexcused Absences
• If an absence for all or a part of the school day is judged to be unexcused, demerits will be given and zeroes may be given on missed academic work.
• Demerit penalties will be doubled for unexcused absences taken the day before or the day after school holidays (which also includes Registration, Honors Night, and Commencement).

Excessive Absences
• Students with excessive absences (10% of school days without extraordinary circumstances), risk forfeiting academic privileges, athletic privileges, and course credits.
• If absences become excessive (10% of school days without extraordinary circumstances as determined by the school), parent conferences are expected and re-enrollment contracts or diplomas may be withheld.
• Excessive absences due to doctor’s appointments may require a written explanation from the doctor about the student’s condition(s).

Admit Slips
• Students who have missed any part of a class period are required to present an admit slip to their teachers in order to be admitted back into class the next time they attend. Students must obtain an admit slip from the Office immediately upon their return to school, have the slip signed by each teacher whose class was missed, and then return the slip to the Office within 24 hours of picking it up. Failure to do so will result in demerits.

Attendance at Special Events
Students are required to attend Mother-Son Breakfast, Jr School Honors (7-8), High School Honors (9-12), and Commencement (9-12). Honors Convocation and Commencement are considered regular school days. All class-sponsored events are mandatory for that class unless otherwise noted.

MAKING UP ACADEMIC WORK

Academic work must be the highest priority for a student. A student should arrange to make up his academic work in a timely fashion. If he is able to do so, a student should have his academic work completed when he returns to school, in accordance with his individual teachers’ written guidelines. Students who are required to miss school days for debate trips, athletic events, performances, contests, or any other school-sponsored function must complete and turn in work before they will be absent.
High School and Junior School

- Assignments are posted in the Whipple Hill (online) system. If there are any questions about individual assignments, please email teachers as soon as possible. For families with no email capabilities, please call the main office or Junior School office by 9:00 am to make arrangement for assignments to be collected.

- Students who leave school early for any reason are expected to turn in all assignments due that day before leaving campus.

LEAVING CAMPUS

- A student’s day begins when he arrives on campus and ends after his last commitment of the school day.
- Students are not to leave campus for any reason without checking out from the Main Office or the Junior School Office.
- When students arrive on campus, they are to leave cars and parking lots immediately and go directly to an appropriate place on campus. Students are not to return to their cars during the school day except by permission from the Main Office or the Junior School Office.
- When a student anticipates leaving campus for any reason, a note or email from a parent must be presented to the Main Office or Junior School Office before school begins that day.
- A legitimate reason to leave campus does not include (a) going off campus to lunch at times other than the school-sanctioned “Senior Off Campus Lunch” schedule; or (b) stopping for lunch as a part of the legitimate reason used for initially signing out.
- A student must “sign out” before leaving and must “sign in” when he returns. An admit slip will be issued when he returns.
- Students on the Headmaster’s List are authorized to leave campus after signing out in the Main Office (see page 34 for details about the Headmaster’s List).

THE HONOR SYSTEM

The MBA Honor System was adopted in 1945 by the student body in order to promote gentlemanly conduct. The Honor System consists of the Honor Code and the Honor Council. The constitution was revised in 2012 and approved by the student body.

Honor Code

1. The Honor Code prohibits any attempt to deceive in a school or school-related event. A student must not lie, cheat, steal, or act dishonorably. A student may receive help (on evaluated work) only from the teacher of a particular class and any other persons approved by the teacher. A student may neither falsify results nor use any source without giving proper credit.

2. All faculty members adhere to the principles of the Honor Code. However, individual teachers may expect specific or varying formats for completing pledged work and assignments. Faculty members publish specific Honor Code requirements for work in their courses, as well as instruct students about the proper form for documenting outside sources.

3. On all homework, in-class exercises, quizzes, tests, papers, examinations, and other school projects, a student is required to sign a pledge taking complete responsibility for his work using either a long or short format (as specified by the teacher):
   a. Long Pledge: “On my honor as a gentleman, I have neither given nor received aid on this work.” ____________________
   b. Short Pledge: Pledged. ______________________

4. It is a violation of the Honor Code to give assistance on pledged works.

Honor Council

Honor violations undermine the integrity of the MBA academic community and will not be tolerated. MBA will not retain any student who is persistently dishonorable. The Honor Council is an elected student organization that exists to adjudicate reports of Honor Code violations. All reported violations will be investigated and judged by the Honor Council. The Honor Council will report their findings and recommendations to the Headmaster for approval.

The Honor Council was created to uphold the Honor System. The Honor Council receives reports of Honor Code violations, hears from the student in question, and investigates each case in its entirety. It seeks to determine each student’s innocence or guilt, to exonerate innocent students, and to recommend just punishments to the faculty and Headmaster. It has jurisdiction over the entire student body.

The Honor Council is composed of twelve students elected by their classmates to serve on the Council; four members are from the senior class, three from the junior class, two from the sophomore class, two from the freshman class, and one from the eighth grade. An Honor Council member may excuse himself from a case if he feels that he may be biased about the circumstances or people involved in the infraction.

For each case, the Honor Council can either dismiss the case, declare negligence, or recommend punishment. In the case of negligence, the Honor Council will reprimand the student for putting himself in an awkward and possible dishonorable situation but will not give a punishment.
HONOR COUNCIL PROBATION

Four levels of punishment/probation can be recommended by the Honor Council. Types of probation are differentiated in order to promote a strong sense of honor in the student body.

1. Warning — The Honor Council may recommend to the faculty and Headmaster that a student convicted of a first offense be given a warning if the offense does not warrant a more severe penalty. If a student who has been given a warning is convicted again, the Honor Council reserves the right to recommend a harsher penalty than might otherwise be imposed. A warning does not stay on a student’s permanent record, but it does stay on the records of the Honor Council.

2. First-Level Punishment — This punishment is normally imposed for a first offense that is deemed more serious than one that would result in a warning. This and all subsequent punishments are placed in the student’s permanent file.

3. Second-Level Punishment — This punishment involves a one-, two-, or three-day in-school suspension and probation, with an understanding that the next offense will likely result in a dismissal from school. This is an implied, but not mandatory, part of the punishment.

4. Third-Level Punishment — Expulsion is recommended to the Headmaster.

These punishments are given in order of increasing seriousness. A subsequent offense results in at least the next level of punishment. In all cases, a letter is sent home to the parents.

Appeals — A student has the right to appeal an Honor Council decision to the Headmaster. The Headmaster can overrule any Honor Council decision.

English Department Honor Policy:
If a student plagiarizes one of his six English themes, he will meet with the Honor Council and be subject to the appropriate level of punishment. In addition, the student will receive a zero for that theme with no opportunity for an upgrade. Furthermore, the student will have to rewrite the entire paper over the next official school break (e.g., fall break, Thanksgiving, mid-year holidays, winter, spring, summer, etc.) The student’s quarter grade will be incomplete until satisfactorily finishing that re-written paper.

STUDY HALL

Students are required to attend all study halls at the designated times.

Students wishing to leave study hall to consult with a teacher or to work in another supervised setting (such as the library, art rooms, or computer labs) must obtain prior permission in writing from that teacher.

Students on the Academic Privilege List in the High School are permitted to study in the following designated locations: the Library, Ingram, Lowry Student Center, Carter, Ball, the Dining Hall, or either of the two quadrangles. Students may only access their vehicle after checking-in with the Main Office. In the Junior School, the Privilege List Students may study in the PL Area and certain areas of the Massey Building. Students are allowed to use the gym or Andrews field during lunch period only. Students may not use any other athletic facility during the school day. Study Hall should be used for academic work only.

LIBRARY USE

The Patrick Wilson Library is open to students Monday through Thursday from 7:00am to 4:00pm and on Friday from 8:00am to 4:00pm. The library is open during semester exams from 7:00am to 1:00pm and reopens for quiet study in the evenings from 6:00pm to 9:00pm. Summer hours are 9:00am - 12:00pm or by appointment. A few general policies have been established in order to make the library a space that is welcoming to all students, faculty, and staff. Those may be found on the website at http://bigredlibrary.com.

In addition, students are responsible for checking their email for notices about overdue library materials, and all books must be turned in at the end of the school year. Students not on the privilege list must have a note from a teacher to use the library during their study hall.

Library iPad and Tablet Policy: The Patrick Wilson Library has a set of ipads and digital tablets for student and faculty use. Due to the high cost of replacement, students who check out an ipad must use it in the library and return it at the end of the period in its original condition. If students check out digital tablets for e-reading at home, they are responsible for their prompt return, as well as any damage to those devices. Students must follow the same regulations and protocols for ipads and tablets as for school computers. The librarians and faculty members have the final say about what applications should be installed on these devices. Both ipads and tablets ought to generally be used for productivity, e-reading, internet browsing, and other educational purposes. Students should not tamper with any restrictions on these devices for installing applications or using the library ipad account.

VISITORS TO CAMPUS

During school hours, all guests must check in, either at the Main Office or at the Junior School Office. Visitors will be given a visitor’s security card which will be returned upon departing campus. Any visiting student must be approved in advance by the Director of the High School, the Dean of the High School, or the Director of the Junior School. MBA students should direct visitors to check in at the Main Office and should be polite, friendly and helpful to all visitors.
SECURITY ACCESS CARDS

The entrances to all buildings are controlled by an Access Control System (ACS) in order to provide a secure environment that gives building access to students, faculty and visitors. Visitors may check in to receive a visitor’s access card at the Ball building, the Massey building, and the Currey gymnasium by buzzing the main office, junior school office and athletic office between 7:30am - 4:30pm during the school year and 8:00am – 4:00pm during the summer.

All faculty and students are issued access cards with photos to enter the buildings. During the school year, students may access all buildings on campus Monday through Friday from 6:00am – 7:00pm. Building access outside these hours during the school year and during the summer break should be coordinated with the faculty sponsor of the event or the security guard. The access card will also serve as student and faculty identification for school sponsored events and library cards. All students who received an access card in April 2014 will keep this card for the 2014-2015 year. Beginning with the 2015-2016 school year, students will receive new cards at registration of the following grades: 7th, 9th and 11th.

If a student forgets his card, he may check out a temporary card at the Junior School or High School office. All temporary cards must be returned by 4:30pm on the same day to avoid demerits. Damaged cards will be replaced free of charge. There is a $10.00 replacement fee for a lost card. For damaged and lost cards, an email should be sent to accesscard@montgomerybell.edu and a new card can be issued.

TECHNOLOGY

MBA aspires to utilize technology as an effective and resourceful tool to enhance the learning process and to enable students to deal effectively with a changing world of complex information. Students are expected to use technology in a responsible way that promotes the academic environment on campus and is considerate of others.

An MBA email account and access to the WhippleHill student information system is provided to each student. Every student is expected to check both his email account and WhippleHill portal at least once per day.

Student Use of Computers

The use of technology on campus is a privilege and intended to enhance the academic experience for the student. Every student must sign and file an Internet Protocol form with the Director of Technology, and will be assigned a private pre-shared key (PPSK) to access the MBA wireless network.

Accessing inappropriate websites (sexually, socially, or other inappropriate content) is strictly prohibited. Students accessing these sites or downloading copyrighted material via the MBA network jeopardize their future use of electronic devices on campus and will be referred to the Discipline Committee. Social media is to be used for productive and not destructive means. Any misuse of social media will not be tolerated and will subject the student to disciplinary actions. Misuse can include, but is not limited to, slander of others or content bringing dishonor to the school.

Use of Technology In the Classroom

Students are allowed to bring their own laptop, smart phone, or other electronic device for use in the classroom or proctored study hall with the teacher’s permission. Use of any electronic device in the classroom or during a proctored study hall is expected to be for academic and not recreational use.

Use of Technology Outside of the Classroom

Use of any school computer or student owned electronic device outside of the classroom shall maintain the integrity of the academic function of the MBA campus and not disrupt members of the MBA community or the learning environment. Use of smart phones during the academic day for instructional purposes outside of the classroom is permitted in the Lowry Student Center and the Wilson Library. Students may use their cell phones to place voice calls or text with permission between 7:00 a.m. and the end of the academic day in the school offices only. Violation of this privilege will result in demerits and the loss of the device for one day.
HIGH SCHOOL STUDENT LIFE

THE ADVISORY PROGRAM

This program at its best serves as a core of MBA's mission for faculty and students to know and to care for one another. In a personal and meaningful structure, the advisory program hopes to build genuine rapport, support, understanding, and lifelong association. To foster a student’s growth and achievement as Gentlemen, Scholar, Athlete in the MBA tradition, each student will have an advisor to work closely with him, his teachers, coaches, activity supervisors, and parents. Advisors and advisees meet daily to develop significant relationships between one another.

The advisor and advisee will work together in the areas of

- Academics - grades, study habits, organization, course selection, test taking
- Gentlemanly behavior - accepting challenges; resolving difficulties; developing relationships with teachers, parents, coaches, and peers; encouraging respect, honor, leadership, service, and academic discipline.
- Athletics and extracurriculars - seasonal selections; time management; opportunities for service; leadership training

In addition, the advisor maintains an “advisory relationship” with the student’s parents, apprising them of their son’s progress, answering questions regarding school policies, resources, and procedures, and scheduling conferences as needed - in other words, coordinating MBA's efforts with those of the family on the student’s behalf.

In the High School, advisees and advisors meet each morning for 10 minutes before first period begins. In the Junior School, the first period teachers serve as advisor to the students in that class. This time together offers the opportunity for advisees and advisors to build a personal relationship, to provide a connection outside the classroom with a boy and his advisor; and to enhance the faculty, staff, and students in enriching the schools’ essential mission.

In the spring, returning high school students are given the opportunity to request specific advisors. Every effort is made to honor a student’s request. These requests are reviewed by the Director of the High School and Director of Guidance Counseling. Students may not change advisors during the school year without special permission from the Director of the High School or the Headmaster. Advisors for 9th grade students are based on consultations with the Directors of the Junior School and High School.

On the final report card of the year, advisors will write meaningful and insightful comments about each of their advisees. The purpose is to review the advisory year and encourage the advisee to spend his time over the summer in a productive manner.

