

2022-23 BLUE BOOK

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INTRODUCTION

The Blue Book is a reference for students and parents. It provides an overview of our culture, major policies, practices, rules, rhythms, and routines. In it, you will find what you can expect from McCallie and what McCallie expects from you. It does not include every detail, and it is also important to understand that it is a living document and subject to change. Ultimately, your McCallie experience will be shaped and guided by and through the relationships you form with the teachers and administrators who have been called to this place and who make every decision by asking, "What is best for the boys?" And so, the Blue Book begins by letting you know some of the individuals whom you can call for help and advice.

Whom To Call

School Switchboard (24/7): (423) 624-8300

Campus Emergencies/Security (24/7): (423) 667-6045

Offices and Contacts for Routine Matters:

Academic Issues: Upper School - Rachel Winter, Administrative Assistant to the Dean of Curriculum and Faculty, rwinter@mccallie.org or (423) 493-5871; Middle School - Tammy Barber, Assistant Principal for Academics, tbarber@mccallie.org or (423) 493-5410

Athletic Issues: Cindy Youngblood, Administrative Assistant to the Dean of Athletics, cyoungblood@mccallie.org or (423) 493-5539

Attendance/General Student Issues: Upper School - Amanda Wills, Administrative Assistant to the Deans, awills@mccallie.org or (423) 493-5566; Middle School - Valerie Van Buskirk, Administrative Assistant, vvanbuskirk@mccallie.org or (423) 493-5596

Bookstore, Post Office, Textbook Buy-Back Program, and General Merchandise: Amanda Grisar, Bookstore Manager, agrisar@mccallie.org or (423) 493-5543

Business Office, Student Accounts, Student Billing, Local Bus Service: Laura Israel, lisrael@mccallie.org or (423) 493-5783

Computer Assistance and Email Accounts: Technology Help Line, helpdesk@mccallie.org or (423) 493-5604

College Counseling: Melissa Alverson, malverson@mccallie.org or (423) 493-5623

Counseling Center/Pastoral Care: Upper School, Jenny Suddath, jensuddath@mccallie.org or

(423) 493- 5881; Middle School, Cindy McCroskey, Guidance Counselor,
cmccroskey@mccallie.org or (423) 493-5515

Dining Hall, Dietary Needs or Restrictions: Melissa Milburn, Director of Food Services,
mmilburn@mccallie.org or (423) 493-5744

Learning Differences, Testing, Management Plans: Upper School - Suzie Howick, Director of the Learning Center, showick@mccallie.org or (423) 493-5686; Middle School - Tammy Barber, Assistant Principal for Academics, tbarber@mccallie.org or (423) 493-5410

School Verification/Notarized Documents: Kathy Posey, Administrative Assistant to the Assistant Head of School, kposey@mccallie.org or (423) 493-5601

Student Health Center: Kristen Smith, Director of Student Health Services,
ksmith@mccallie.org or (423) 493-5640

Transportation/Bus Service: April de la Torre, adelatorre@mccallie.org or (423) 493-5651

Tutoring: Ann Watkins, Learning Center Specialist, awatkins@mccallie.org or (423) 493-5891

Administration:

Head of School: A. Lee Burns, III, lburns@mccallie.org or (423) 493-5600

Assistant Head of School: Kenny Sholl, ksholl@mccallie.org or (423) 493-5644

Upper School Principal: Hank Hopping, hhopping@mccallie.org or (423) 493-5635

Middle School Principal: Scotty Jones, sjone@mccallie.org or (423) 493-5415

Dean of Students: Tim Chakwin, tchakwin@mccallie.org or (423) 493-5413

Dean of Student Life: Ricky Thomas, rthomas@mccallie.org or (423) 493-5860

Dean of Residential Life: Ryan Wadley, rwadley@mccallie.org or (423) 493-5609

Dean of Faculty and Curriculum: Sumner McCallie, smccallie@mccallie.org or (423) 493-5696

Dean of Student Academics: Chris Carpenter, ccarpenter@mccallie.org or (423) 493-5757

Dean of Athletics: Jeff Romero, jromero@mccallie.org or (423) 493-5530

School Year Calendar

Semester 1

Monday, August 8 (5:45 pm)	Orientation for all 9th Grade/New US Day Parents
Tuesday, August 9 (5:45 pm)	Orientation for all New Middle School Parents
Friday, August 12	Orientation for all 6th Grade/New Middle School Students
Saturday-Sunday, August 13-14	Orientation and Move In Day for New Boarding Students and Parents
Monday, August 15	Orientation for all 9th Grade/New Upper School Students
Tuesday, August 16	Move In Day for Returning Boarding Students
Wednesday, August 17 (8:50 am)	Convocation/Classes Begin
Monday, September 5	Labor Day (No Classes)
Tuesday, September 6 (8:50 am)	Classes Resume with Period 7
Friday-Saturday, September 9-10	Family Weekend
Friday, September 30	Baylor/McCallie Game
Wednesday, October 5	Parent/Teacher Conferences (Classes end with Period 7)
Thursday, October 6	Parent/Teacher Conferences/Fall Break (No Classes)
Tuesday, October 11 (8:50 am)	Classes Resume with Period 7
Saturday, October 15	PSAT (Optional for 10th/11th Grades)
Monday, November 7	TAIS Conference (No Classes)
Tuesday, November 8 (8:50 am)	Classes Resume with Period 7
Friday, November 18 (12:25 pm)	Thanksgiving Break Begins
Monday, November 28 (8:50 am)	Classes Resume with Period 1
Monday-Thursday, December 12-15	Fall Semester Exams
Friday, December 16	Fall Semester Exam Makeup Day

Semester 2

Wednesday, January 4 (8:50 am)	MS - Classes Resume
Wednesday-Friday, January 4-13	US Tornado Term
Monday, January 16	Dr. Martin Luther King Day (No Classes)
Tuesday, January 17 (8:50 am)	Classes Resume with Period 7
Wednesday, February 15 (10:30 am)	Winter Break Begins
Tuesday, February 21 (8:50 am)	Classes Resume with Period 7
Wednesday, March 29	Parent/Teacher Conferences (Classes end with Period 7)
Thursday, March 30	Parent/Teacher Conferences/Spring Break (No Classes)
Tuesday, April 11 (8:50 am)	Classes Resume with Period 7
Saturday, May 13 (5:00 pm)	Baccalaureate Service
Sunday, May 14 (8:30 am)	Commencement
May 16, (7:00 pm)	8th Grade Celebration

