MBA SUMMER SCHOOL INFORMATION

CONTACTS:  Robert Sawyer, MBA Summer School Director
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OFFICE HOURS:  Summer office hours are 8:00 am to 3:30 pm Monday through Friday. There will be NO classes on July 4.

ARRIVAL AND PICK UP:  There is no regular adult supervision for summer school students outside of the classroom. Students should be dropped off just before their first class begins and picked up promptly at the conclusion of their last class. Students are expected to remain on campus from the time they arrive until they leave for the day. Montgomery Bell Academy will not be responsible for students that leave campus. All students should be dropped off and picked up in the main circle in front of the Massey Building, or in the gym parking lot.

PARKING:  Students who drive are to park in the lots beside and behind the gym. DO NOT PARK IN THE DRIVEWAY LEADING TO THE BALL BUILDING, OR IN EITHER THE UPPER OR LOWER MASSEY PARKING LOTS.

LOCATION:  Most summer school classes are held in the Massey Building. Some classes will be in the Davis Building, the Ingram Science Building, and the Patrick Wilson Library. Students need to be sensitive to the other classes going on around them. Students should leave the building when classes are over.

DRESS CODE:  Students attending the MBA Summer School are expected to dress appropriately for classes. Boys are expected to wear collared shirts, full-length trousers or dress shorts, belts, shoes, and socks. Appropriate athletic shoes are permitted.

ABSENCES:  If a student is going to be absent, please notify Mrs. Haendel by telephone at 615-369-5380. Daily attendance for the full period of instruction is expected. Any planned absence must be submitted for approval well in advance to Mr. Robert Sawyer, Director of Summer School. Credit or academic standing may otherwise be affected.

MATERIALS:  The teacher for each course will notify students of materials needed for his/her class on the first day. Students should bring paper and pencil or pen to class the first day.

GRADES:  Students will be graded in most academic classes. Comments for the Academic Review Classes will be mailed home weekly.

HONOR:  The MBA Summer School operates under the guidelines of the MBA Honor Code. The code will be explained to students the first day of class.

FOOD AND DRINK:  Students are asked not to eat or drink in the academic buildings. There are machines in the lower area of the gym (facing the parking lot). Please eat and drink outside and dispose of wrappers, cans, etc. in the trash bins located around campus.