CLASS RESPONSIBILITIES

Each of the four High School classes is responsible for maintaining certain areas of the campus on a daily basis. Each student in the High School is required to participate according to a schedule that is prepared at the beginning of each quarter. Class responsibilities are:

9th - For a number of years, the MBA 9th Graders have worked diligently in re-cycling the campus, and two times a week the Freshmen boys go through the campus buildings to clear and sort the recyclable refuse for a greener campus.

10th - Four Sophomores work each week in the cafeteria to monitor all MBA students in keeping the tables clean and floor space clear of all food debris or residue and paper goods. Over the course of the year, all Sophomores are involved in this worthy Class Responsibility.

11th - Four different Juniors are assigned each week to clean all MBA parking lots, including the Vine Street parking lot. MBA parking lots span from the north of campus on Harding Road, the entire west side of the campus, the areas south of Currey Gymnasium, the athletic fields, and the parking garage. Juniors are also responsible for managing the lost and found and taking unclaimed items to Goodwill each quarter.

12th - The Seniors, in memory and honor of deceased Maintenance Department staff member Malith Wiek (2010), not only maintain the cleanliness of the Sloan Quadrangle but also the leadership role in working with the 10th Graders to maintain the cafeteria. Four Seniors are assigned each week to this responsibility. Seniors also maintain the cleanliness and order of the Big Red Room in Lowry, Patrick Hale Plaza, and the Quads.

There are Faculty members who work with the Secretary of each of the four High School Classes in making the weekly assignments and helping with the quality control of each Class Responsibility.
CODE OF PERSONAL APPEARANCE

MBA expects each student to take pride in his personal appearance, to be well-groomed, to dress cleanly and neatly for all school-related occasions, and to avoid extremes of appearance. The Dress Code that follows sets specific standards for most circumstances; exceptions or modifications, when appropriate, will be announced to the school in advance.

Clothing

Academic - Between the hours of 6:00 am and the end of the academic day, for regularly scheduled school days and throughout examination weeks, including help sessions:
- Shirts: Clean dress or sports shirts with collars. Shirttails are to be tucked into pants at all times. Shirts with decals, slogans, or other markings are inappropriate. Long-sleeved shirts should have sleeves buttoned at the cuff or sleeves rolled up.
- Pants or slacks: Full-length trousers or khakis with standard pockets (no straight / jeans-type pockets or cargo type pockets), always worn with a belt. Pants should be in good condition without major holes or frays.
- Shoes and socks: Normal brown or black dress shoes (Sperrys and Wallabys in brown or black are allowed; no skateboard-type shoes, soles may only be black or brown) with standard crew length socks must be worn at all times.
- Students are not allowed to have visible tattoos, piercings, or jewelry.

Athletic:
- Students participating in athletics should be dressed appropriately.
- The coach in each athletic activity will specify the appropriate attire. Shirts must be worn at all times.
- Appropriate dress for the weight room is shirt and shorts with MBA logo or with no logo/printing.

After-School — For afternoon or evening events:
- Academic dress, as specified above, remains appropriate for all occasions.
- For athletic events, appropriate jeans or shorts, athletic shoes, and MBA t-shirts are permitted; no other t-shirts may be worn. All other dress should conform to the expectations outlined above. Special allowances may be granted by the Director of the High School or the Dean of the High School or the Director of the Junior School.

Special Occasions — For events such as Registration, Graduation, Honors Convocation, Cum Laude Induction, Totomoi ‘tapping”, Senior Mother-Son Luncheon, Father-Son Dinner, Athletic Banquets, Junior Ring Ceremony, etc.:
- Navy blue blazer, white shirt, tie, khaki pants, belt, socks, and dress shoes.
- MBA tie and blazer crest are required for Seniors only at Honors and Commencement.

Hair
- A student’s hair should always be neatly trimmed above the eyebrows in front, above the collar in back, and above the middle of the ear.
- Sideburns may extend as far as the earlobes.
- At any school event, MBA expects each student to be clean-shaven and to avoid extremes of hair lengths, colors, or styles such as a mohawk or spiked hair.
- Flat tops are allowed but should not exceed 2 inches in height from a student’s forehead to the top of the flat top.

THE DEMERIT SYSTEM

MBA expects each student to strive to conduct himself at all times in a manner becoming to himself, his family, and his school. To guide students in developing self-discipline, demerits will be assigned if a student’s behavior is inconsistent with the values of the MBA community and not in compliance with the school’s expectations.

Teachers and students are guided by a prescribed number of demerits for specific offenses. Below is a list of demeritable offenses that faculty and staff can assess students:

Offenses: No admit slip; dress code; leaving trash; chewing gum; failure to comply; conduct unbecoming a gentleman; parking/driving violation; eating wrong period; eating outside cafeteria; unexcused absence for class/assembly; leaving campus; electronic devices; class disruption; unexcused absence from school; unexcused absence from demerit hall; tardy; and “other”.

However, the Class Demerit Supervisor, Dean of Students, Dean of the High School, or the Director of the High School or Junior School may assign more demerits for egregious infractions.
Each class has a **Class Discipline Supervisor**. The Supervisor’s responsibilities include:

- Reviewing the class demerit list for each week by Thursday at 12:00 p.m.
- Excusing absences from Demerit Hall.
- Assigning Demerits for unexcused absences from Demerit Hall.
- Notifying the parents and counseling with boys who accumulate 10+ demerits.
- Serving on the Discipline Committee.
- Supervising the appeal process.

The Class Discipline Supervisor does not have the authority to remove demerits recommended by another teacher. However, the Supervisor may exercise discretionary consideration in the number assigned. If a student receives demerits for behavior that is particularly unacceptable, his parents will be notified by the school. Parents and advisors will also be notified once a boy receives 20+ demerits.

### A boy who accumulates:

- 10+ or more demerits will be placed on the Due In Study Hall list from that moment until the end of the grading period or 8 weeks, whichever is longer. When a student accumulates 10 demerits for the year, he will meet with the Class Discipline Supervisor.
- 20 demerits: Student will meet with the Student Affairs Committee or a representative from the Student Affairs Committee and will be placed on the Due In Study Hall list for a semester.
- 30 demerits: Student will appear before the Discipline Committee for excessive demerits. Student could be placed into in-school suspension, lose school privileges, be placed on disciplinary probation for the remainder of the school year, and could possibly face out-of-school suspension or dismissal from MBA.
- 40+ demerits: Student will appear before the Discipline Committee. Student could be placed in out-of-school suspension for a number of days determined by the committee that range from 1 to 3 days. Student will remain on disciplinary probation for one calendar year with more school privileges removed. Student could also face expulsion from MBA.

### Request for Reconsideration of Demerits

- A student wishing reconsideration should first see the teacher who recommended the demerits and then the Class Discipline Supervisor and Dean of the High School or Director of the Junior School if he has further questions. Student must notify his Class Demerit Supervisor of the appeal before noon on Friday.
- Requesting an appeal of the demerits does not automatically excuse a student from the current Demerit Hall.

### Demerit Hall

Demerit Hall meets on Saturday morning from 8:00 am until 11:00 am in Massey Commons. Demerits are served at the rate of one demerit per thirty minutes of work.

- A single demerit is sufficient to require attendance at Demerit Hall.
- Students reporting to Demerit Hall will not be allowed to work on homework (except during exams). Instead they are required to:
  - Clean areas of campus such as the stadium, campus, and area surrounding campus (i.e., following a home football game), and/or
  - Complete “writeoff” assignments (repetitious copying of materials).

### Notification for Demerit Hall

Students should check the demerit list, posted on Thursday, for a description of the demerits and appropriate dress to be worn on Saturday morning. The Dress Code for Demerit Hall is always STANDARD SCHOOL DRESS unless a different dress code is posted on Thursdays at 12:00 pm. Also, an email will be sent each Thursday by 9:40 am to each student on the list as a reminder of the demerits to be served and the appropriate dress to be worn on Saturday morning.

### Tardy to Demerit Hall

- Demerit Hall begins promptly on Saturday mornings at 8:00 am and lasts until 11:00 am. If a student arrives after 8:00 am without a suitable excuse, he will be assessed one demerit for each fifteen (15) minutes or part thereof that he is late. Any time after 8:00 am is considered late.
- If a student believes that he has a reasonable excuse for being late to Demerit Hall, he must submit his excuse to the Class Discipline Supervisor on Monday or the first day he returns to school. If the student does not feel that his reason is excusable, he may serve his additional demerits at the Demerit Hall for which he is late. It is the responsibility of the student to arrive before or at 8:00 am. He must take into account traffic, the condition of his transportation, etc., and plan accordingly.

### Absence from Demerit Hall

- Permission to postpone serving demerits is at the discretion of the Class Discipline Supervisor and must be obtained by noon on Friday. Failure to obtain prior permission will cause a Demerit Hall absence to be treated as unexcused.
- Permission to miss Demerit Hall may be granted to students who are committed to regular school-sponsored events taking place on Saturday. Service projects are not valid reasons to miss Demerit Hall.
- Students will be allowed one opportunity per year to delay the serving of demerits due to a non-school related conflict. After delaying Demerit Hall once, students will be required to service demerits for the remainder of the year on the week in which they receive the demerits.
- On a regular basis, part-time or weekend jobs, non-school athletic leagues, etc., will not be considered as sufficient reasons to be excused from Demerit Hall.
**Dining Hall Protocol**

The MBA community appreciates the opportunity to enjoy great meals and companionship in the Dining Hall. There are three procedures that should allow for an orderly and responsible use of the Dining Hall:

1. The MBA Meal Plan allows for a student to have unlimited access to the serving area at his assigned lunch period. Breakfast is served from 7:00-7:40 am, and the breakfast items are priced a la carte.

3. No food, including fruit, ice cream, drinks, etc., can be taken from the Dining Hall. Seniors, however, are allowed to eat lunch in the Patrick Hale Plaza; and the Seniors are responsible for maintaining the cleanliness of the plaza (see Class Responsibilities).

4. Every student is responsible for the cleanliness of the dining hall. Student Monitors will be assigned to the dining hall each lunch period to assist in keeping the tables clean and floor space clear of all food debris or residue and paper goods.

**Use of Elevators**

Students should use the elevators only with permission and when they are injured. In case of a need due to a physical condition, see the Director or Dean of the High School for permission.

**Exchange Programs**

MBA believes in the importance of global and international education. In recent years the school has developed short term study opportunities for students and faculty with Eton and Winchester Colleges in England, Michaelhouse and The Bishops School in South Africa, Lindisfarne College and Christ’s College in New Zealand, Kings School, Melbourne Grammar School, and Christ College Grammar School in Australia, Raffles Institution in Singapore, Claustro Moderno in Bogota, Colombia, and Beijing Number 4 in China.

Applications for the exchange programs in Australia, England, New Zealand, Singapore and South Africa and further information about these study opportunities are posted on the MBA website. The programs in Colombia and China are part of the Wilson Language Grants.

**Guidance Counseling**

The Guidance Counseling Office works in concert with MBA faculty, administration, and MBA’s parent community to ensure that each student feels supported, understood, and adjusted during his experience at MBA. In addition to offering a safe haven for students during periods of difficulty and transition, the office seeks to provide information and resources that will assist students and their families beyond the school day. Our counseling team is comprised of MBA staff and faculty with a commitment and passion for helping to shape the lives of students from all walks of life.

**Lockers, Backpacks and Valuables**

A locker with a lock is provided in the Dining Hall Building for each High School student who requests one. Each student participating in athletics is also provided a locker with a lock in the Gymnasium during the season of participation. Students are encouraged to use these lockers, and there is time during the day when students have access to the lockers.

There are several procedures that should be observed regarding personal belongings:

1. Backpacks are very personal items, and no student should disturb another student’s backpack. This is a serious offense, and the offender is subject to dismissal.

2. Things of value should never be left unattended on campus. Computers, money, calculators, expensive shoes, etc., should be kept in locked lockers.

3. Students not involved in a particular sport during a particular season should never enter that sport’s locker room.
MEDICAL FORMS

All MBA students must provide the MBA Medical Form that remains current from August through May each year. Failure to comply will prohibit participation in any school activity. An MBA Medical Form to be provided to your physician for completion can be downloaded from the MBA website.

An up to date immunization record must be maintained on file at all times in order to attend school. This record must be in the form of the Tennessee Child Health Record (green card) or a current copy of the Tennesse Child Health Record obtained from your physician.

OFF CAMPUS JOBS DURING THE ACADEMIC YEAR

MBA strongly discourages part-time employment by students outside of school. Students and their families who feel that this type of employment is a necessity must contact the Director of the High School or the Director of the Junior School for approval. Employment does not excuse a student from any required school event.

PARKING REGULATIONS FOR STUDENTS

Students driving cars to school are required to obtain and display an MBA parking permit hangtag on the rearview mirror of their vehicles. Applications for parking permits are mailed to Seniors, Juniors, and Sophomores in the summer for the next school year.

- The Massey Parking lots, the lots directly west of the Currey Gymnasium, and select locations in the parking garage are reserved for MBA’s Faculty/Staff.
- All student parking permits are numbered and correspond to the assigned parking lot and space. All those who receive Parking Privilege permits must park in the space that matches the number on the tag. Should a student’s assigned parking space be taken, then the student should park in a visitor spot and report the license plate or MBA permit number to the Main Office or the Dean.
- In any MBA parking lot, cars must never park on the grassy areas.

Each student signs a contract when applying for MBA parking privilege. Student rules for this privilege are:

- Hang tags must hang from the rear view mirror during the school day.
- All hang tags are numbered and correspond to the assigned parking space.
- A student must receive permission from the High School Office to return to the parking lot during the school day.
- No car may be moved to another assigned space until after 6:00 pm.
- Enter and exit the parking lot at 5 miles per hour.
- Observe the neighborhood 30 miles per hour speed limit.
- On campus please keep your vehicle locked and valuables out of sight.
- Behave as gentlemen at all times - moderate audio system sound, no loitering, no ball playing, and no rapid acceleration.
- Do not use Kimpalong Avenue - it is for Kimpalong residents only.
- Come to a complete stop at all stop signs

The following areas have been designated for each grade and specific individuals:

- Seniors - Lot immediately South of the Gym
- Juniors - Lot Southwest of the Gym and adjacent to the Tennis facility
- Sophomores - Parking Garage
- Riflery Team - Parking Garage

Failure to fulfill any portion of this contract will result in suspension of the Parking Privilege and/or demerits. If a student receives two parking violations during the year, he will lose his parking privilege for the balance of the year.