Monday-Thursday, May 22-25
Friday, May 26

Underclassmen Semester Exams
Underclassmen Semester Exam Makeup Day

Daily Schedule

Upper School Schedule

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8:00 – 8:45 E- Period	8:00 – 8:45 E- Period	8:00 – 8:45 Faculty Meeting	8:00 – 8:45 E- Period	8:00 – 8:45 E- Period
8:50 – 9:40 1	8:50 – 9:40 7	8:50 – 9:40 6	8:50 – 9:40 5	8:50 – 9:40 4
9:45 – 10:35 2	9:45 – 10:35 1	9:45 – 10:35 7	9:45 – 10:35 6	9:45 – 10:35 5
10:40 – 11:00 Chapel	10:40 – 11:00 Backwork	10:40 – 11:00 Chapel	10:40 – 11:00 Backwork	10:40 – 11:00 Chapel
11:05- 11:55 3	11:05- 11:55 2	11:05- 11:55 1	11:05- 11:55 7	11:05 – 11:20 Advisory
A: 12:00 – 12:50 B: 12:45 – 1:35 4	A: 12:00 – 12:50 B: 12:45 – 1:35 3	A: 12:00 – 12:50 B: 12:45 – 1:35 2	A: 12:00 – 12:50 B: 12:45 – 1:35 1	A: 11:25- 12:15 B: 12:10-1:00 6
1:40 – 2:30 5	1:40 – 2:30 4	1:40 – 2:30 3	1:40 – 2:30 2	1:05- 1:55 7
2:35 – 3:25 6	2:35 – 3:25 5	2:35 – 3:25 4	2:35 – 3:25 3	
4:00 – 6:00 Athletics/ Enrichment	4:00 – 6:00 Athletics/ Enrichment	4:00 – 6:00 Athletics/ Enrichment	4:00 – 6:00 Athletics/ Enrichment	

WE ARE McCALLIE

In this section, we have set forth certain cultural cornerstones about which you will frequently hear during your time at McCallie. These inform who we are as a school and as a community.

The School Motto

“Man’s Chief End Is To Glorify God And To Enjoy Him Forever.”

Our Core Ideals

Honor Truth Duty

Our Enduring Foundational Commitments

McCallie is committed:

- to our identity as an independent, college preparatory school serving only boys;
- to serving both day and boarding students with vibrant programming;
- to our Christian foundation and principles and our Judeo-Christian heritage and tradition, while being welcoming to and respectful of boys and families of other faith traditions;
- to character development and the ideals of Honor, Truty, and Duty.

Our Mission

McCallie School is dedicated to preparing young men to make a positive difference in their world. By fostering their intellectual, spiritual, physical, and emotional development, the school seeks to inspire and motivate them to: strive for excellence, seek truth, live honorably, act responsibly, and help others.

Alma Mater

McCallie, dear McCallie School
Thy loyal sons are we;
Strong in thy strength we'll ever stand,
And true we'll always be.
In thee we place our fondest trust,
For Thee our prayers shall rise;

Oh, Alma Mater, hail, all hail!
We lift our song to thee;
Oh, alma Mater, hail, all hail!
We lift our song to thee.

-Arthur L. Burns (class of 1920)

CULTURE, COMMUNITY, AND CHARACTER FORMATION

McCallie seeks to develop men of character. We intend to do this primarily through our culture, but there is a discipline system in place to support the culture, to develop virtue, to build community, and to create habits conducive to learning.

The Discipline System: Principles and Process

Except for the Honor Code, which is administered in the first instance by students, significant decisions relating to discipline are primarily handled by the Upper School Principal who will involve other deans as appropriate. This grouping is sometimes referred to as the discipline committee. Significant offenses, including recommendations for suspension or dismissal, are made in consultation with and subject to the review of the Assistant Head of School or Head of School.

Punishments

Demerits: Routine discipline is ordinarily addressed by the faculty through the demerit system.¹ The demerit system is designed to address a wide range of minor disciplinary infractions during the school day in as fair and impartial a manner as possible. The system gives faculty a consistent means to address minor disciplinary issues, and it gives students a chance to modify behavior before it becomes a significant problem. When a boy accumulates a given number of demerits, he will be assigned an appropriate punishment. An excessive number of demerits will result in parental notification and may result in a boy meeting with the discipline committee, being placed on Disciplinary Warned Status, or even being suspended or dismissed from school.

Some generally suggested demerit guidelines:

- Unexcused absences = 10 Demerits
- Dismissal from class (being asked to leave) = 5-10 Demerits
- Extended Tardy (over 5 minutes) = 5 Demerits
- Dress Code Violation = 3-10 Demerits
- Miscellaneous Poor Behavior = 3-10 Demerits

¹ Routine disciplinary matters relating to boarding life are handled through a similar system referred to as "marks," discussed below in the section on "Boarding Life."

Standard Punishments: Punishments that may be assigned include E-class (the forfeiture of free time during the school day), work detail, study hall detention, and camping (the forfeiture of a privilege to leave campus).

Warned Status: Warned Status is a probationary condition in which a student is placed for a violation of a major school policy (e.g. an honor code violation, drug and alcohol use, repeated disciplinary offenses, etc.). A student committing a repeat offense while on Warned Status will likely be suspended or dismissed from school.

In-School Suspension: A student may receive an in-school suspension as a result of a single serious infraction or as a result of repeated lesser infractions. Students assigned in-school suspension report to the dean's office and remain under the supervision of a dean while suspended. An in-school suspension is a very significant punishment, but it is also an internal punishment. It is not, therefore, recorded in a student's permanent record.

Out-Of-School Suspension: An out-of-school suspension is the separation from school for a given period. Out-of-school suspensions are given for serious offenses that are not deemed worthy of dismissal. A suspended student may be allowed to make up missed work. Specifics of such an arrangement will be worked out through the appropriate deans. An out-of-school suspension will be recorded in a student's permanent record.

Separation Status: There are certain offenses which may not lead to immediate dismissal but will cause the student to be placed on "Separation Status." Any subsequent significant discipline event would cause the student to be separated from the school.

Dismissal: Dismissal from school is avoided if at all possible, but the school reserves the right to dismiss a student at the school's discretion if a student incurs a serious infraction with honor, behavior, attendance, or academics. Dismissal of a student does not relieve a parent or guardian from the financial obligations as agreed to in the enrollment contract.

General Principles

1. Our ability to discipline and educate students requires a positive, supportive, and constructive working relationship with parents and guardians. We will notify parents and guardians of significant behavioral issues.
2. Our high expectations of McCallie students begin from the moment they are enrolled and continue through graduation. Many rules, e.g. the honor code, how we treat one another, and the drug and alcohol policy, apply 24/7. Other rules, e.g. the dress code, apply during the school day or during other McCallie events and programs.
3. We expect students to be familiar with the Blue Book. We communicate other directives during Chapel announcements, email, classroom instruction, or Google classroom. We expect boys to pay attention and to check email. Ignorance of a rule or expectation is not an excuse.

4. Our high expectations also apply online and on social media. Whenever a principle is expressed herein - particularly one that relates to honor or community, it applies to online behavior, communication, and expression as well. You are accountable for what you post and what you consume.

Major Expectations

McCallie emphasizes six areas of behavior that we believe most significantly impact your character development, your educational experience, and our community. We expect that you will be honorable men, that you will treat others with dignity and respect, that you will abstain from drugs and alcohol, that you will be well dressed and present for your classes, and that you will use technology wisely. Each of these major expectations is addressed in this section. Failure or repeated failure to abide by these expectations may result in suspension or dismissal from McCallie.

The Honor Code

Honor is central at McCallie, and the Honor Code is McCallie School's most treasured tradition. The Code is predicated on the assumption that students are honorable men and have the right to be trusted. Upon enrollment, each student accepts personal responsibility for this Honor Code. The McCallie ideal is that each student lives as a responsible person – one whose word is his bond, whose work is always his own, and around whom the property of others is safe. Lying, cheating, and stealing have no place at McCallie.

Lying: A McCallie man is on his honor to tell the truth at all times. Deliberate verbal or written falsification is a form of lying and is, therefore, a violation of the code. Deliberately allowing a false assumption to be drawn also constitutes lying.

Stealing: Students are on their honor not to steal. No student has the right to take or use anything which is not his without the express consent of the owner. Thus, "borrowing" without permission may be considered stealing.

Cheating: Students are on their honor neither to give nor to receive any unauthorized information in any form of school work. As a reminder, students may be asked to acknowledge in writing the Honor Pledge, which is as follows: "This work is my own. I have neither given nor received any unauthorized help. *Plagiarism* is a form of cheating and is often a difficult concept for some students. Students must give credit on all writing assignments for work that is not exclusively their own - whether that work is specifically quoted or paraphrased.

Technology Misuse: Honor violations involving misuse of technology encompass some components of all of the above. In general, students should not do anything with their technology resources that would constitute lying, stealing, or cheating. Specifically, students may not electronically misrepresent who they are, send emails that deliberately conceal their identity, or borrow passwords, files or documents from other students without their permission.

We believe that honor can be learned; therefore, McCallie uses an Honor Code to teach honor and develop an honorable community. Students are expected to do all in their power to support the community of trust embodied in the Honor Code and must not condone violations of the code by others. The Honor Code is administered by the Senate, a group of students elected by their peers. Its duty is to present the concept of individual honor to each year's students and to uphold the concept of individual honor through enforcement of the Honor Code.

If a student is convicted of an honor violation, his parents will be notified of the incident, and he may receive other penalties, depending on the details of the case. In addition, the student will be placed on Warned Status. A second honor violation within the Warned Status period will result in a more significant consequence to include suspension. Further violations will likely result in a recommendation for dismissal. McCallie believes that a boy may learn from his mistakes and deserves a chance to demonstrate his renewed commitment to the values of the Honor Code to the community.

How We Treat One Another

McCallie believes every individual is made in God's image and, therefore, values the individual dignity of every member of the school community. Every member of the McCallie community should treat one another with respect and dignity.

McCallie will not tolerate comments or actions that (i) relate to race, ethnicity, religion, sex, gender, or sexual orientation, (ii) are aimed at another person or group, and (iii) are offensive by community norms and standards or are intentionally demeaning. Conduct in violation of this policy will result in disciplinary action by the school. The consequences may include one or more of the following: a verbal warning, a written reprimand, training, detention, suspension, or expulsion.

Racism: No form of racist behavior will be tolerated. This includes but is not limited to verbal or written expressions, including on all social media platforms, in music, or through imagery. Any student who violates this code may be subject to consequences including suspension or expulsion.

Racial Slurs and Terms: An additional word is needed to clarify the general rule that racial slurs are not tolerated at McCallie. No one may grant permission for another to use a racial slur. We have learned - primarily from our students - about the nuances of racial terms, including slurs. Our guiding principle is to do nothing to harm others or to cause another to stumble or to feel unwelcome. In an academic and residential setting, however, we understand that racial terms may appear in literature, music, or other art forms for a variety of purposes, some of which are intended or are able to teach and to edify their intended audiences or students. With this in mind, there are two exceptions to the general prohibition:

1. Students who choose to engage with material containing racial terms must do so in a way that the material is not heard or seen by others in the community. They are encouraged to discuss such engagement in advance with their parents and faculty; and
2. Faculty may at times consider using material containing racial terms, provided (a) they have been trained to do so, (b) they have discussed their choice with their department heads and appropriate administrators and such use has been approved, and (c) they have a pre-approved plan for how to handle the appearance of the speech for each section of the class where the material is taught.

Hazing and Sexual Harrassment: McCallie strictly prohibits (i) hazing, bullying, intimidation, or harassment generally (collectively, "hazing") and (ii) sexual harassment. These prohibited behaviors are uninvited, unwanted, and unwelcomed, and almost certainly create an environment that interferes with the overall learning process and makes the victim feel unsafe within our community:

- Hazing is any intentional or reckless conduct or expression that is objectively offensive and negatively impacts another person. This behavior can be based upon, but is not limited to, a person's race, sex, gender, sexual orientation, color, national origin, age, height, weight, marital status, handicap, or social background. Specific examples of hazing may include: ganging up, goading stares, repeated name-calling, sexual references, destruction of personal property, hiding bookbags, invasion of personal spaces, jokes, tricks, pranks, or initiations. Mean-spirited acts toward others under the guise of "all in fun" will not be tolerated.
- Sexual harassment includes but is not limited to sexual advances or touching, requests for sexual acts or favors, inappropriate sexual remarks or humor, displaying sexually explicit material, or verbal or physical conduct of a harassing nature. This inappropriate behavior can be between members of the same or opposite sex.
 - All community members are encouraged to think before they speak or act and to put themselves in the other person's place. If unsure as to whether or not the behavior is appropriate, one should simply not do it.
 - Any student who feels he has been subjected to or has witnessed hazing or sexual harassment is urged to report immediately to the Upper School Principal, the Middle School Principal, the Director of Counseling, or any faculty or staff member.
 - Any student and any member of the McCallie community (including, without limitation, administrators, faculty, staff, or volunteers) **must** report to the Assistant Head of School, Upper School Principal, Middle School Principal, or the Director of Counseling any communications, including electronic communications, containing a credible threat to cause bodily injury or death.

Reports may be made as follows:

Report To	In Person	By Phone	By Email
Assistant Head of School Kenny Sholl	Maclellan Academic Building Asst. Head of School's Office	(423) 493-5655	ksholl@mccallie.org
Upper School Principal Hank Hopping	Maclellan Academic Building Dean's Office	(423) 493-5635	hhopping@mccallie.org
Dean of Student Life Ricky Thomas	Learning Center	(423) 493-5860	rthomas@mccallie.org
Middle School Principal Scotty Jones	McDonald Hall Room 100	(423) 493-5415	sjones@mccallie.org
Director of Upper School Counseling Joel Coffman	Maclellan Academic Building Counseling Center	(423) 493-5681	jcoffman@mccallie.org
Director of Middle School Counseling Cindy McCroskey	McDonald Hall, Counseling Center	(423) 493-5515	cmccroskey@mccallie.org

Any such reports will be investigated as soon as possible and any offending person will be subject to disciplinary action up to and including dismissal. McCallie does not tolerate retaliation of any kind for reporting an incident or reasonable suspicion of hazing or sexual harassment, including threats of harm, and any person who retaliates will also be subject to disciplinary

action up to and including dismissal. False reports or allegations will be considered violations of the Honor Code.

Individuals who wish to make confidential reports should contact a member of the counseling center. Such reports will remain confidential in accordance with the counseling office's policies and applicable law. McCallie will comply with all federal, state, and local laws that require certain types of abuse, threats of harm, or misconduct be reported to authorities. McCallie will attempt to investigate confidential reports to the extent possible while protecting the request for confidentiality. Confidential or anonymous reports alone may not trigger disciplinary action against the accused.

Drug and Alcohol Policy

Goals of McCallie's Chemical Use Policies:

- To ensure as much as possible an alcohol and drug free community in which all students can develop in a healthy environment.
- To promote an atmosphere of trust in which a boy can call on adults to intervene in his life or in the life of a friend whenever drug, alcohol, nicotine, or tobacco use is developing.
- To provide every boy an opportunity to learn from mistakes and to change his behavior.