Students are reminded to secure their cars and not to leave valuables in them. The school is not responsible for lost or damaged property.

Motorcycles, mopeds, or other 2-wheel motorized vehicles are not allowed on campus unless a student receives prior approval from the Dean of the High School.
**Senior and Junior Privileges**

MBA senior class members begin the school year with the following privileges:

- Studying locations other than study hall
- Eating in the Patrick Hale Plaza during assigned lunch period
- Scheduled off-campus lunches.

MBA junior class members begin the school year with the following privileges:

- Studying locations other than study hall
- A scheduled off-campus lunch in the spring.

A senior or junior may lose the privileges by:

- Being on the Due in Study Hall list after any grading period
- Consequences of Discipline Committee restrictions
- Consequences of any disciplinary action to include acquiring 10+ demerits within a quarter.

**Student Conduct off Campus**

MBA expects each student to behave appropriately at all times. MBA encourages each student to observe:

- Personal honor and integrity
- Courtesy
- Respect for the rights and feelings of other people
- All local, state, and national laws.

The school recognizes that it cannot be responsible for all aspects of the personal lives of students and families when away from campus. Each MBA student must be mindful that his behavior is a reflection on the entire school community.

When off-campus conduct reflects poorly on or causes damage to the mission of the school, students are always liable for such conduct. Specifically:

- Honor violations
- Abusive conduct toward any persons
- Damage to property
- Legal action against a student
- Breaking of MBA rules.
- Destructive use of social media.

Such actions will be dealt with by the Discipline Committee, Honor Council, and/or the Administration. These violations may be grounds for an immediate dismissal from MBA.

**Totomoi**

Totomoi is an honorary fraternity founded in 1954 by then Headmaster Dr. R.L. Sager and two members of the class of 1950, Dr. E. Inman Fox and Mr. Robert E. McNeilly, Jr. The purpose of the fraternity is to recognize juniors and seniors who have shown outstanding leadership in academics, debate, athletics, extra- and co-curricular involvement, service, student government, and the arts.

Students apply and are selected for Totomoi induction by a committee of Totomoi faculty and students in course. The students selected must be approved by the faculty. Inductees are honored at a tapping ceremony held twice annually.
JUNIOR SCHOOL STUDENT LIFE

MEDICATION
Any medication that is to be taken during the school day must be registered in the Junior School office. A student should not bring more than a single day’s dosage to school.

If a student is taking a prescribed medication that could affect attitude and/or behavior, please notify the Director of the Junior School.

DISMISSAL TIME / PROCEDURES
Classes are dismissed at 3:20pm on Monday and 3:10pm on Tuesday through Friday. Students on school teams will need to check the Team Practice/Game Schedule for pick up times.

Students who wait for rides after athletics should remain outside the gymnasium.

INCLEMENT WEATHER / SPORTS CANCELLATIONS
If athletics are cancelled because of inclement weather, the students’ coaches will supervise afternoon study halls until 4:00pm on Tuesday, Wednesday, and Thursday. Students are required to attend. A student may not leave before he completes all responsibilities.

HONOR
Every student signs a pledge (see Page 14 for more information) to abide by the MBA Honor Code. In the Junior School, it is an honor violation for a student (or adult) to copy or reproduce another student’s notes, quizzes, labs, or homework.

EXTRA HELP
The classroom teacher is the only person that may copy or reproduce another student’s notes, quizzes, tests, labs, or homework, if he/she deems it necessary as in the case of illness.

HELP WITH HOMEWORK
Most students want to do their own work, and, in most cases, this practice works best. Students are encouraged to become self-reliant. There are some assignments that must be pledged, and students should not receive help from anyone on such assignments. Teachers provide written guidelines and expectations, and students should follow and carefully read this information. If a student is still in doubt, the student should contact the teacher. In some cases, a parent can assist a student, but students should learn to do their work independently.

CLASS RESPONSIBILITY
Each of the two Junior School classes is responsible for maintaining certain areas of the Junior School on a daily basis. Each student in the Junior School is required to participate according to a schedule that is prepared at the beginning of the school year.

7th Grade - MBA is committed to maintaining a green campus. Boys in grade seven are assigned by Advisory a period of time to clear and sort recyclable refuse in the Massey Building.

8th Grade - A team of four boys is assigned each week to monitor the dining hall during the Junior School lunch time to keep table space clean and floor space clear of food debris or residue and paper goods.
LOST AND FOUND

Students should report lost items to the Junior School Office, and, likewise, should return found items. A student should place his name on his book bag, jacket, books, calculators, etc.

RULES FOR LUNCH PERIOD

The following rules apply only to students in the Junior School. Each student is responsible for these rules each day. Failure to follow these rules is cause for demerits. All Junior School students eat lunch fourth (4th) period.

If a student’s book bag will not fit in his locker, he may leave it on the side of the hall opposite the lockers against the wall. Book bags must not block doors or corridors and may not be left in the foyer.

The dining hall will be clean when Junior School students arrive. They are encouraged to leave it clean.

During lunch play period, students may do one of five things for the remainder of the lunch period:  
1. go to the gymnasium where there will be supervised play;  
2. relax outside in the Massey Courtyard and remain there;  
3. go to the Massey Commons for supervised study;  
4. go to the computer lab in the library; or  
5. go to the library on assigned day.

Classes and tutorials are in session in the Massey Building; consequently, there will be no talking in the building. Do no congregate in the stairwells or foyer during lunch period.

DO NOT wander the campus; stay away from high school buildings during the lunch period since classes will be in session.

The faculty members on duty will inform students where to report in case of bad weather. Outside areas for use by Junior School students include ONLY the following:  
1. the Massey Courtyard; and  
2. the gymnasium only with faculty supervision.

No one is to be near a construction site, in the creek, or in parking lots at any time during the school day.

SNACK: Because the Junior School lunch period is early, snacks may not be needed. However, students may bring a snack to eat outside during the break or at the end of the day. Snacks are to be eaten outside and not in the buildings.

OFF-LIMIT AREAS DURING SCHOOL

As a safety precaution and to ensure uninterrupted class discussions, the following areas are considered “off limits” during the school day:

- All classroom buildings other than Massey (Davis, Ball, including the Tower, Ingram, Lowry, Carter) except when a student has a scheduled class.
- The gym with the exception of supervised play at lunch or a supervised class. The gym is off limits at all times unless supervised. This guideline includes AFTER SCHOOL.
- The Roberts Room is off limits to Junior School students.
- All areas of the campus except sections of the front lawn and Massey Courtyard.
- Students are not to wander or play near the creek.
ATHLETIC EQUIPMENT

Athletic equipment should be left in the gym locker. Equipment that will not fit in the gym locker (lacrosse sticks, air rifles, etc.) must be checked with the student’s Advisor, Coach or Athletic Director or with the Junior School Secretary. Lacrosse sticks and other equipment are not permitted to be used during PL, Lunch Period, or after school in pickup area.

LOCKERS

The following procedures should be followed to help maintain order and cleanliness in the locker areas:

- Keep lockers neat and free of trash
- Do not leave food in lockers at the end of the day
- Lockers in Massey are book lockers
- Lockers in the Gymnasium are for athletic equipment
- When bringing athletic equipment to school, please put it in the Gymnasium lockers before homeroom
- A student must never enter another student’s locker or tamper with another student’s lock or possessions. Such behavior could result in an honor violation.

MASSEY BUILDING HOURS

The Massey Building is open for students from 7:00 am until 5:00 pm every regular school day. Students may wait for late rides in designated areas of Massey.

USE OF TELEPHONES

During school office hours (7:30 am until 4:30 pm) a student with permission will be allowed to use the telephone in the Junior School Office. If a student brings a cell phone to school, it must be turned OFF upon arrival on campus and left off until afternoon activities are finished, unless a student is using the cell phone for academic purposes in the library (the only authorized location to use cell phones for academic purposes). Teachers may authorize cell phone use in classrooms if required by the class. Outside these exceptions, students are to have their cell phones powered off.

USE OF ELEVATORS

Students should use the elevators only with permission and when they are injured. In case of a need due to a physical condition, see The Director of the Junior School for permission.
DISCIPLINE

DISCIPLINE COMMITTEE

The Discipline Committee hears cases concerning student behavior that range from excessive demerits to serious infractions of school policies including off-campus behavior that brings discredit to MBA. The Committee counsels students and makes recommendations to the Headmaster.

The entire Discipline Committee consists of:
- The Committee Chair
- Four High School Discipline Supervisors (High School cases only)
- Two Junior School Discipline Supervisors (Junior School cases only)
- Directors of the High School and Junior School (Ex officio)
- Deans of the High School (Ex officio for High School cases only)
- Junior School Dean of Students (Junior School cases only)
- Two Student Council members (two seniors)

High School cases, the Director of the High School and/or Dean of the High School must be present as well as at least three class supervisors.

Junior School cases are heard by the Junior School Discipline Committee which consists of the Chairman, the Director of the Junior School, the two Junior School Class Discipline Supervisors, and the Junior School Dean of Students.

DISCIPLINE COMMITTEE MEMBERS

Chair Mr. Frank Simpson Ext 238
9th/10th Grade Dean (Ex officio for High School cases) Mr. Ronnie McMahan Ext 274
11th/12th Grade Dean (Ex officio for High School cases) Mr. Joe Sharbel Ext 280
12th Grade Discipline Supervisor Mrs. Jo Palmore Ext 323
11th Grade Discipline Supervisor Mr. Haywood Moxley Ext 319
10th Grade Discipline Supervisor Mr. Gordon Chenery Ext 303
9th Grade Discipline Supervisor Mrs. Wendy Holmgren Ext 429
8th Grade Discipline Supervisor Mr. Roderick Russ Ext 345
7th Grade Discipline Supervisor Mrs. Emmett Russell Ext 431
7th/8th Grade Dean (Ex officio for Junior School cases) Mr. Patrick Simpson Ext 436

Director of the High School (Ex officio Member) Dr. Rick Seay Ext 255
Dean of the High School (Ex officio Member) Mr. Will Norton Ext 231
Director of the Junior School (Ex officio Member) Mrs. Fran Stewart Ext 381

DISCIPLINARY ACTIONS

Disciplinary Probation:
A student will be subject to disciplinary probation for:
- Excessive demerits, or
- Any specific action serious enough to warrant such a recommendation from the Discipline Committee, including off-campus activities that are detrimental to the reputation of the student body and the school (please refer to the Chemical Substances Controlled by Law).

A student in a leadership position who is placed on probation for discipline or honor violations is subject to removal from office. Failure to satisfy the terms of probation may result in dismissal from school.

In all recommendations for dismissal, the final decision and responsibility rest with the Headmaster.

Suspension
In-School Suspension
A student may be assigned an in-school suspension as the result of a disciplinary action or an honor code violation. In-school suspension is a punishment during which a student is isolated from his classmates for a time of rigorous study and reflection. Missed labs due to a suspension may result in a zero at the discretion of the teacher.

During the period of in-school suspension, a student will be allowed to:
- Take quizzes
- Take tests
- Complete in-class assignments.
The student WILL NOT be allowed to work on homework during the school day and will not be allowed to attend after school activities.

Other activities during suspension may include:
- On-campus labor
- Researching and writing a paper related to the infraction
- Solitude and reflection
- Other appropriate work.

**Out-of-School Suspension**

A student may be assigned an out-of-school suspension as the result of a disciplinary action or an honor code violation. Out-of-school suspension is a punishment during which a student is not allowed to come to campus during the school day(s) or at any after-school function(s).

During the time of an out-of-school suspension, a student will be responsible:
- To prepare all homework that is due on the day of his return
- To communicate via email with his teachers as to the day he is to make up quizzes, test, etc.
- To determine when other written assignments are due.

The suspension day(s) will run for the entire school day and include all afterschool activities and athletics. A student will resume normal academic and extracurricular activities once the entire suspension has been served.

When a student is given a suspension, a copy of the letter sent to his parents will be placed in his permanent file. Lists of students suspended during the year will be maintained in the Main Office and Junior School Office.

**CHEMICAL SUBSTANCES CONTROLLED BY LAW**

Through MBA’s history, one of the foremost charges has been to instill the highest spirit of Gentleman, Scholar, Athlete in each student.

MBA recognizes that controlled substances (see Definitions below) represent severe detriments to our young men’s contributing their best in the classroom, on the athletic fields, in extracurricular or cocurricular activities and, most importantly, as leaders in our community. For these reasons, MBA will not tolerate the illegal use, possession, involvement with or distribution of controlled substances by members of our student body.

Ultimately beginning in the home, alcohol, tobacco, and other drugs prevention should also be shared by the community and school.

**Drug Testing Policy:**

In order to promote a healthy and drug free community, MBA believes it is appropriate to have a drug testing policy designed to be a preventive and rehabilitative program. The testing policy will give an individual reasons and opportunities to make healthy decisions. Additionally, the policy is more consistent with our alcohol policy.

- The school will pay for the hair follicle drug testing for which both students and faculty/staff will be randomly selected throughout the school year.
- The results of the test will be a private matter and only the family and appropriate administration will know the results.
- An individual will not be dismissed for testing positive for illegal substances on the first test. An individual who tests positive will be required to go to regular professional counseling and will be required to have regular drug testing at his or her own expense.
- Testing positive on a second drug test could result in dismissal from the school.
- The drug testing company does not have the capability for DNA testing. The hair follicles will be tracked by MBA identification number only.
- Parents will be notified by email if their son has been selected for testing.
- If there is reason to test a student for possible drug use, the student will be told that he is not part of the random testing but will be included in the random testing group.