A Statement of Policy:

McCallie takes the firm position that there is no place in a secondary school academic or social setting for the use of mood-altering chemicals. To that end, the drug and alcohol policies are in effect as long as a boy is enrolled at McCallie, whether on or off campus. This includes the misuse of prescription or over-the-counter medication. Misuse includes (but is not limited to) use of another person's prescription drugs. Any student caught in possession of a fake ID could be subject to drug testing, parent notification, disciplinary consequences, and a possible Honor Code violation.

Category One/Self-Reporting Status: Self-reporting allows students the opportunity to seek help for themselves or for others without incurring a suspension or Warned Status. Any student may ask for help for himself or for a friend from any McCallie employee. Boys who seek help in this manner will be placed on Self-Report Status which involves parent notification, undergoing a base-line drug screen, and being enrolled in an education program as determined by our Counseling Office, which may include regular testing for the remainder of their McCallie career. Students may not self report while under the influence of a substance or if caught in possession of a substance or drug paraphernalia. A student may enter the system through Self-Report only once during his McCallie career.

Category Two

First Offense: Intervention occurs when a student is obviously under the influence, is caught in possession, or tests positive while on Self-Report or after having denied use to an adult. The resulting status involves parent notification and a baseline drug screen and regular testing for the remainder of their McCallie career. The student will be placed on Warned Status for a period of time determined by the Discipline Committee. For the duration of the Warned Status period, the student will be required to participate in an intervention plan as determined by the school's Counseling Center and Support Team. A student under Category Two will face disciplinary action which may include demerits, suspension, work detail, confinement to campus or dorm, and community service. There may be further consequences, such as additional counseling or education requirements and additional loss of freedoms and privileges, depending on the circumstances of the incident.

Second Offense (not on Warned Status): Any student, not on Warned Status, who incurs a second violation of the drug and alcohol policy will serve an indefinite suspension. During the suspension period, the school will determine next steps, which may include: a drug/alcohol assessment completed by a school-approved substance abuse counselor, a supplemental education program or experience (therapeutic, wilderness, etc.), separation from the school, random room or vehicle search, community service, work detail, and campus restrictions (dorming, loss of driving privileges, etc.). Upon completion of the assessment, the administration will determine if dismissal from school is warranted. If the student is granted permission to return to school after a suspension, he will be placed on Warned Status for the remainder of his time at McCallie. Any further violations of the substance use policy will result in an immediate separation from the school and in all likelihood, expulsion.

Second Offense (while on Warned Status): A second offense while on Warned Status will result in an indefinite suspension or separation from the school.

A student found on campus in possession of alcohol or other illicit substances will face suspension. This involves substances found on their person, in their backpack, in their vehicle, or in their room.

Regardless of the category that a substance intervention falls under, and depending on the circumstances of the incident, a student may face disciplinary consequences for his behavior. McCallie reserves the right to expel a student on his first offense: (i) if he fails to cooperate with the school in determining the source of illegal drugs or alcohol; (ii) if he has been distributing drugs or alcohol regardless of the nature of the transaction; (iii) if his actions, while under the influence, have resulted in negative consequences or have produced significant embarrassment to the school or the student body; (iv) if the student has possession of an amount or type of drugs considered to be a felony in the state of Tennessee; or (v) if his overall record indicates that he will be unwilling or unable to comply with McCallie's rules.

Prescription medication will be administered by the McCallie Student Health Center or a designee appointed by the Student Health Center director. Per the drug and alcohol policy, all prescribed medications (i.e., antibiotics, ADD/ ADHD medications, etc.) taken during school hours (or at any time for boarding students) must be given to authorized school personnel in the Student Health Center and dispensed only by authorized school personnel. Students are not allowed to have in their possession prescription medication at any time without the express permission of the Student Health Director. Failure to disclose this information or abide by this policy will result in disciplinary action.

Drug Counseling Policy: McCallie requires that a student who has violated the Drug and Alcohol Policy receive ongoing counseling recommended by the Counseling Center. Any exceptions or alternatives to this counseling will be arranged through the Director of Counseling and the appropriate Dean.

Smoking/Vaping/Nicotine Policy: Smoking, vaping or use of nicotine, tobacco, or other chemicals in any form is prohibited at McCallie. In general, possession of smoking/vaping devices is considered evidence of nicotine use/smoking. The “spirit of the rule” must be honored. Substitutes, such as non-tobacco dip, e-cigarettes, vapes, or other substances are not acceptable.

The following disciplinary actions will be taken in the event of nicotine/tobacco violations:

First Offense: Parents are notified. The student will be subjected to periodic drug testing for the remainder of his McCallie career. The student may also be required to attend a nicotine cessation program or a program of a similar nature. Costs of the program will be billed to the parents.

Ensuing offenses: The student will be suspended from school. The Discipline Committee will meet with an appropriate Dean to determine an intervention and support plan.

Drug and Alcohol Testing Procedures: Students at McCallie are subject to testing for drug, alcohol, or tobacco use at the discretion of the school. Any boy the school believes has exhibited behaviors that indicate possible drug, alcohol, or tobacco use may be screened. An Athletic Trainer or nurse on duty will accept the specimen, assure that requisition and chain of custody forms have been completed correctly, and maintain possession of the specimen in the correct manner until its collection by an independent laboratory. Results of toxicology tests will be returned to the appropriate dean.

Costs for drug and alcohol testing for boys on Self Report or Category Two will be borne by the student’s family. Cost for random testing for boys not in the system will be borne by the student’s family whenever the results of the tests are positive.

Dress Code

McCallie's dress code is an outward sign or symbol that represents your daily decision to join a community of like-minded brothers ready to learn. Students are to be well groomed and in proper school dress everywhere on campus throughout the school day. The school day begins when students leave their dorms or arrive on campus in the morning. The school day ends when students depart the academic area of campus and go to their afternoon activities.

Regular school dress requirements/prohibitions are as follows:

- Clothing should be in good repair (no rips, holes, unfinished hemlines, etc.) and be reasonably free of wrinkles.
- Students must wear a solid colored dress shirt with tie (which must be visible and within one inch of the top button), long pants (no jeans or denim), and acceptable shoes.
- Shirts must be tucked in so that belts are visible. This includes the "Friday" shirt.
- Caps, hats, hoods, etc. may not be worn inside buildings.
- Shoes should be leather or canvas of a reasonable color. Avoid bizarre or outlandish colors and styles. Sandals, open-toed or backless shoes, slippers, and crocs are prohibited.
- Clothing depicting alcohol, tobacco, drugs, or other objectionable material is prohibited at all times.
- Hair should be kept neat and clean, of a reasonable length, including out of the eyes, clearly off the collar, and not below the ears. Use of artificial means (pins, bands, ribbons etc) to comply with the hair code is prohibited. No bizarre or trendy haircuts are allowed. No color treated hair allowed.
- Sideburns should not extend below the ears.
- Facial Hair is not allowed.
- Earrings or body piercings are not allowed in public spaces on campus or at McCallie sponsored events.
- Appropriate dress is required when attending Sunday school and church.
- Appropriate dress should be worn at all times in the dining hall.

Attendance

You cannot learn, and you cannot fulfill your duties if you are not present and engaged. Students are expected to attend all classes, devotionals, assemblies, afternoon activity requirements, backwork (if called), and school-related appointments.

Unexcused Absences: An unexcused absence will be addressed as follows:

- A student marked absent will receive an email notifying him that he has an unverified absence.

- The student has 48 hours to respond to the email to get the absence excused. If the absence is confirmed as unexcused or the absence remains unverified for 48 hours, the student will receive 10 demerits and one point off his semester average.
- *Academic Penalties:* A student will lose one point off their semester average for each of the first three unexcused absences from a class. After the first three absences, a student will lose three points off their grade (for both subsequent grading periods and final semester grade) for each subsequent unexcused absence. Late work penalties for missed work will apply.
- *Absences and Course Credit:* If a student accumulates 12 absences (excused and/or unexcused) from a class, he may be removed from the class and placed in a study hall. He may also receive a WF (Withdrawn Failing) grade for the course if the majority of those absences are unexcused.

Unexcused Tardiness: A tardy is defined as being less than five minutes late to class without an excuse and not creating significant disruption to the class upon arrival. An extended tardy is defined as being five or more minutes late to class and/or creating a significant disruption to class. Tardiness to class will be managed on a case by case basis and can include the assignment of demerits. Recurring tardiness will result in increasingly severe penalties.

Leaving Campus: A student may not leave the campus during the school day (including free periods) without explicit adult permission until his last official activity is completed. Leaving campus without permission is a serious disciplinary offense. Any student who leaves campus during the school day without permission or without properly signing out will receive an in-school suspension or similar disciplinary response, in addition to other appropriate consequences.

Only seniors with written permission from their parents on file with the school may leave campus during the lunch period (12:00 - 1:35) if no school appointments will be missed. Parents may email that permission to the Administrative Assistant in the Deans' Office (awills@mccallie.org). Seniors must sign out in the Dean's Office any time they leave campus except for this lunch privilege.

Reporting an Unexpected Absence: When a student misses class for any reason, it is the responsibility of the student to clear or explain the absence with the Deans' Office Assistant and the teacher whose class was missed.

- If a student arrives more than 15 minutes late to school, he should sign in at the Deans' Office.
- When a student leaves the campus for any reason during the school day, he must sign out in the Deans' Office when he leaves school and sign back in if he returns to school that day.
- Day students need parent/guardian verification of an illness or a medical appointment. For medical appointments, the parent may leave a message, send a note with the student, or have the student bring back a note when he returns to school to excuse the

missed classes. Boarding students need verification from the Student Health Center for illnesses and off campus medical appointments.

- If a student becomes ill during the school day and has to drive himself home, he must go to the Student Health Center to be medically cleared before leaving. If a parent is picking him up, he may sign out in the Deans' Office after that parent calls or emails the Deans' Assistant.

Planned Absences: Absences for a family wedding, sibling graduation, a special religious observance, a significant family event (a grandparent's 50th anniversary or milestone birthday), or surgery are typically excused. The procedure for these events is as follows:

- FIRST obtain an academic blue slip (both day and boarding students) from the Deans' Office, take it to the Dean of Students, Dean of Residential Life, or the Upper School Principal and discuss the nature of the absence.
- The school MUST receive permission from a parent/guardian. This communication can go through the Deans' Office for day students and the advisor or dorm head for boarding students.
- AFTER the Dean of Students, Dean of Residential Life or the Upper School Principal signs the blue slip, the blue slip must be signed by all of the teachers whose classes will be missed. When all signatures have been obtained, the blue slip should be returned to the Deans' Office.
- Every effort should be made by the student to complete work and turn it in to the teachers BEFORE the student leaves for his trip. If the work is not completed, the student should submit all missed homework immediately upon his return to school. He should be prepared to take tests no later than two days (including the day he returns) after he returns to school. Any work not completed as indicated above will be subject to late work penalties.

Students who are on school-sponsored athletic trips for which they have been included on a trip list do not need to fill out a blue slip.

College Visits (Greenslips): In addition, seniors and some juniors are expected to make visits to prospective colleges. In those cases, arrangements should be made in advance through the green slip process through McCallie's Directors of College Counseling (see "College Visits" in the College Counseling section for specific information). The following guidelines ordinarily apply:

- College visits should not cause a student to miss more than two days of school.
- College visits that are primarily social, unchaperoned, or over the weekend are not allowed.
- After January 1, seniors may only visit colleges to which they have applied.
- The student must communicate with his teachers before leaving for his trip (no later than the day before the trip) to make sure he has the assignment that will be due for the day he returns to class.
- If a student will miss less than a full day of school for an athletic visit:

- The assignments for classes missed should be turned in before the student leaves for the trip.
- If this is not possible, the assignment must be turned in for the missed class during the next class period along with the assignment due for the day the student returns.
- The student is responsible for taking all tests and quizzes assigned for the following day as scheduled.
- If the student will miss a full day for a college visit, he has one extra day to make up quizzes and tests (the day he returns and the day after—regardless of whether or not the class meets on that day).

Guidelines for Attending GPS Chapel Talks:

- Generally only seniors are allowed to attend GPS Chapel Talks. Seniors must request permission to attend the chapel talk from the Dean of Students, Dean of Residential Life, or Upper School Principal, and they should make their request before the date of the chapel talk.
- Seniors must also get permission from the teacher of the class or classes that they are missing before they attend the chapel talk.
- Seniors are allowed to attend a maximum of five chapel talks during the school year.
- Seniors with permission may leave their class and sign out from the Deans' Office at 2:05 pm to attend the chapel talk.
- A free period at the end of the school day does not allow students to attend GPS Chapel talks at their whim. They must still obtain administrative approval and sign out of the Deans' Office prior to leaving campus.
- Underclassmen are allowed to miss classes to attend a GPS Chapel Talk only if their sister is the main speaker. Exceptions should be discussed ahead of time with the Dean of Students or Upper School Principal.
- Students are discouraged from missing the same class period twice to attend chapel talks.
- Students must be in good academic standing in the missed classes.

Technology

Technology - particularly computers, smart phones, and other information systems or devices linked to the internet - offers vast opportunities for learning, for communication, for creative expression, and for building community. It also presents numerous challenges and opportunities for misuse that can undermine learning and cause harm to others. McCallie expects its students to use technology wisely.

Unacceptable or illegal use of technology could harm or embarrass the student, his classmates, and the school. In using technology, students are expected to adhere to the same standards of

ethical behavior that govern other aspects of our school community. Further, students are required to abide by the following rules:

- Endeavor to understand the technology you use to the greatest extent possible and learn to think critically about the information you find on the internet.
- Be courteous, humane, and polite.
 - On the one hand, this means that you will be aware of your surroundings and context. You should store away and **never** use your phone in the chapel or the dining hall. You should store away and never use your phone in class unless specifically instructed otherwise by your teacher. You should avoid using technology in communal spaces and never prefer technology to human interaction with others in the community. It follows that wearing headphones or earbuds is generally not acceptable except for boarding students while in a dorm room.
 - On the other hand, this means you will use appropriate language in your communications. Do not send or forward messages or images that contain or suggest racism, sexism, inappropriate language, pornography, illegal solicitation or information that could violate another person's privacy.
- Be safe and use common sense. You should never use your phone or be distracted by it while driving, and you should never walk through communal spaces using or being distracted by your phone. The walk-and-talk, walk-and-text, walk-and-surf, walk-and-listen, walk-and-tweet, walk-and-record, etc. are not appropriate at McCallie.
- Guard your heart, mind and soul. Exercise good judgment in the sites you visit, the videos you consume, and the apps you download. Do not visit sites that appear to contain objectionable material (e.g. racist, demeaning, pornographic, etc.) and never share, forward, or distribute such material. If you are unsure or if you come across something inadvertently, ask a parent or teacher for guidance. Never respond to a request for illicit material or images, and make every effort not to receive it. Again, if you receive an inappropriate and unsolicited image, you should first inform an adult and - in most instances - delete the material.
- Protect yourself from people and companies that want to take advantage of or manipulate you. Be mindful of how much time you are spending on apps, games, social media platforms, etc. Do not allow yourself to become addicted and seek help if you believe you are. Never reveal your identity over the Internet without your parent's permission. That includes your address, telephone number, name of school, address of school, date of birth, Social Security number, credit card number, photograph and any other information that could identify you. Never meet in person with anyone you met online without your parent's approval. If you ever believe you have been harassed, bullied or threatened, report it immediately to a teacher or administrator.
- You are responsible for what you post. Do not use technology to harass or bully. Students must not:
 - Send intimidating or threatening communications.
 - Share cruel, demeaning, private or embarrassing information about another person.

- Pretend to be someone else by using their online account, email, or acting on behalf of them in an online forum.
- Share private or embarrassing information about another person.
- Send unwanted material to another person's account in order to fill it up/clog it with trash.
- Post annoying or provocative messages in order to incite fighting or emotional reaction.
- Impersonate someone by using their online identity.
- Send unwanted material to another person.
- McCallie students must never:
 - Attempt to access other people's accounts and files.
 - Use peer-to-peer file sharing or enable file sharing on your computer.
 - Create an Internet hotspot on McCallie's campus.
 - Take advantage of a teacher or student who leaves a computer accessible without logging out.
 - Use someone else's login credentials.
 - Abuse, tamper with, or willfully/recklessly damage McCallie's computer equipment or network.
 - Impair the network or bypass restrictions set by the network administrator.
 - Distribute information that might compromise McCallie's computer system or network.
 - Use McCallie's network or computer resources for dishonest or illegal activities, such as copying, sharing, or downloading files that are copyrighted, including copyrighted music or videos.
 - Access online services or other Internet service providers by tethering or other means from a dormitory.
 - Take a picture or video of someone without their consent.
 - Post images or videos that contain references to or involve McCallie, its students, faculty, or staff.
 - Install software or other programs on McCallie computers without explicit permission of the information technology staff.
 - Use excessive amounts of bandwidth or other network resources for non-academic purposes.
- Be aware that you will not have privacy when using McCallie's technologies. McCallie owns the data that is created and stored on the school's information systems. The school can view your data and network traffic at any time. School administrators may search cell phones and other electronic devices in the event that there is any concern about safety, security or academic integrity issues.
- Tell someone if you feel threatened or harassed. Any student who receives harassing, threatening or inappropriate materials via email or Internet must immediately report the concern to the teacher who is supervising the activity or to an administrator so that the situation can be investigated and addressed appropriately.

FOR MIDDLE SCHOOL STUDENTS, the following additional guidelines apply:

- Cell phones, smart watches (e.g. Apple), wireless headphones (e.g. airpods) will be turned off and kept in the student's locker until the end of the school day (8:30-3:25) unless otherwise specified by a teacher;
- Laptops and tablets are to be used for school work only (no gaming) during the school day;
- Gaming systems are not allowed at school.

Students who violate any of these policies and rules will be subject to appropriate discipline.

Other Major Rules and Regulations

In addition to the six areas of emphasis reviewed above, the following is a partial list of major offenses that can result in serious punishment, including suspension or dismissal:

- Chronic disruption or violating or ignoring school rules, restrictions, or policies repeatedly or egregiously, including by accumulating significant demerits;
- Failing to cooperate with school authorities in matters involving safety or serious disciplinary situations. It is the responsibility of every student to report to school authorities any knowledge of actions that might endanger members of the community or cause significant damage to school property;
- Being guilty of serious misconduct off campus;
- Violating the Weapons Policy (see below);
- Vandalism or causing significant damage to the property of others, including school property;
- Having an open flame in a dormitory or any other school building (including smoking materials, candles, incense, etc.);
- Physical fighting;
- Leaving the campus without permission or leaving a dormitory after lights out;
- Being a party to girls entering the dormitory without permission;
- Public displays of affection and intimate encounters are inappropriate at any time;
- Chronic disruption is grounds for dismissal;
- Displaying or possessing on campus any symbol, flag, or emblem which violates the spirit of the Human Relations policies of the school (see "How We Treat One Another");
- Posting signs, symbols, or statements on campus without explicit permission from the school administration.
- Secret organizations, including fraternities, are considered undesirable at McCallie and are prohibited. Such organizations would only disrupt the community atmosphere of the school. Organizations sanctioned by McCallie may not engage in initiations or activities that are judged to be demeaning, disruptive, or dangerous.
- Individual and group commercial/selling ventures are prohibited without the approval of the appropriate dean. This includes clubs or organizations selling t-shirts, buttons, hats, etc..
- Students may not contract significant debt with fellow students. They may not loan or borrow credit cards of any type. Students may not sell their personal property without

their parents' permission and clearance from the appropriate dean. Students must be responsible for securing their property by locking their dormitory rooms and their lockers. Students should not have significant amounts of cash in their possession.

- Gambling is prohibited.
- Students may not patronize local convenience stores. They may not patronize establishments which have the selling or serving of alcoholic beverages or drug paraphernalia as one of their major activities, or which feature "adult only" entertainment.
- Profanity and vulgarities are not permitted.
- Day students may not enter dorms without specific permission from dorm faculty.
- Boarding students may ride bicycles only on campus unless the student has received special permission to ride elsewhere, and riders must wear helmets at all times.
- Skateboards, longboards, scooters, inline skates, and other similar methods of transportation are prohibited on campus unless specifically authorized.
- Ticket scalping for any McCallie event is prohibited. Producing or distributing fake tickets is an honor and a disciplinary offense.
- Students may not record audio or video, take, or use still photos or writings of another person without the explicit permission of that person and the school. Faculty and administration will support appropriate use of video and audio in an academic setting.
- Students are not allowed to bring unmanned aircraft or drones to school. Only drones that have been registered with our insurer for certain authorized programs are allowed to be flown on campus or in connection with any McCallie program.

ACADEMICS

Diploma Requirements

A McCallie student's academic program will be composed of a combination of core courses, enrichment courses, and elective courses. A student who is enrolled at McCallie for four years of high school must earn a minimum of 19 academic credits in grades 9-12 to qualify for a diploma. A student who enters McCallie after the freshman year must earn a minimum of 18 total academic credits.

Core Requirements

Each Upper School student enrolls in at least 4 core courses from English, Math, History, World and Classical Languages, and Science each semester. Students must also enroll in a fifth course each semester which may include core subject courses, fine arts, Bible courses, and computer science offerings.

The required course of study for grades 9-12 includes 4 years of English, 3 years each of Math and Science and 2 years of a World Language and History.