**Parental Expectations:**

While the Administration accepts overall responsibility for developing and implementing controlled substances education programs such as:
- Class Social Awareness Meetings
- Explanation of the Alcohol and Other Drugs Policy to all High School Students at Registration
- Parent meetings concerning the local, state, and national legal issues as well as insurance concerns.
MBA holds both the parents and students responsible for
- Familiarizing themselves with the school’s alcohol and drug policies
- Cooperating in its implementation (continued next page)
- Actively participating in its various programs.

Definitions:
Certain definitions have been specifically outlined:
- Controlled substances shall include any and all harmful, dangerous, or intoxicating drugs or substances subject to regulation under federal or state law, and specifically will include those defined in the Tennessee State and Davidson County Law Codes, including tobacco.
- Drug related object means any instrument, device, or object which is designed or marketed as useful primarily for injecting, ingesting (whole or otherwise), or introducing a controlled substance into the human body, enhancing the effect of a controlled substance on the human body, testing the strength, effectiveness, or purity of a controlled substance, processing or preparing any quantity of a controlled substance, or holding a controlled substance while it is being introduced into the human body.
- Alcoholic beverage means and includes all alcohol, distilled spirits, beer, malt beverage, wine, or fortified wine, or any beverage requiring I.D. confirming age 21.
- The right to search any student, his locker and his personal belongings for the presence of controlled substances. If a student is under the influence of controlled substances on campus, the student may be required to submit to a hair follicle or urine test. Such chemical testing may be conducted either on campus or at an appropriate medical facility off-campus. As a matter of responsibility, MBA reserves the right to submit students suspected of being under the influence of controlled substances at a school-sponsored event to a breathalyzer.

Right to Search: MBA is committed to ensuring that our campus is drug free. To accomplish that goal, the Administration maintains the right to search any student, his locker and his personal belongings for the presence of controlled substances. If a student is suspected of being under the influence of controlled substances on campus, the student may be required to submit to a hair follicle or urine test. Such chemical testing may be conducted either on campus or at an appropriate medical facility off-campus. As a matter of responsibility, MBA reserves the right to submit students suspected of being under the influence of controlled substances at a school-sponsored event to a breathalyzer.

Voluntary Disclosure: While a student is subject to the discipline process any time MBA becomes aware of specific conduct which violates the schools controlled substances policy, help is available for students who struggle with substance abuse. Accordingly, students and/or families who approach school counselors, administrators, or faculty members seeking general help, without reference to a specific incident or event, will be referred to appropriate health care professionals without discipline proceedings being commenced against the student.

The sanctions for violating the above stated policy are:

On-Campus Violations:

First Offense
Mandatory Sanctions:
- 3-5 days suspension to be kept on record for one full calendar year. All work missed during suspension must be turned in no later than the first day the student returns.
- Assessment by a qualified professional and treatment if necessary; letter verifying the assessment must be received within thirty (30) days of the Discipline Committee’s ruling.
- Mandatory hair follicle drug testing every 90 days at the student’s expense.
- Relinquishment of all leadership positions including but not limited to elected offices, class honors, and team captain positions for remainder of school year.
- Completion of special project to be determined by school administration such as research paper, community service work, visit to emergency room, or AA meeting.
- Loss of driving and parking privileges for a minimum of 3 months.
- Removal from all school related extracurricular and cocurricular activities for 20% of all performances, concerts, plays, and games in current and/or succeeding season or whichever comes first. For students not in season at the time of the violation, there will be an automatic six (6) week suspension of attendance privileges at all school-related activities.
- Loss of school privileges for the remainder of the school year or longer.
- Probation for the remainder of the student’s tenure at MBA. Said student’s appearance before the Discipline Committee and/or any positive drug or alcohol test result will constitute violation of probation.
- Reimbursement to the school of entire grant amount for any drug and/or alcohol infraction on a Warner exchange grant, Wilson Grant, or other similar programs.

Possible Sanctions:
- Expulsion in cases including but not limited to cases involving
  - illegal drugs
  - risk of death or serious bodily injury
  - operation of a motor vehicle under the influence of alcohol or illegal drugs
  - law enforcement or other discredit to school
  - prior infractions of any kind
  - egregious behavior
Second Offense
A second on-campus violation of MBAs drug and alcohol policy shall result in a recommendation for the students’ automatic expulsion from the school without exception.

Off-Campus Violations

First Offense

Mandatory Sanctions:
- 1-3 days suspension to be kept on record for one full calendar year. All work missed during suspension must be turned in no later than the first day the student returns.
- Assessment by a qualified professional and treatment if necessary; letter verifying the assessment must be received within thirty (30) days as of the Discipline Committee’s ruling.
- Mandatory hair follicle drug testing every 90 days at the student’s expense.
- Relinquishment of all leadership positions including but not limited to elected offices, class honors, and team captain positions for remainder of school year.
- Completion of special project to be determined by school administration such as research paper, community service work, visit to emergency room, or AA meeting.
- Loss of driving and parking privileges for a minimum of 3 months.
- Removal from all school-related extracurricular and cocurricular activities for 20% of all performances, concerts, plays, and games in current and/or succeeding season or whichever comes first. For students not in season at the time of the violation, there will be an automatic six (6) week suspension of attendance privileges at all school-related activities.
- Loss of school privileges for the remainder of the school year or longer.
- Probation for the remainder of the student’s tenure at MBA. Said student’s appearance before the Discipline Committee and/or any positive drug or alcohol test result will constitute violation of probation.

Possible Sanctions:
- Expulsion in cases including but not limited to cases involving
  - illegal drugs
  - risk of death or serious bodily injury
  - operation of a motor vehicle under the influence of alcohol or illegal drugs
  - law enforcement or other discredit to school
  - prior infractions of any kind
  - egregious behavior

Second Offense

Mandatory Sanctions
- 5-10 day suspension from school to be kept on record for one calendar year. All missed work must be turned in by first day the student returns.
- Assessment by a qualified professional and treatment if necessary; letter verifying the assessment must be received within thirty (30) days as of the Discipline Committee’s ruling.
- Mandatory hair follicle drug testing every 90 days at the student’s expense.
- Relinquishment of all leadership positions including but not limited to elected offices, class honors, and team captain positions for remainder of time at MBA.
- Completion of special project to be determined by school administration such as research paper, community service work, visit to emergency room, or AA meeting.
- Loss of driving and parking privileges for a minimum of 3 months.
- Removal from all school-related extracurricular and cocurricular activities, including sports teams, for one calendar year.
- An automatic six (6) week suspension of attendance privileges at all school-related activities.
- Loss of school privileges for the remainder of the school year or longer.

Possible Sanctions:
- Expulsion in cases including but not limited to cases involving
  - illegal drugs
  - risk of death or serious bodily injury
  - operation of a motor vehicle under the influence of alcohol or illegal drugs
  - law enforcement or other discredit to school
  - prior infractions of any kind
  - egregious behavior

Third Offense
A third off-campus violation of MBAs drug and alcohol policy shall result in a recommendation for the students automatic expulsion from the school.

NOTE: A student who has been found guilty of both an on-campus and off-campus violation of the Alcohol and Drug policy shall be immediately expelled.

The Director of Guidance Counseling is available to assist parents and students in these matters.

Prescription Drugs:
- The Main Office or Junior School Office must be notified of any prescription drugs brought to campus.
- A student may only bring one days dosage of a prescription drug to campus.
OTHER MAJOR SCHOOL INFRACTIONS

- MBA does not tolerate harassment. Harassment can take many forms including, but not limited to, the following:
  - Verbal and/or physical
  - Bullying - MBA does not tolerate verbal or physical bullying. Faculty, staff and students are diligent in their recognition of bullying and discourage any type of bullying behavior. Incidents of bullying will be dealt with in an appropriate manner by the Directors of the Junior School and High School and the Headmaster.
  - Handling, moving, or otherwise disturbing another student's personal property without permission.
  - Harassment through social media.
- The possession or use on campus of firearms, fireworks, weapons, or any facsimile of a weapon, is prohibited and could result in expulsion.
- Students are not to gamble.
- Students are not to sell any items on campus without the express permission of the Director of the Junior School or the Director of the High School.
- Inappropriate sexual behavior.
- Social Media is to be utilized for productive and not destructive means. Any misuse of social media will not be tolerated and will subject students to disciplinary actions. Misuse can include, but is not limited to, slander of other students and/or material bringing dishonor to the school. MBA aspires to utilize technology as an effective and resourceful tool to enhance the learning process and to enable students to deal effectively with a changing world of complex information.
- Essentially, MBA expects its students to be respectful, judicious, and responsible in their actions and behavior and to represent themselves positively.

DISMISSAL

Students dismissed from MBA for disciplinary reasons during their senior year forfeit the right to receive an MBA diploma. Students dismissed for disciplinary reasons prior to their senior year may not be eligible for readmission for at least one full calendar year from the date of their dismissal. Readmission following disciplinary dismissal is not guaranteed either explicitly or implicitly.
### Academic Policies

#### The Academic Program

#### Graduation Requirements

19 full-year academic credits (21 total credits) are required for graduation, including the following minimum number of credits:

<table>
<thead>
<tr>
<th>Subject</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
<td>4</td>
</tr>
<tr>
<td>Mathematics</td>
<td>4</td>
</tr>
<tr>
<td>Science</td>
<td>3</td>
</tr>
<tr>
<td>History</td>
<td>3 or 4</td>
</tr>
<tr>
<td>Foreign Language</td>
<td>3</td>
</tr>
<tr>
<td>Fine Arts</td>
<td>1 credit</td>
</tr>
<tr>
<td>Electives</td>
<td>1 credit</td>
</tr>
<tr>
<td>Physical Education</td>
<td>2 credits</td>
</tr>
</tbody>
</table>

### Courses of Study in the Junior School

#### 7th Grade

<table>
<thead>
<tr>
<th>Subject</th>
<th>Enrichment Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>English 7</td>
<td>Keyboarding, Fitness</td>
</tr>
<tr>
<td>U.S. History</td>
<td>Cultural Geography, Earth Science</td>
</tr>
<tr>
<td>Vocabulary and Grammar</td>
<td>Latin I, Algebra I</td>
</tr>
<tr>
<td>PreAlgebra</td>
<td>Elective Enrichment Courses: Studio Art, Beginning Band, Singers, Orchestra</td>
</tr>
<tr>
<td>Jazz Band</td>
<td>Theater</td>
</tr>
<tr>
<td>Jazz Band</td>
<td>Speech</td>
</tr>
</tbody>
</table>

### Courses of Study in the High School

#### 9th Grade

<table>
<thead>
<tr>
<th>Subject</th>
<th>Enrichment Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>English I</td>
<td>Algebra I, II, Geometry, College Algebra/Trig</td>
</tr>
<tr>
<td>Geometry</td>
<td>College Algebra/Trig, Statistics AP</td>
</tr>
<tr>
<td>Biology</td>
<td>Principles of Chemistry, Principles of Physics, Physics I and/or II AP, Biology AP, Environmental Science AP</td>
</tr>
<tr>
<td>Latin I, II</td>
<td>Latin I, II, III</td>
</tr>
<tr>
<td>German I</td>
<td>German I, II, German I, II, III, III AP</td>
</tr>
<tr>
<td>Spanish I</td>
<td>Spanish I, II, III, AP</td>
</tr>
<tr>
<td>Chinese I</td>
<td>Chinese I, II, III AP</td>
</tr>
<tr>
<td>Ancient/Medieval History</td>
<td>American History</td>
</tr>
</tbody>
</table>

### Courses of Study in the Junior School

#### 10th Grade

<table>
<thead>
<tr>
<th>Subject</th>
<th>Enrichment Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>English II</td>
<td>Algebra II, Geometry, College Algebra/Trig</td>
</tr>
<tr>
<td>Algebra II</td>
<td>College Algebra/Trig, Calculus/Statistics</td>
</tr>
<tr>
<td>College Algebra/Trig</td>
<td>Statistics AP, Calculus AB AP, BC AP</td>
</tr>
<tr>
<td>Biology</td>
<td>Principles of Chemistry, Principles of Physics, Physics I and/or II AP, Biology AP, Environmental Science AP</td>
</tr>
<tr>
<td>Latin I, II</td>
<td>Latin I, II, III</td>
</tr>
<tr>
<td>German I</td>
<td>German I, II, German I, II, III, III AP</td>
</tr>
<tr>
<td>Spanish I</td>
<td>Spanish I, II, III, AP</td>
</tr>
<tr>
<td>Chinese I</td>
<td>Chinese I, II, III AP</td>
</tr>
<tr>
<td>Ancient/Medieval History</td>
<td>American History</td>
</tr>
</tbody>
</table>

### Courses of Study in the High School

#### 11th Grade

<table>
<thead>
<tr>
<th>Subject</th>
<th>Enrichment Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>English III</td>
<td>Algebra II, Geometry, College Algebra/Trig</td>
</tr>
<tr>
<td>Algebra II</td>
<td>College Algebra/Trig, Calculus/Statistics</td>
</tr>
<tr>
<td>College Algebra/Trig</td>
<td>Statistics AP, Calculus AB AP, BC AP</td>
</tr>
<tr>
<td>Biology</td>
<td>Principles of Chemistry, Principles of Physics, Physics I and/or II AP, Biology AP, Environmental Science AP</td>
</tr>
<tr>
<td>Latin II, III</td>
<td>Latin II, III</td>
</tr>
<tr>
<td>French I</td>
<td>Latin AP, Latin AP Vergil</td>
</tr>
<tr>
<td>German I</td>
<td>Classical Greek Honors, German I, II, III</td>
</tr>
<tr>
<td>Spanish I</td>
<td>German I, II, III, III AP</td>
</tr>
<tr>
<td>Chinese I</td>
<td>Chinese I, II, III AP</td>
</tr>
<tr>
<td>Ancient/Medieval History</td>
<td>American History</td>
</tr>
</tbody>
</table>

### Courses of Study in the High School

#### 12th Grade

<table>
<thead>
<tr>
<th>Subject</th>
<th>Enrichment Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>English IV</td>
<td>English IV, Eng. IV: Southern Literature, Eng. IV: Shakespeare, Eng. IV: Film in Fiction</td>
</tr>
<tr>
<td>Algebra II</td>
<td>College Algebra/Trig, Calculus/Statistics, Statistics AP, Calculus AB AP, BC AP, Multivariable Calculus</td>
</tr>
<tr>
<td>Biology</td>
<td>Principles of Physics, Biology AP, Chemistry AP, Physics I and/or II AP, Environmental Science AP, Human Anatomy &amp; Physiology H, Independent Research</td>
</tr>
<tr>
<td>Latin III</td>
<td>Latin III</td>
</tr>
<tr>
<td>French II</td>
<td>Latin AP Vergil, Latin AP Vergil</td>
</tr>
<tr>
<td>German II, III</td>
<td>Classical Greek Honors, German II, III, IV AP</td>
</tr>
<tr>
<td>Spanish II, III</td>
<td>German II, III, IV AP, Spanish II, III, III AP, IV AP</td>
</tr>
<tr>
<td>Chinese II, III H</td>
<td>Chinese II, III H, IV AP</td>
</tr>
<tr>
<td>Ancient/Medieval History</td>
<td>American History</td>
</tr>
</tbody>
</table>

### Courses of Study in the High School

#### 12th Grade

<table>
<thead>
<tr>
<th>Subject</th>
<th>Enrichment Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>English IV</td>
<td>English IV, Eng. IV: Southern Literature, Eng. IV: Shakespeare, Eng. IV: Film in Fiction</td>
</tr>
<tr>
<td>Algebra II</td>
<td>College Algebra/Trig, Calculus/Statistics, Statistics AP, Calculus AB AP, BC AP, Multivariable Calculus</td>
</tr>
<tr>
<td>Biology</td>
<td>Principles of Physics, Biology AP, Chemistry AP, Physics I and/or II AP, Environmental Science AP, Human Anatomy &amp; Physiology H, Independent Research</td>
</tr>
<tr>
<td>Latin III</td>
<td>Latin III</td>
</tr>
<tr>
<td>French II</td>
<td>Latin AP Vergil, Latin AP Vergil</td>
</tr>
<tr>
<td>German II, III</td>
<td>Classical Greek Honors, German II, III, IV AP</td>
</tr>
<tr>
<td>Spanish II, III</td>
<td>German II, III, IV AP, Spanish II, III, III AP, IV AP</td>
</tr>
<tr>
<td>Chinese II, III H</td>
<td>Chinese II, III H, IV AP</td>
</tr>
<tr>
<td>Ancient/Medieval History</td>
<td>American History</td>
</tr>
</tbody>
</table>

### Computer Science AP

#### Computer Science AP

<table>
<thead>
<tr>
<th>Subject</th>
<th>Enrichment Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Computer Science AP</td>
<td>Studio Art I, II, III, AP, Art History AP</td>
</tr>
<tr>
<td>Speech (%)</td>
<td>Studio Art I, II, III, AP, Art History AP</td>
</tr>
<tr>
<td>Music History</td>
<td>Studio Art I, II, III, AP, Art History AP</td>
</tr>
<tr>
<td>Prelude Orchestra</td>
<td>Studio Art I, II, III, AP, Art History AP</td>
</tr>
<tr>
<td>Sinfonia</td>
<td>Studio Art I, II, III, AP, Art History AP</td>
</tr>
<tr>
<td>Big Red Chorus</td>
<td>Studio Art I, II, III, AP, Art History AP</td>
</tr>
<tr>
<td>Basie Band</td>
<td>Studio Art I, II, III, AP, Art History AP</td>
</tr>
<tr>
<td>Theater Arts</td>
<td>Studio Art I, II, III, AP, Art History AP</td>
</tr>
<tr>
<td>Chamber Choir</td>
<td>Studio Art I, II, III, AP, Art History AP</td>
</tr>
</tbody>
</table>

### Senior Seminar (½):

<table>
<thead>
<tr>
<th>Subject</th>
<th>Enrichment Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Jazz Age / Civil Rights</td>
<td>Studio Art I, II, III, AP, Art History AP</td>
</tr>
<tr>
<td>Speech (%)</td>
<td>Studio Art I, II, III, AP, Art History AP</td>
</tr>
<tr>
<td>Music History</td>
<td>Studio Art I, II, III, AP, Art History AP</td>
</tr>
<tr>
<td>Prelude Orchestra</td>
<td>Studio Art I, II, III, AP, Art History AP</td>
</tr>
<tr>
<td>Sinfonia</td>
<td>Studio Art I, II, III, AP, Art History AP</td>
</tr>
<tr>
<td>Big Red Chorus</td>
<td>Studio Art I, II, III, AP, Art History AP</td>
</tr>
<tr>
<td>Basie Band</td>
<td>Studio Art I, II, III, AP, Art History AP</td>
</tr>
<tr>
<td>Theater Arts</td>
<td>Studio Art I, II, III, AP, Art History AP</td>
</tr>
<tr>
<td>Chamber Choir</td>
<td>Studio Art I, II, III, AP, Art History AP</td>
</tr>
<tr>
<td>Senior Seminar (½): The Jazz Age / Civil Rights</td>
<td>Studio Art I, II, III, AP, Art History AP</td>
</tr>
</tbody>
</table>
ACADEMIC GRADING PERIODS

1st Quarter: August 18 - October 10 (MQ: September 16)
2nd Quarter: October 13 - December 8 (MQ: November 7)
3rd Quarter: January 6 - March 6 (MQ: January 30)
4th Quarter: March 9 - May 14 (MQ: April 10)

TEST DAYS

In an effort to limit the number of major tests and quizzes per day, each discipline is assigned test days. These days do not include pop quizzes or weekly vocabulary tests, but any written/graded activity lasting more than half of the period is considered a test. Slight differences exist in test days for the junior and high schools because of the differences in curricula. Also, exceptions are made in the academic year for school-wide theme days, shortened weeks, and other schedule changes.

HIGH SCHOOL TEST DATES:
Monday: .................................................................................................................................................... English, Fine Arts, Science
Tuesday: ................................................................................................................................................... Foreign Language, Mathematics
Wednesday: ............................................................................................................................................. English, Fine Arts, History, Science
Thursday: ................................................................................................................................................. Foreign Language, Mathematics
Friday: ........................................................................................................................................................ Fine Arts, History, Science

JR. SCHOOL TEST DATES:
Monday: ........................................................................................................................................................ Science, English
Tuesday: ..................................................................................................................................................... History / Geography, Latin / Grammar-Vocabulary
Wednesday: .................................................................................................................................................. English, Mathematics
Thursday: .................................................................................................................................................... Latin / Grammar-Vocabulary, Science
Friday: .......................................................................................................................................................... Mathematics, History / Geography

COURSE CREDIT

- In the High School, all English, mathematics, science, and language courses required for graduation must be passed the second semester with a minimum grade of 70, with a minimum average of 70 for the year in order to receive full credit. In history, fine arts, and elective courses, a year’s average of 70 is required in order to receive full credit. In addition, full credit in the first year of a foreign language is dependent on successful completion of the second year of the same language (except for seniors in an elective language).

- In courses for Junior School credit, students must pass all courses for the year with an average of 70 or above to avoid summer-school work. Students with marginal performances all year or precipitous declines in the second semester should be recommended for summer school even though they may choose not to attend. Note that Latin I and Algebra I/Geometry in the 8th grade are high-school credit courses and must be passed second semester in order to earn credit. If a student fails any of these courses, he must attend summer school to make up the credit.

- Summer School: Students failing to receive full credit for courses are expected to remediate the failure during summer school. Students may be asked to repeat either or both semesters of a course during the summer depending on their work. The Director of the Summer School will arrange schedules and fees, which vary according to the teaching needs associated with the failure. Academic work done in summer school enables the student to earn credit for work attempted but failed during the school year; however, the students’ grade point average reflects only scores earned during the regular school year.

MIDYEAR AND FINAL EXAMINATIONS

All students will take examinations according to the published examination schedule. Makeup sessions will be arranged and may include the weekend following the regular examination period. Problems with the examination schedule must be resolved by the Directors of the Junior School and the High School.

The schedule is arranged by academic departments; most students have the option to take only one examination per day. A student taking more than one examination course in a department will take two examinations that day unless rescheduled in consultation with his teacher, department head, and the Director of the High School. All schedule changes must be requested well in advance of the exam period.

Absences will be rescheduled for the first available afternoon. The only acceptable excuses for missing a scheduled examination are a sibling’s graduation, a family wedding, a funeral, a serious illness, or participation on an MBA team in scheduled competition.

Every faculty member will hold a review session after the morning examination the school day before his/her own scheduled examination; faculty with multiple review sessions will give first priority in scheduling to students who may have an afternoon
examination so that the student will have some time to eat and get ready for his afternoon examination. Students not taking an afternoon examination will have the afternoon free to study for the next examination.

- **Junior School students** are allotted 2 hours for examinations (2 1/2 hours for Latin I, Algebra I, and Geometry H);
- **High School students** are allotted 3 hours.

An examination grade below 50 automatically results in a failing grade for the semester and requires some work in summer school. Students should not request examination or semester grades from teachers during the examination period. Students must pass the second semester in continuing courses in order to receive credit and continue in sequence.

**EXEMPTIONS FROM FINAL EXAMINATIONS**

A senior may be excused from taking the final examination in a course in the spring of his senior year if he has a second semester average of 85 on the last day of classes and if the teacher recommends him for exemption. Note that the 85 average merely makes the senior eligible for exemption. This policy also applies to underclassmen who are taking AP courses. Exam exemptions will not be announced prior to the last week of classes in the spring semester.

**ADVANCED PLACEMENT EXAMINATIONS**

All students enrolled in an AP class are required to pay the fee(s) and to take the AP examination unless advised otherwise by the teacher and department head. Fees will be billed during the first semester of the school year.

A student taking an AP examination without an intervening weekend is excused from one-half day of classes to prepare for his examination. That is, if he is to take an AP examination Tuesday morning, he is excused from classes during periods 5-8 on Monday afternoon. If he is to take an AP examination on Tuesday afternoon, he is excused from classes during periods 1-4 on Tuesday morning. If he has two AP examinations on one day, he is excused from all classes the day before.

After the student has taken his AP examination, for the rest of the second semester he is expected to report to class each day and to remain the entire period with his AP teacher (unless he is excused for other AP examinations).

**ACADEMIC DEFICIENCIES**

High school students with any failing grades at the quarter are required to attend all scheduled study halls for the next quarter. Those with failing grades at the midquarter are required to attend all scheduled study halls for the rest of the quarter.

High school students with incomplete grades must report to study hall until the Registrar notifies the student that the teacher has entered an official grade. Privileges are suspended until the deficiency is removed.

Students on the Due in Study Hall List are assigned to Study Hall in order to improve their academic performance and may not check out of Study Hall for any reason other than necessary class work. To obtain permission to do class work outside of Study Hall students must secure a note from their teacher and have it approved by the Head of High School or Head of Junior School.

**ACADEMIC PROBATION**

Students whose academic performance is judged to be seriously deficient may be placed on Academic Probation. The reasons for and terms and conditions of being placed on Academic Probation are reported directly to the student.

Any student failing 2 or more classes at any official marking period will be placed on academic probation. During the probation period:

1. The student will be advised by an academic counseling team. The student will not be allowed to miss class time for any extracurricular activity.
2. A student will be suspended from participation in at least his next scheduled event, competition, or performance. Further suspension will occur at the discretion of the Head of the High School or Head of the Junior School. Students may also be required to attend after-school study halls.
3. A student will be removed from academic probation only at the next quarter marking period.
4. Failure to remedy academic deficiencies while on Academic Probation may result in dismissal. In such instances, the final decision and responsibility rest with the Headmaster.

**THE ACADEMIC PRIVILEGE LIST**

The purpose of the Academic Privilege List is to recognize students of academic excellence and to grant them the privilege to study in a place other than Study Hall. Midquarter grades may result in removal from the Privilege List but not inclusion on it.
**High School Requirements:** The Academic Privilege List is determined by the following criteria:

1. The list that goes into effect at the beginning of the academic year is based on the grades of the fourth quarter and second semester of the previous year at MBA. Students are eligible for this list with a second semester average of 86, no examination grade below 70, no fourth quarter course grade below 80, and no more than 8 demerits from the fourth quarter of the previous year;
2. The list that goes into effect for the second quarter of the academic year is based on the grades of the first quarter. Students are eligible for this list with a first quarter average of 86, no first quarter course grade below 80, and no more than 8 demerits during the previous quarter;
3. The list that goes into effect for the third quarter of the academic year is based on the grades of the second quarter and first semester. Students are eligible for this list with a first semester average of 86, no examination grade below 70, no second quarter course grade below 80, and no more than 8 demerits during the previous quarter;
4. The list that goes into effect for the fourth quarter of the academic year is based on the grades of the third quarter. Students are eligible for this list with a third quarter average of 86, no third quarter course grade below 80, and no more than 8 demerits during the previous quarter.

Students who receive 9 demerits or more in a quarter are removed from the Academic Privilege List for the remainder of the quarter and are ineligible for the list in the following quarter.

Students who accumulate more than 20 demerits from the beginning of the year are ineligible for the Privilege List and go on the Due in Study Hall List for the remainder of the year.

**Junior School Requirements**

A student in the Junior School may qualify for the Academic Privilege List if his previous quarter average is at least 86 with no grade below 80, or, if his previous semester average is 86 with no examination grade below 70. Students who have accumulated or who receive more than 5 demerits at the quarter are not eligible for the Academic Privilege List. In addition, students must have satisfactory performance in Enrichment courses. A student will be removed from the Academic Privilege List at midquarter if the current average in any class is below 70.

**THE HEADMASTERS LIST**

The Headmasters List is established to recognize those seniors on the Academic Privilege List who have achieved special academic distinction.

In addition to the privileges of the Academic Privilege List, seniors on the Headmasters List may sign out in the Main Office only once per day to leave campus during one of their free periods. This does not include off campus lunch. Seniors must sign back in when they return to campus.