High school credits earned prior to ninth grade will apply to the 19 credits required to earn a diploma, but will not count towards the recommended number of courses in each discipline, nor will they reduce the 4 core course minimum per semester.

Enrichment and Elective Courses

All students who enter McCallie in the 9th grade are required to complete the following as a part of their graduation requirement.

- .5 credit in Wellness/Leadership
- 2 semesters (1.0 credit) in Bible
- 2 semesters (1.0 credit) in Fine Arts

All students who enter McCallie in the 10th grade or later are required to complete the following as a part of their graduation requirement.

- 1 semester (.5 credit) in Fine Arts
- 1 semester (.5 credit) in Bible

Course Selection

Course selection by the student is an important decision since McCallie offers a number of challenging routes toward the diploma. Boarding and Day students will be assigned an academic scheduler who will advise them on course selection. The scheduler will work with the same students from grades 9-11 and will track the student's academic history in order to more effectively advise the student in course selection each year. Academic schedulers will meet with students only one time each semester. The school retains the prerogative to make course assignments that are most appropriate for a particular student.

Dropping and Adding Courses: All course changes after the first day of classes must go through the Dean of Student Academics. In general, a student is allowed a short time period each semester to add/drop a course. A student's need to change to a different level in the same subject—from Latin 2 to Latin 1 or from Algebra Honors to the general section, for example, does not constitute a dropped course, but there is a limited time frame in which such adjustments can be made. A student who adds a course after the beginning of the semester is responsible for the course material and the completion of course requirements from the beginning of the semester.

Honors and AP Courses

Honors courses provide a greater challenge and cover more material at a faster pace than regular sections. Advanced Placement (AP) courses are college-level courses with a prescribed core curriculum. The AP national examination is provided by and graded by the College Board and is administered to AP students in May of each year.

Qualifications for Honors and Advanced Placement Courses: Philosophically, students should enroll in AP or honors courses because of interest in the subject, not solely for transcript purposes. Students who wish to enroll in an honors or Advanced Placement course must meet the qualifications and prerequisites set forth in Appendix A to the Blue Book. If a student wishes to enroll in an honors or Advanced Placement course but does not meet these qualifications and prerequisites, he may petition for inclusion. Decisions on these recommendations will be made by a faculty committee on the basis of the student's record of achievement, the expected rigor of his overall schedule, and the recommendation of his current teacher in the relevant discipline.

AP Exam Policy: Sophomores and juniors in AP classes are required to take the AP exams. Seniors are expected and encouraged to take AP exams, but it is not a requirement of the course.

Independent Study

McCallie's Independent Study program enables students to pursue unique academic interests that are not offered in the regular curriculum. If a student is interested in pursuing an independent study, he should first discuss its feasibility with the Dean of Student Academics. All

independent study projects must have a sponsoring faculty member. The student must file an Independent Study Contract with the Dean of Student Academics by May 1 for the fall semester and by December 1 for the spring semester. Students cannot request credit for an independent study retroactively. Independent study courses will be taken as a pass/fail course and will be added to a student's transcript only upon successful completion.

Grades and the Academic Record

Grades

McCallie uses a letter-grade system that converts to a grade point average (GPA) similar to that used by colleges. All courses for which a letter grade is awarded count in the grade point average.

Individual grades in courses convert as follows:

A+ (4.3)	A (4.0)	A- (3.7)
B+ (3.3)	B (3.0)	B- (2.7)
C+ (2.3)	C (2.0)	C- (1.7)
F (0.0)		

Because the academic challenges are more rigorous in Honors and Advanced Placement courses than in regular courses, grades in these courses are recorded on the academic transcript with an additional weighting of 1/3 letter grade (for example, B converts to B+). However, grades of F, C-, and A+ are not weighted. Presumably, a student who earns an A+ in an Honors or Advanced Placement course did not need the weight in the first place, and a student who earns a C- or F has not earned the weight. The weighting is intended chiefly as an equalizing factor for the purpose of computing a cumulative GPA. It is not intended solely as an incentive or reward for students to enroll in demanding courses. It is important to note that some colleges and scholarship programs will not recognize the extra weighting as they determine GPA thresholds (e.g. Georgia's Hope Scholarship).

Grades are reported three times each semester. The first progress report is typically reported six weeks into the semester, the second progress report is typically reported twelve weeks into the semester, and the final grade for the course is reported at the conclusion of the semester. The final semester average is the only grade included on final transcripts. It includes all assessments from the semester, the final exam grade, academic penalties for unexcused absences, and the honors/AP bump ($\frac{1}{3}$ letter).

The McCallie faculty does not endorse manipulation of grades to produce a predetermined distribution. While it may be natural for grades in a particular class to emerge in a representative scattering of A's, B's, C's, and F's, classes at McCallie are actually too small to produce such a statistical regularity most of the time. We believe some element of competitiveness is both inevitable and healthy, but grades at McCallie are intended to compare students' achievement with academic benchmarks rather than with other students' achievements. McCallie's faculty are

in the best position to know whether a student has met a course's particular standards and benchmarks, and McCallie trusts its faculty to assign grades accordingly and fairly. Once assigned, there is no process for review or appeal of a grade. There would have to be extraordinary circumstances or a compelling reason for the academic deans or other administrators to review or reassess a grade.

Pass/Fail Courses: For a pass/fail course, a grade of P permits that course to count toward diploma requirements, but it does not affect the GPA. However, a grade of F in a Pass/Fail course is factored into the GPA as 0.0.

Incomplete Grades: Students whose work is incomplete at the end of a reporting period because of illness will receive a grade of INC. If the incomplete is not reconciled within two weeks of the end of the grading period, the grade will be changed to an F. Students whose work is incomplete because of failure to hand it in will receive a grade of F until the work is completed.

Faculty Recognition List: The Faculty Recognition List honors students who have distinguished themselves in their classes by their exemplary work ethics. It is not meant to be a reflection of high grades, but rather of those qualities that enhance learning for the student, his teacher, and his classmates. A student who is nominated for this list should demonstrate all of the following qualities: active involvement, significant investment of time and energy toward academic goals, enthusiasm about course material, eagerness to explore topics fully, initiative in expressing ideas and in seeking out the teacher's assistance, and punctuality

Head of School's List and Honor Roll: Head of School's List and Honor Roll Students achieving extraordinary academic success are recognized at the end of each semester. In order to be named to the Head of School's List, a student must earn all A's (A+, A, A-). To be named to the Honor Roll, a student must earn no individual course grade lower than a B (A+, A, A-, B+, B). A student must earn a minimum of 2.5 credits during the semester to be eligible for this recognition.

The Academic Record

A student's academic record includes all high school courses he has taken and the semester grades earned in each course. It is intended to be a complete and accurate record and, therefore, is not subject to selective inclusion of segments of a student's academic history. If a student earned high school credits prior to the 9th grade, those credits can count toward the 19 credits required to earn a diploma. A student who attended McCallie's middle school may see these courses on his McCallie transcript, but the grades earned are not counted in the cumulative GPA.

Students who took high school courses at another school may add their previous school's transcript to what is sent to colleges, but those courses will not be listed on their McCallie transcript, nor will they be counted in any cumulative GPA.

If a student enters McCallie after his 9th grade year, the upper school credits earned from previous schools will count toward McCallie's diploma requirements. However, grades for those courses will not be included in the cumulative GPA. The cumulative GPA reflects only grades earned at McCallie. It is this GPA that will be used in the determination of scholastic honors and honorary society memberships.