The requirements for the Headmasters List are as follows:

1. A student must be a senior on the Academic Privilege List.
2. A senior must have a quarter average of 88 with no grade below 80. For the second semester, a senior must have an average of 88 with no grade below 80 and no examination grade below 70.

**CUM LAUDE SOCIETY**

A student may be considered for membership in the Cum Laude Society after his first semester’s work during his junior year. The purpose of the society is to identify and reward those students who have distinguished themselves academically during their years at MBA. The student members are chosen from among the top seven percent of the junior class and the number may be increased to a total of fifteen percent of the graduating class during the senior year. Nominees are elected by the current membership of the society and must have a minimum average of 88 for their work at MBA and must have taken at least three honors level or AP courses.

**JUNIOR HONOR SOCIETY**

The purpose of the Junior Honor Society is to recognize those students who have distinguished themselves academically during their early years at MBA.

In order to be eligible, a student must have three consecutive semesters with an average of 90 each semester during the 7th-8th, 8th-9th, and 9th-10th grades. These semester averages must be earned at MBA and cannot be transferred from a previous schools records.

After six semesters have been completed in the high school, students are dropped from the Junior Honor Society.

A student must maintain an 85 average to remain in the Society.
**ADDING AND DROPPING COURSES**

Courses may be added or dropped only with the written permission of the Department Chair and the Head of the High School. No course changes will be allowed during the first week of school. After the second week of the semester, a student may not add a comparable academic course to his schedule. Students may not request changes in levels (Honors or AP) once enrolled in these courses.

A high school student may drop a sixth course until the last week before the end of the first quarter (or the last week of the third quarter for second semester courses) if his advisor, his teacher, and the Head of the High School conclude that his potential academic progress justifies the decision. A student who drops a course after that time will have the course listed either as Withdraw/Failing or Withdraw/Passing on his transcript. Level changes are not allowed until the end of a semester unless the department chair and Head of the High School recommend the change.

**STUDENT RECORDS (TRANSCRIPTS)**

The MBA Registrar maintains a record (called a transcript) of each student’s courses and grades. Each student has a right to examine his transcript for accuracy and completeness. A student’s MBA transcript lists courses taken and grades received. For college admission purposes, academic year and cumulative grade point averages on the transcript are weighted by adding .3 points (on the 4 point scale) to the GPA for Honors and Advanced Placement courses in order to reflect the additional academic challenge of these courses.

Unofficial copies of the student’s transcript are available on the school’s Whipple Hill site.

Official copies of transcripts are mailed by MBA directly to colleges, schools, coaches, scholarship agencies, and other organizations as requested by the student or parent. Once an official transcript has been sent, MBA is obligated to notify recipients if a student’s academic program or performance changes substantially.

It is the student’s responsibility to be aware of specific deadlines for receipt of transcripts. Requests for transcripts must be made at least two weeks in advance of those deadlines. Requests for transcripts in connection with college applications should be made to the College Counseling Office. All other requests should be made to the Registrar.

Families must meet all financial obligations to the school before official transcripts are mailed.

**Recommendation Letters.** Colleges, schools, and scholarship agencies frequently require letters of recommendation from the college counselor and/or teachers. All MBA faculty recommendations for students are confidential and will be mailed directly from MBA to specified recipients. Requests for letters of recommendation should be made according to deadlines published by the College Counseling Department.

**GRADUATION FROM MONTGOMERY BELL ACADEMY**

All students must attend high school for four years and meet the minimum requirements for a diploma from MBA. MBA does not participate in any joint enrollment or early graduation programs.

MBA expects all seniors to pass their courses for the second semester and the school year and to fulfill all school obligations, including demerits. All seniors must participate in graduation ceremonies in order to receive their diplomas.

Families must meet all financial obligations to MBA before a student can receive his diploma or final transcript.

The Valedictorian and Salutatorian determination is based on academic performance and rigor for courses taken in the 10th, 11th and 12th grades. Starting with the numeric average for each semester, additional points are added based on the number of Honors or AP classes taken during the semester (0.5 per class), and whether the student has taken more than the minimum five (5) courses that semester (0.5 per semester, 0.25 for Chamber Orchestra). This sum of Numeric GPA + Honors Points + Overload points gives the student a score for that semester. Over the six semesters, these scores are averaged and the students with the highest and second highest averages are named Valedictorian and Salutatorian respectively.

**COLLEGE COUNSELING PROGRAM**

The College Counseling staff works as a team to help all Montgomery Bell Academy students reach their future goals. The staff is dedicated to assisting students in finding “best fit” colleges and universities that will nurture their abilities and undiscovered talents, while allowing them to realize their career aspirations. The process of college advising begins officially in the winter of a student’s junior year, but the College Counseling staff is available at any time to assist students in all grades (and their parents) with post-secondary planning. Additionally, the staff office provide many resources about testing, visiting colleges, interviewing, and writing essays.
<table>
<thead>
<tr>
<th>Test Dates 2014/2015</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>September</strong></td>
</tr>
<tr>
<td>Saturday, September 13, 2014 ..............................................................</td>
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<tr>
<td><strong>October</strong></td>
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<tr>
<td>Saturday, October 11 ...........................................................................</td>
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<tr>
<td>Wednesday, October 15 ........................................................................</td>
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<td>Saturday, October 25 ..........................................................................</td>
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<td><strong>November</strong></td>
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<td>Saturday, November 8 ..........................................................................</td>
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<td><strong>December</strong></td>
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<td>Saturday, December 6 ..........................................................................</td>
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<td>Saturday, December 13 .........................................................................</td>
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<tr>
<td><strong>January</strong></td>
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<td>Saturday, January 10, 2015 ................................................................</td>
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<td>Saturday, January 24 ..........................................................................</td>
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<td>Saturday, January 24 ..........................................................................</td>
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<td>Saturday, January 31 ..........................................................................</td>
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<td><strong>February</strong></td>
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<td>Saturday, February 7 ..........................................................................</td>
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<td><strong>March</strong></td>
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<td>Saturday, March 14 ............................................................................</td>
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<td><strong>April</strong></td>
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<td>Saturday, April 18 .............................................................................</td>
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<tr>
<td><strong>May</strong></td>
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<tr>
<td>Saturday, May 2 ..................................................................................</td>
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<tr>
<td>Monday-Friday, May 4 - 15 ..................................................................</td>
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<tr>
<td>Mon, May 4 .........................................................................................</td>
</tr>
<tr>
<td>AM: Environmental Science</td>
</tr>
<tr>
<td>Tues, May 5 .........................................................................................</td>
</tr>
<tr>
<td>AM: Calculus BC</td>
</tr>
<tr>
<td>PM: Chinese Language</td>
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<tr>
<td>Wed, May 6 ..........................................................................................</td>
</tr>
<tr>
<td>Thur, May 7 ..........................................................................................</td>
</tr>
<tr>
<td>AM: Spanish Language</td>
</tr>
<tr>
<td>PM: Art History</td>
</tr>
<tr>
<td>Fri, May 8 ...........................................................................................</td>
</tr>
<tr>
<td>AM: US History</td>
</tr>
<tr>
<td>PM: European History</td>
</tr>
<tr>
<td>Mon, May 11 .......................................................................................</td>
</tr>
<tr>
<td>AM: Music Theory</td>
</tr>
<tr>
<td>PM: Physics B</td>
</tr>
<tr>
<td>PM: Physics C</td>
</tr>
<tr>
<td>Tues, May 12 ......................................................................................</td>
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<td>..........................................................</td>
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<td>Wed, May 13 .......................................................................................</td>
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<td>Fri, May 15 .......................................................................................</td>
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<td><strong>June</strong></td>
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<tr>
<td>Saturday, June 6 ..................................................................................</td>
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<tr>
<td>Saturday, June 13 ................................................................................</td>
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</tbody>
</table>
ATHLETIC PHILOSOPHY

Montgomery Bell Academy seeks to enable its students, first, to be fully prepared for participation in as many different athletic activities as possible, and second, to be able to participate against the best possible competition appropriate for age, grade level, and a rigorous academic program. The school encourages each student to be engaged to the best of his ability in multiple sports of his choice. The school believes that team athletics can provide a significant learning experience in the principles of fair play, sportsmanship, personal sacrifice for the sake of the team, and the cooperative pursuit of a common goal of excellence and high achievement.

ATHLETIC POLICY

The student body and coaching staff are dedicated to developing the finest athletic program possible, and MBA emphasizes developing a strong sense of loyalty to fellow students, to the faculty and coaches, and to the school as a whole. With this in mind, the following guidelines are established for the conduct of athletics at Montgomery Bell Academy:

I. All MBA athletes must comply with the departmental regulations as to personal appearance.
   • Players should appear in public dressed to represent MBA and the high standards it upholds.
   • Although school dress is normal attire for away games where the team does not dress at school, the coach has the discretion to allow other appropriate dress.
   • Athletic attire: Must include MBA-issued shirt and shorts or other MBA logo merchandise.
   • Predominantly white or black shoes should be worn.

II. Training rules for all MBA athletic squads
   • No tobacco, alcohol, or other illegal drugs.
   • Each player should strive to get 8 to 10 hours sleep every night during the season.
   • All team members must observe all team rules.

III. Equipment
   • Each student will be issued a sweat suit, a t-shirt, and a pair of shorts at registration. Students may purchase additional clothes from the Athletic Department as necessary.
   • Equipment is issued during its respective season to each team by the head coach. No student receives equipment from the equipment room unless he is a member of the team in season.
   • Each student at MBA is furnished the very best equipment possible and is expected to take pride in keeping the equipment in good condition. Any abuse to or loss of the equipment results in a charge to the student.
   • Each student is to be dressed in the required uniform of the day as stipulated by the coach. Shirts must be worn at all times.
   • All valuables must be locked in lockers every day. The school is not responsible for lost or stolen property.

IV. Sunday practices and games should not be part of the MBA program except in very unusual situations. The Director of Athletics must be consulted before Sunday events are scheduled.

V. While MBA makes every effort to prevent injuries to students involved in athletics and to provide trained professionals to deal with injuries if they occur, the school assumes no responsibility for injuries or mishaps that may occur through participation in sports or games. Parents are therefore encouraged to secure adequate medical coverage for such participation.

VI. To achieve the purpose stated at the beginning of this policy statement, agreement and cooperation on the following two items is necessary:
   • That all students need to participate in as many sports as possible.
   • That the highest degree of cooperation among the athletic staff, faculty, and students is of utmost importance in striving to live up to the MBA ideal: gentleman, scholar, athlete.

VII. Absence Policy Regarding Participation in Extracurricular Activities
   • A student who misses more than 4 periods in a day is not eligible to participate in any extracurricular activity on that day.
   • A student who goes home sick at any time during the school day will not be allowed to return to school that day. As a result, the student will not be allowed to participate in any after-school events (practices, games, performances, etc.).

VIII. Any changes or major additions to the athletic program will be studied by an athletic committee composed of the Director of Athletics and four members of the faculty. The final decision on any issue rests with the Headmaster.

IX. All varsity athletes must travel with their team to and from team events and off-campus practices.

X. All students will satisfactorily complete a fitness test each year.
HIGH SCHOOL ATHLETIC REQUIREMENTS

Students in the High School are required to have credits each year in Physical Education upon graduation from MBA. Physical Education credits are earned through participation in after school athletics or in other approved and supervised school activities.

Credits are obtained by participating in all three athletic seasons per year in grades 9-12.

Guidelines:
1. To obtain an athletic credit, a student must show a good attitude and attend sessions during the full period of each athletic season.
2. Seniors are eligible, with the approval of the Director of Athletics, to take the spring as an off-season.
3. A student may receive athletic credit for participation in an alternative supervised activity recommended by the school and approved by the Director of Athletics (such as debate, musical groups, drama, athletic assistance, etc.); each of these activities will also include a fitness requirement.
4. Athletic credit may be earned by full participation in one of the sports listed below upon approval of the respective coaches:

<table>
<thead>
<tr>
<th>FALL (AUG. TO LATE NOV.)</th>
<th>WINTER (LATE NOV. TO LATE FEB.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Football</td>
<td>Basketball</td>
</tr>
<tr>
<td>Varsity</td>
<td>Varsity*</td>
</tr>
<tr>
<td>Junior Varsity</td>
<td>Junior Varsity*</td>
</tr>
<tr>
<td>Frosh</td>
<td>Frosh*</td>
</tr>
<tr>
<td>Cross Country</td>
<td>Wrestling</td>
</tr>
<tr>
<td>Varsity</td>
<td>Varsity</td>
</tr>
<tr>
<td>Junior Varsity</td>
<td>Junior Varsity</td>
</tr>
<tr>
<td>Golf</td>
<td>Rifle</td>
</tr>
<tr>
<td>Varsity*</td>
<td>Varsity*</td>
</tr>
<tr>
<td>Junior Varsity*</td>
<td>Junior Varsity</td>
</tr>
<tr>
<td>Rifle</td>
<td>Ultimate Frisbee</td>
</tr>
<tr>
<td>Varsity</td>
<td>Club</td>
</tr>
<tr>
<td>Crew</td>
<td>All Seasons</td>
</tr>
<tr>
<td>Varsity</td>
<td>Swimming &amp; Diving</td>
</tr>
<tr>
<td>Junior Varsity</td>
<td>Varsity</td>
</tr>
<tr>
<td>Ultimate Frisbee</td>
<td>Bowling</td>
</tr>
<tr>
<td>Club</td>
<td>Varsity</td>
</tr>
<tr>
<td></td>
<td>Hockey</td>
</tr>
<tr>
<td></td>
<td>Varsity</td>
</tr>
<tr>
<td>ALL SEASONS</td>
<td>FALL AND WINTER (AUG. TO LATE FEB.)</td>
</tr>
<tr>
<td>Climbing</td>
<td>Swimming &amp; Diving</td>
</tr>
<tr>
<td>Club</td>
<td>Varsity</td>
</tr>
<tr>
<td>Strength &amp; Conditioning</td>
<td>Bowling</td>
</tr>
<tr>
<td>Varsity/General</td>
<td>Varsity</td>
</tr>
<tr>
<td>Student Athletic Directors</td>
<td>Hockey</td>
</tr>
<tr>
<td></td>
<td>Varsity</td>
</tr>
</tbody>
</table>

* DENOTES TEAMS WITH TRYOUTS
**Junior School Athletic Requirements**

Students in the Junior School must participate in all four seasons each year unless excused by the Director of Athletics.

<table>
<thead>
<tr>
<th>Fall (Aug. to Mid-Oct.)</th>
<th>7th A</th>
<th>7th B</th>
<th>8th Gr.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Football</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cross Country</td>
<td>Microbe</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Golf</td>
<td>Microbe A*</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rifle</td>
<td>Microbe</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Crew</td>
<td>Microbe</td>
<td></td>
<td></td>
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<tr>
<td>Tennis</td>
<td>Microbe</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hockey</td>
<td>Microbe / JV</td>
<td></td>
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<tr>
<td>Strength &amp; Conditioning</td>
<td>Microbe</td>
<td></td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Winter I (Mid-Oct. to Nov.)</th>
<th>Microbe A*</th>
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</thead>
<tbody>
<tr>
<td>Soccer</td>
<td>Microbe B*</td>
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<tr>
<td>Wrestling</td>
<td>Microbe C</td>
</tr>
<tr>
<td>Swimming</td>
<td>Microbe</td>
</tr>
<tr>
<td>Rifle</td>
<td>Microbe</td>
</tr>
<tr>
<td>Martial Arts</td>
<td>Microbe</td>
</tr>
<tr>
<td>Bowling</td>
<td>Microbe</td>
</tr>
<tr>
<td>Hockey</td>
<td>Microbe / JV</td>
</tr>
<tr>
<td>Strength &amp; Conditioning</td>
<td>Microbe</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Winter II (Dec. to Mid-Feb.)</th>
<th>Microbe A*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basketball</td>
<td>Microbe B*</td>
</tr>
<tr>
<td>Wrestling</td>
<td>Microbe</td>
</tr>
<tr>
<td>Swimming</td>
<td>Microbe</td>
</tr>
<tr>
<td>Rifle</td>
<td>Microbe</td>
</tr>
<tr>
<td>Martial Arts</td>
<td>Microbe</td>
</tr>
<tr>
<td>Bowling</td>
<td>Microbe</td>
</tr>
<tr>
<td>Strength &amp; Conditioning</td>
<td>Microbe</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Spring (Mid-Feb. to May)</th>
<th>Microbe A*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Baseball</td>
<td>Microbe B*</td>
</tr>
<tr>
<td>Track</td>
<td>Microbe</td>
</tr>
<tr>
<td>Tennis</td>
<td>Microbe*</td>
</tr>
<tr>
<td>Rifle</td>
<td>Microbe</td>
</tr>
<tr>
<td>Crew</td>
<td>Microbe</td>
</tr>
<tr>
<td>Lacrosse</td>
<td>7th Grade</td>
</tr>
<tr>
<td>Golf</td>
<td>8th Grade*</td>
</tr>
<tr>
<td>Strength &amp; Conditioning</td>
<td>Microbe</td>
</tr>
</tbody>
</table>

* Denotes Teams with Tryouts
I. Students who participate in varsity athletics are eligible to receive a varsity letter.

A. A number of criteria may be used to determine letter winners including, but not limited to, amount of playing time, attitude, cooperation on the field and in the classroom, and attendance. A coach may use his/her discretion in awarding a letter for meritorious service even though the athlete does not meet the above requirements.

B. Athletes must maintain academic eligibility.

II. Awards for Varsity Sports

A. First year Letter
B. Second year Jacket
C. Third year Blanket
D. Fourth year Plaque
E. Fifth year Plaque

NOTES: A student may not receive more than one blanket or jacket. A Senior receiving a second year award for the first time may receive a blanket instead of a jacket.

III. Awards for Championship Teams: Lettermen on a Varsity State Championship team may receive a plaque or other award to be designated by the Director of Athletics and coach of the team involved.

IV. Additional Awards: Individuals or teams may qualify for additional awards for achievement at State or higher levels, at the discretion of the Director of Athletics and the Headmaster.

V. Varsity Athletic Award Programs: Athletic Recognition Assemblies recognize the team members and their service to and accomplishments at MBA.

A. Monday, December 1, 2014: Fall Sports: Crew, Cross Country, Football, Golf
C. Monday, April 27, 2015: Spring Sports: Baseball, Crew, Lacrosse, Rifle, Soccer, Tennis, Track/Field

VI. Senior Sports Breakfast: The breakfast, held on Friday, May 1, 2015 at 7:00am, recognizes Senior athletes with brief remarks by head coaches and presentation of award winners. Those invited are senior varsity letter winners, senior cheerleaders, and parents of senior athletes.

**MBA SPORTSMANSHIP CREED**

MBA’s Athletic Program promotes the following ideals: MBA is proud of the behavior and sportsmanship displayed by its players, coaches, and fans. We value spirited and fair play as well as spirited and positive support of our players, our teams, and their opponents. We expect all members of the MBA community to have a strong sense of spirit, fair play, and sportsmanship.

The Players

- Players shall at all times represent themselves and their school with honor, gentlemanly conduct, and good sportsmanship. They should understand that competitive rivalries are encouraged, but that disrespect for opponents is unsportsmanlike and lessens the value of the rivalries. Players should confine their competitiveness to the field, and, in particular, behave properly on the sidelines and in the locker rooms both before and after games.
- Each MBA athlete is expected to comply fully with the rulings of the officials and not to demonstrate dissatisfaction with decisions either by voice, action, or gesture.
- Players must not forget that they represent themselves, their families, and MBA.
- An athlete may not quit an inseason sport without approval from the Director of Athletics.

The Spectators

- MBA expects all spectators, both students and adults, to be respectful towards players, coaches, officials, and other spectators. MBA will not permit any type of behavior by spectators that detracts from the proper conduct of the game or places a team or player at a disadvantage.

**ATHLETIC AWARDS**

I. Students who participate in varsity athletics are eligible to receive a varsity letter.

A. A number of criteria may be used to determine letter winners including, but not limited to, amount of playing time, attitude, cooperation on the field and in the classroom, and attendance. A coach may use his/her discretion in awarding a letter for meritorious service even though the athlete does not meet the above requirements.

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**PARTICIPATION ON ATHLETIC TEAMS OUTSIDE MBA / TRAVEL TEAMS**

To ensure the best and strongest possible athletic program at MBA, it is imperative that our students participate on as many school teams as possible; to that end, we discourage participation on teams other than official MBA or MBA sponsored teams during the school year. Participation on an outside team while also a member of an MBA team must be approved by the MBA Head Coach and the Director of Athletics. Participation on an outside team will not fulfill any MBA athletic requirements. A player missing an MBA practice/game to participate in an outside team’s practice/game should be required to miss the next MBA contest.
The primary purpose of MBA’s Office of Alumni and Development is to advance the educational mission of Montgomery Bell Academy. This purpose is carried out through three primary domains: alumni relations, marketing and fundraising.

**Alumni Relations**

The MBA Alumni and Development Office proudly supports more than 4,000 graduates of MBA and The Wallace School. The goal is to cultivate lifelong relationships with alumni and encourage their continued association with MBA. Events such as out-of-town gatherings, on-campus reunions, and informal class get-togethers offer an opportunity for alumni to reconnect with their school.

**Marketing**

The Office of Alumni and Development is responsible for creating meaningful messages both internally and externally. Three areas of focus include public relations, communications and community relations. The department produces numerous publications each year, such as the MBA Alumni Magazine, the Annual Report and the MBA eNews (an email newsletter), which include news and feature articles about issues affecting the MBA community. The MBA website is the information hub for the entire school and includes information for students, parents and alumni.

**Fundraising**

Philanthropy at MBA includes a comprehensive program of Annual Giving, Capital Campaigns and Planned Giving. While all of these programs are important to the school’s healthy growth, Annual Giving remains a high priority for MBA. The Annual Fund provides significant support for the operational budget and affords high standards of excellence for all MBA students.

**Annual Giving**

The Annual Fund supports the mission of MBA by introducing parents, alumni, friends, faculty and staff to the importance of yearly giving to enhance programs and assist in the daily operations of the school. These unrestricted dollars account for approximately 11 percent of the school’s annual budget, and all contributions are used during the year in which they are received. MBA’s fiscal year is July 1 through June 30, and all gifts are tax deductible.

The breadth and depth of an MBA education cannot be covered by tuition alone. MBA is grateful for each and every gift.

Historically, the MBA community has exhibited high participation percentages, positioning MBA among the top schools in the nation. Annual Giving supports faculty development, music, art, debate, library, athletics, technology and service projects, and it enables the school to offer financial aid to approximately 23 percent of its students.
CAMPUS CONTACT INFORMATION

MBA EMAIL SYSTEM

Email is the preferred method of communication with faculty, staff, and students. All MBA faculty, staff, and students have email. Faculty and staff email addresses are listed in the MBA Directory. Email addresses consist of the individual’s first and last name separated by a “dot” and followed by @montgomerybell.edu (i.e. jane.doe@montgomerybell.edu).

MBA VOICE MAIL SYSTEM

Calls to 298-1691, the School’s voice mail number, do not ring in the Main Office, but go automatically into the voicemail system. A recording provides basic information about the school and allows callers to dial the 3-digit office extension or voice mailbox of the party they seek. Within the voice mail system,

- calls to extensions 210 to 288 and 350-399 ring in offices; after four rings, calls go into the voice mail system.
- calls to voice mail boxes 300 to 349 and 423-450 go straight into the voice mail system.

Calls to 298-5514, the School’s main number, are answered by staff in the Main Office during office hours and by the voice mail system in the evening and on weekends.

Calls to specific offices (the Junior School Office at 369-5380, the Admission Office at 369-5311, the Athletic Office at 369-5350, the Alumni and Development Office at 369-5360) go directly to those offices; after four rings, calls rollover into the voice mail system.

MBA EXTENSIONS AND VOICE MAIL NUMBERS 2014-2015

302 Anderson, Mr. Michael
236 Anglin, Mr. Kevin
225 Ardissone, Mr. Marc
311 Armstrong, Dr. Eric
309 Bailey, Dr. Clay
308 Barclay, Mr. Travis
235 Bass, Mr. Michael
301 Batten, Dr. Wayne
300 Bernatavitz, Mr. J.P.
307 Berry, Mr. Nelson
314 Boyd, Dr. Tim
310 Brock, Mr. Sean
318 Brown, Mr. David
237 Bryant, Mr. Tim
346 Buntington, Mr. Chris
320 Calico, Mr. Chris
327 Carlo, Dr. Gabe
362 Cash, Ms. Millicent Van Mol
434 Chauvin, Mr. Christopher
348 Cheevens, Mr. Giles
303 Chenery, Mr. Gordon
304 Christeson, Mrs. Anne
262 Clark, Mr. Josh
301 Christopher, Mrs. Langhorne
423 Compton, Mr. Bill
424 Cooper, Mr. Dan
437 Cooper, Mr. Dan A.
438 Cooper, Mrs. Caitlin
317 Creamer, Dr. Jonathan
344 Davidson, Mrs. Lelan
315 Davidson, Mr. Mike
221 Deresu, Mr. Kashu
331 Deutsch, Mr. David
330 Dickens, Dr. Jim
325 Dougherty, Mr. Rob
324 Ellery, Ms. Sarah
229 Euverard, Mr. Marty
313 Ewing, Mr. David
251 Ferrell, Mr. Greg
267 Fuller, Dr. Cal
333 Garvey, Mr. Matt
427 Gillespie, Mr. Ritch
215 Gioia, Mr. Brad
263 Golenor, Mr. Matt
442 Greenberg, Ms. Libby
226 Guye, Mrs. Sherie
380 Haendel, Mrs. Jennifer
249 Hamrick, Mr. Kevin
337 Hannon, Mr. Will
228 Harrington, Mrs. Chandler
272 Herring, Mr. Dan
243 Hollifield, Ms. Catharine
429 Holmgren, Mrs. Wendy
215 Howell, Ms. Jennifer
248 Howorth, Mrs. Camellia
425 Huntington, Mr. Matt
444 Jackson, Mr. Sean
366 Johnson, Mr. Jody
334 Kamm, Mr. Connor
335 Kelly, Mr. Michael
426 Kimball, Mr. Matthew
322 Kinch, Dr. Sean
226 Klausner, Mrs. Angela
222 Klausner, Mr. Dick
352 Lamb, Mrs. Brandy
316 Lanier, Mr. John
430 Lanigan, Ms. Patsy
220 Lechleiter, Mrs. Kit
306 Lester, Mr. Samuel
213 Lund, Mrs. Carrie
336 Lundgren, Mr. Christopher
219 Maddux, Mrs. Ginny
221 Mario, Mr. George
234 Marro, Mr. Michael
368 Martin, Mr. Mike
258 Matthews, Mrs. Vicki
214 Mathison, Ms. Jody
369 Mayhew, Mrs. Vicki
367 McAlister, Mr. Barry
274 McMahan, Mr. Ronnie
349 McDaniel, Mr. Will
342 Merideth, Mr. Tyler
289 Moon, Mrs. Kathy
340 Moran, Mr. Todd
347 Morrison, Mr. Malcolm
319 Moxley, Mr. Haywood
245 Noonan, Mrs. Dana
221 Norton, Mr. David
321 Norton, Mr. Will
321 O’Connell, Mrs. Beatie
351 O’Neal, Mr. Scott
323 Palmore, Mrs. Jo
443 Paolicchi, Mr. Daniel
221 Petit, Mrs. Yorgina
224 Piggee, Mr. Marcus
282 Pippin, Mrs. Jan
210 Power, Mrs. Angela
326 Pruitt, Mr. Robert
339 Qian, Mrs. Maggie
230 Quinn, Mr. Robbie
440 Rader, Dr. Ric
328 Raines, Ms. Maggie
445 Raney, Mr. Mick
447 Redmond, Mr. Jamie
227 Reynolds, Mr. Chris
363 Reynolds, Mrs. Elijah
441 Roberts, Mrs. Cherie
254 Rundberg, Mr. Steve
345 Russ, Mr. Roderick
343 Russell, Mr. Emmett
253 Sanders, Mr. Chris
431 Sawyer, Mr. Robert
428 Schumacher, Mr. K.J.
255 Seay, Dr. Rick
280 Sharbel, Mr. Joe
439 Shone, Mr. Stephen
238 Simpson, Mr. Frank
436 Simpson, Mr. Patrick
365 Smith, Mr. Chris
247 Smyth, Mr. Matthew
329 Spiegler, Mr. Chris
381 Stewart, Mrs. Fran
446 Steward, Mr. Michael
341 Swieca-Brockman, Mrs. Kati
435 Tarkington, Dr. Ed
205 Taylor, Mr. Matt
117 Thornsberry, Mr. Brandon
242 Tillman, Mr. Jamie
240 Travis, Mrs. Courtney
432 Trotter, Mr. Ben
252 Vernaccio, Mr. John
216 Warner, Mrs. Beth
338 Warrick, Ms. Joy
433 Williams, Ms. Annie B.
266 Wims, Mr. Thomas
244 Womack, Mr. Jim
212 Yakushi, Mr. Bob
239 Young, Dr. Laurel
305 Zhang, Mrs. Ying
MBA DIRECTORS

Headmaster Mr. Bradford Gioia Ext 215
Director of the High School Dr. Rick Seay Ext 255
Dean of the High School Mr. Will Norton Ext 231
Director of the Junior School Mrs. Fran Stewart Ext 251
Director of Admission and Financial Aid Mr. Greg Ferrell Ext 381
Director of Alumni and Development Mr. Jody Johnson Ext 366
Director of Athletics Mr. Scott O’Neal Ext 351
Director of College Counseling Mrs. Ginny Maddux Ext 219
Director of Finance and Operations Mr. Bob Yakushi Ext 212
Coordinator of Guidance Counseling Services Mrs. Beth Warner Ext 216
Director of Technology Mr. Marc Ardisson Ext 225
Senior Manager Special Events and Plant Operations Mr. David Norton Ext 221

ACADEMIC CONCERNS

First Person to Contact Student’s Teacher
Second Person to Contact Student’s Advisor
Next Person to Contact: Junior School Mrs. Fran Stewart, Director of the Jr. School Ext 381
Next Person to Contact: High School Dr. Rick Seay, Director of the High School Ext 255

ADMINISTRATION

HIGH SCHOOL OFFICE

Mrs. Jennifer Howell, Headmaster’s Assistant Ext 215
Mrs. Angela Power Ext 210
Dr. Rick Seay, Director of the High School Ext 255
Mrs. Sherie Guye Ext 226
Mr. Will Norton, Dean of the High School Ext 231
Mr. Frank Simpson Ext 238

JR. SCHOOL OFFICE

Mrs. Jennifer Haendel Ext 380
Mrs. Fran Stewart, Director of the Junior School Ext 381
Mrs. Fran Stewart, Director of the Junior School Ext 381
Mrs. Jennifer Haendel Ext 380
Mrs. Jennifer Haendel Ext 380

SCHOOL SERVICES

Mr. Greg Ferrell, Director of Admission and Financial Aid Ext 251
Mrs. Kit Lechleiter, Assistant for Admissions Ext 220
Mrs. Chandler Harrington Ext 228
Mr. Scott O’Neal, Director of Athletics Ext 351
Mrs. Brandy Lamb Ext 352

Admission Office / Financial Aid

Athletics Office

Finance Office:
Tuition
Accounts Payable
Payroll and Benefits
Advisor System
College Counseling
Personal Counseling
Evening Programs
Exchange Programs
Email Assistance
Grades, Student Records
Physical Plant
Security (After hours / Weekends)
Technology
Testing: ISEE
PSAT, AP
ACT, SAT I, SAT II
Website

Mrs. Vicki Matthews, Office of Finance Ext 258
Mrs. Dana Noonan, Office of Finance Ext 245
Mrs. Carrie Lund, Office of Finance Ext 213
Mrs. Beth Warner, Coordinator of Guidance Counseling Ext 216
Mrs. Ginny Maddux, Director of College Counseling Ext 219
Mrs. Beth Warner, Coordinator of Guidance Counseling Ext 216
Mr. Chris Smith Ext 365
Mrs. Beth Warner Ext 216
Mr. Marc Ardisson Ext 225
Ms. Jody Mattison, Registrar Ext 214
Mr. David Norton Ext 221
Security Personnel 626-9042
Mr. Marc Ardisson, Director of Technology Ext 225
Mr. Greg Ferrell, Director of Admission and Financial Aid Ext 251
Mrs. Kathy Moon Ext 289
Mrs. Ginny Maddux, Director of College Counseling Ext 219
Mr. Marc Ardisson, Director of Technology Ext 225
Mr. Mike Martin, Content Manager Ext 368
SCHEDULING EVENTS AND RESERVING FACILITIES

School-related events and activities are scheduled and placed on the calendar and the internet through Facilities Managers.

High School Events
Mrs. Jennifer Howell, Main Office Ext 215
Mrs. Sherie Guye, Main Office Ext 226
Mrs. Angela Power, Main Office Ext 210

Junior School Events
Mrs. Jennifer Haendel, Junior School Office Ext 380

Athletic Events
Mrs. Brandy Lamb, Athletics Office Ext 352

Alumni Events
Mrs. Vicki Mayhew, Alumni and Development Office Ext 369

Events in the Library
Mrs. Angela Klausner, Head Librarian Ext 236

Outside groups wanting to use MBA facilities should contact Mr. Bob Yakushi (Ext. 212) for information on rental of spaces. Costs include custodial, technical, and other fees. Arrangements must be approved and finalized by the Events Committee.

Use and rental of MBA facilities by outside groups
Mr. Bob Yakushi, Director of Finance Ext 212

Special Needs for Event Setup
Mr. David Norton, Facility Manager Ext 221

CLASS SPONSORS, ADVISORS, AND DEANS

12th Grade
Mr. Stephen Shone, Chair Ext 351
Mrs. Jo Palmore, Mr. Jody Johnson,
Mr. Jim Womack, Mr. Mike Davidson, Mrs. Kati Swieca-Brockman

11th Grade
Dr. Sean Kinch, Chair Ext 322
Dr. Ric Rader, Mrs. Camellia Howorth, Ms. Millicent Van Mol Cash
Ms. Annie B. Williams, Dr. Laurel Young, Mr. Haywood Moxley, Dr. Michael Marro

10th Grade
Mr. Matt Golenor, Chair Ext 263
Mr. David Deutsch, Mr. Eric Armstrong, Mr. Kevin Anglin,
Mr. Matt Garvey, Mr. Michael Kelly, Mr. Ronnie McMahan,

9th Grade
Dr. Ed Tarkington, Chair Ext 435
Mr. J.P. Bernatavitz, Mrs. Langhorne Coleman, Mr. K.J. Schumacher,
Mr. Chris Smith, Mrs. Wendy Holmgren

8th Grade
Home Room Teachers and Mrs. Anne Christeson, Chair Ext 345
Mr. Sean Brock, Mr. Chris Spiegl, Mr. Will McMurray

7th Grade
Home Room Teachers and Mr. Thomas Wims, Chair Ext 266
Mr. Dan Cooper, Mr. Chris Bullington, Mr. David Brown

DISCIPLINE COMMITTEE

Chair
Mr. Frank Simpson Ext 238

9th/10th Grade Dean (Ex officio for High School cases)
Mr. Ronnie McMahan Ext 274

11th/12th Grade Dean (Ex officio for High School cases)
Mr. Joe Sharbel Ext 280

12th Grade Discipline Supervisor
Mrs. Jo Palmore Ext 323

11th Grade Discipline Supervisor
Mr. Haywood Moxley Ext 319

10th Grade Discipline Supervisor
Mr. Gordon Chenery Ext 303

9th Grade Discipline Supervisor
Mrs. Wendy Holmgren Ext 429

8th Grade Discipline Supervisor
Mr. Roderick Russ Ext 345

7th Grade Discipline Supervisor
Mr. Emmett Russell Ext 431

7th/8th Grade Dean (Ex officio for Junior School cases)
Mr. Patrick Simpson Ext 436

Director of the High School (Ex officio Member)
Dr. Rick Seay Ext 255

Dean of the High School (Ex officio Member)
Mr. Will Norton Ext 231

Director of the Junior School (Ex officio Member)
Mrs. Fran Stewart Ext 381
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www.montgomerybell.edu

TEACHING FACULTY BY DEPARTMENT OR AREA

Computer
Mr. Kevin Anglin
Mr. Marc Ardisson
Mr. William Compton
Mr. Marcus Piggee
Mr. Chris Reynolds

English
Mr. Michael Anderson
Dr. Wayne Batten
Mr. Bradford Gioia
Ms. Libby Greenberg
Mr. Matt Hutton
Mr. Michael Kelly
Mr. Matthew Kimball
Dr. Sean Kinch
Mr. Dick Klausner
Mr. Malcolm Morrison
Mr. Haywood Moxley, Chair
Mrs. Beatie O’Connell
Mrs. Jo Palmore
Mr. Robbie Quinn
Ms. Maggie Raines
Mr. Elijah Reynolds
Mrs. Cherie Roberts
Mr. Roderick Russ
Mr. Emmett Russell
Mr. Robert Sawyer
Dr. Ed. Tarkington

Fine Arts
Mr. Josh Clark
Dr. Cal Fuller
Mr. Kevin Hamrick
Ms. Catharine Hollifield
Mr. Tyler Merideth
Mr. Malcolm Morrison
Mrs. Jan Pippin
Mr. Steven Rundberg
Mr. K.J. Schumacher
Mr. Matt Smyth
Mrs. Kati Swieca-Brockman
Mr. James Womack, Chair

Fitness and Health
Mr. Giles Cheevers
Mr. Frank Simpson
Mr. John Vernacchio

Foreign Languages
Mr. John Paul Bernatavitz
Mr. Nelson Berry
Mrs. Anne Christeson
Mr. Rob Dougherty
Ms. Sarah Ellery
Mr. Connor Kamm
Ms. Patsy Lanigan
Mr. Daniel Paolicchi, Chair
Dr. Ric Rader
Dr. Rick Seay
Mr. Michael Stewart
Mr. Ben Trotter

(Continued)

History
Dr. Clay Bailey, Chair
Mr. John Paul Bernatavitz
Dr. Tim Boyd
Mr. Sean Brock
Mr. David Brown
Mr. Josh Clark
Mr. Marty Euverard
Mr. Matt Garvey
Mr. Kevin Hamrick
Mr. Daniel Herrig
Mr. Sean Jackson
Mr. Samuel Lester
Mr. Christopher Lundgren
Mr. Will McMurray
Mr. Will Norton
Mr. Roderick Russ
Dr. Rick Seay
Mr. Joe Sharbel
Mr. Patrick Simpson

Library
Mrs. Angela Klausner
Mr. Robbie Quinn

Mathematics
Mr. Kevin Anglin
Mr. Chris Calico
Mr. William Compton
Mr. Dan Cooper
Mr. Dan A. Cooper
Mr. Mike Davidson
Mr. David Deutsch
Mr. Matt Golener, Chair
Mr. Sean Jackson
Mr. John Lanier
Mr. Todd Moran
Mrs. Maggie Qian
Mr. Mick Raney
Mr. Stephen Shane
Mrs. Fran Stewart
Mr. James Tillman
Mr. Thomas Wims

Science
Mr. Eric Armstrong
Mr. Travis Barclay, Chair
Mr. Chris Bullington
Dr. Gabe Carro
Mr. Christopher Chauvin
Mr. Gordon Chenery
Dr. Jonathan Creamer
Dr. Jim Dickens
Mr. Greg Ferrell
Mr. Ritch Gillespie
Mr. Will Hannon
Mrs. Wendy Holmgren
Dr. Michael Marro
Mr. Robert Pruitt
Mr. Christopher Spiegel

(Foreign Languages Continued)
Ms. Joy Warrick
Mrs. Ying Zhang
2014-2015 High School Student Officers

Class of 2015
12th Class Officers
President: Cole Jones
Vice-President: Parker Logan
Secretary: Hunter Wims
Treasurer: Henry Rogers

Honor Council Officers
President: Richard Thornton
Vice-President: Anthony Swenson
Secretary: Aaron Kaplan
Treasurer: Austin Rolfe (Atty. Gen.)

Student Council Officers
President: Trevor Patten
Vice-President: Stephen Sullivan
Secretary: Jermaine Francis
Treasurer: Akeim George
Sgt.-at-Arms: Bill Leftwich
Discipline Rep: Cole Euverard
Geoffrey Holland

Class of 2016
11th Class Officers
President: Adam Young
Vice-President: Taylor Asher
Secretary: Troy Jiang
Treasurer: Clarke Allen

Honor Council Members
President: Gray Adelman
Vice-President: Charlie Bailey
Secretary: Will Eskew

Student Council Members
President: Nick Dreher
Vice-President: David Gaw
Secretary: Chapman Malone
Treasurer: Diggs Truitt
Sgt.-at-Arms: Carson Talbott
Discipline Rep: Alec Whitson
Geoffrey Holland

Class of 2017
10th Class Officers
President: Jake Evans
Vice-President: Warner Lamar
Secretary: Vincent Zhang
Treasurer: Michael Lee

Honor Council Members
President: Jack Hayles
Vice-President: Turner Johnson

Student Council Members
President: Frist Allen
Vice-President: Will Hansen
Secretary: Jacob Kovick
Treasurer: Joe Moxley
Sgt.-at-Arms: Jackson Owen
Discipline Rep: Tom Peters
Geoffrey Holland

Class of 2018
Honor Council Members
Jackson McFadden
Bradford Holladay

Class of 2019
Honor Council Members
Julian Habermann

Service Club
Service Club Officers
President: Kang Huh
Vice-President: Gage Anderson
Secretary: Nicholas Heim
Treasurer: Michael Milam

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