If a student takes a course at another institution for enrichment or advancement, that course and grade will not be included on the McCallie transcript unless specifically approved by the Dean of Student Academics.

An official transcript of upper school courses and grades sent to colleges, scholarship programs, or other external parties as requested by the student will include a copy of a student's transcript(s) from his previous school(s) along with his academic transcript from McCallie. Under no circumstances will McCallie delete courses and grades earned at McCallie or other schools from a student's academic record. To do so would be in violation of the codes of ethics of several professional educational associations that govern schools' policies for recording students' academic work.

Policy on Student Records: McCallie School has a policy, adopted in 1996, which governs the release to colleges or others of student information. It stipulates which records will be kept and which ones will be purged upon the graduation of a student, as well as how information will be released and the types of student and parental permission that are needed. The full text of the Policy for Maintenance and Disclosure of Student Records can be found in [Appendix B](#).

Academic Support

Backwork

Extra help sessions (Backwork) are held at times set aside by the faculty each week and have priority over other meetings like clubs. Teachers may also have office hours for students during mutually available free periods. Students whose teachers require Backwork attendance must attend as instructed. Students who are working with a tutor on a regular basis may be required to attend Backwork for the class in which they are receiving tutorial help.

Learning Center

The Learning Center is open during the school day on Monday through Friday. The center can provide tutorial assistance, help with study skills and organization, and offer designated areas for individual or group study. Students may drop in during free periods or after school. The Middle School Learning Center is located in McDonald Hall. The Upper School Learning Center is located in Maclellan Academic Center.

Writing Center

The Caldwell Writing Center is a supportive environment for students and faculty where there is a reverence for writing. Student services include individual conferences, writing workshops, independent study courses, personalized feedback on college application essays and class essay assignments, assistance with research writing, peer reader/listeners, publishing and writing contest information, and computers as tools for writing.

Private Tutors

When a student is in need of academic help beyond what may be provided by the classroom teacher or the Learning Center staff, he may request the assistance of a private tutor. The Learning Center staff will work with the student and the teacher to determine if tutoring would be helpful. Parents must pay an additional charge for the tutor's services. Tutor charges are typically added to a student's account and are payable to the school at the end of each billing period. When a student is assigned a tutor, the teacher for that subject will also be notified.

Policy for ADD/ADHD and Learning Disabilities

Some students have documented learning challenges that necessitate an accommodation that can be supported at McCallie. A full policy statement for the Implementation of Modification Programs for ADD/ADHD and Learning Disabilities is contained in [Appendix C](#).

Miscellaneous Academic Policies and Practices

Academic Priority

Academic appointments have priority over all other school activities. Students are expected to attend all classes and to arrive for class on time. If a teacher has not arrived after 10 minutes, one student from the class should go to the Assistant Head of School's Office for further instructions. Students may not leave the class until they are officially dismissed by the Assistant Head of School's Office or the Upper School Principal's Office.

Athletic Eligibility Requirements

To be eligible to participate in TSSAA athletic contests during any school year, the student must earn five credits the preceding school year. All credits must be earned by the first day of the beginning of the school year. Academic eligibility for a student is based on the requirements of the school the student was attending at the conclusion of the previous school year.

Homework

All students are expected to do their homework thoroughly and turn it in on the date that it is due. All students have access to Google Classroom and should refer to it for class assignments

every day. Failure to check Google Classroom (or email) does not serve as an excuse for incomplete or late homework.

Academic Penalties for Unexcused Absences

A student with three unexcused absences to a given class will lose one-third of a letter grade from his final semester average. After the first three absences, a student will lose one-third of a letter grade for each ensuing unexcused absence. If a student earns 12 unexcused absences, he may be removed from the class and placed in a study hall. He will receive a WF (withdrawn failing) for the course. Unexcused absence penalties will be deducted in the second and third progress periods of each semester. The total points will be deducted from the semester average before the semester grade is recorded.

Make-Up Work

Regardless of the reason for an absence, students are responsible for asking teachers and/or referring to Google Classroom for missed work and are responsible for completing assignments, quizzes and tests after an absence in accordance with the timeframes outlined below. Work that is not completed according to the guidelines will be considered late and is subject to late work penalties.

In the case of illness: In general, a student will have the number of school days he was absent + 1 to make up work that was missed. If he was absent one day, he has two days to make up the work; if he is absent two days, he has three days to do the work, etc. Quizzes, tests and homework must be made up in the time period specified above, or they will be subject to late work penalties. This policy does not apply to planned or unexcused absences.

Students who develop a pattern of absences on test days or days when major papers or projects are due will meet in conference with their parents and the Dean of Student Academics.

If a student will miss 5 or more consecutive days of school, a call should be made to the Learning Center (493-5871). The student's teachers will be notified and the Learning Center staff will help collect assignments as needed. On the day the student returns to school, he should make an appointment with the Dean of Student Academics who will help him to develop a schedule for completing the work and will communicate with the teachers about that schedule.

Late Work Penalties

Students who miss a test or who miss turning in a paper due to an unexcused absence will not be able to earn full credit for the test or paper. Each department has a policy for credit for unexcused absences. See your teacher's Google Classroom page for the policy for that department.

Students who miss a quiz due to an unexcused absence will be penalized as the teacher deems appropriate but cannot receive full credit for the quiz. Students who turn in a paper or project late will lose up to one letter grade or the equivalent for each day the paper or project is late. Students who fail to make up work for excused absences in the time specified under procedures for excused absences will lose up to a full letter grade or the equivalent for each subsequent day that the work is late.

Tests that are in the Learning Center may be returned to the teacher if they are not taken within 10 days.

Repeating Courses or Classification

It is sometimes advisable for a student transferring to McCallie to repeat the grade level that he passed at his former school. However, even when a transfer student retains his former classification, e. g. a junior remains a junior, he may transfer academic credit earned at his former school if he does not repeat the course or its equivalent at McCallie.

When a student at McCallie repeats a course taken and passed at a former school, the former course does not count toward diploma requirements for McCallie. The grade earned at McCallie for the repeated course counts in both the GPA and toward diploma requirements.

Failing the First Semester of a Year-Long Course

When a student fails the first semester but passes the second semester of a year-long course, he receives full credit for that course toward diploma requirements. However, the first semester "F" remains on the academic transcript and is computed into the GPA. If a student passes the first semester of a year-long course and fails the second semester of that course, he will not receive full credit for the course. The first semester passing grade will remain on the transcript.

Grades in Repeated Courses

A student is allowed, and is sometimes required, to repeat a course that he fails. Students have these options for repeating a course:

- Repeat the course at McCallie during the regular school year.
- Repeat the course during the summer through an accredited and approved program.

All options are subject to the approval of the Dean of Student Academics.

When students repeat a course, the grade for the new course will be included on the McCallie transcript. The most recent grade is the one that will be counted in the GPA. The old grade, however, remains on the transcript but is coded "NC" for "no credit."

Semester Failures Due to Unexcused Absence Penalty

If a student fails a course because of the academic penalty for unexcused absences, he will be required to complete additional work in order to earn a passing grade (C-).

Computers and Academic Work

Computer problems are not a legitimate excuse for late rough drafts or papers. Students must follow individual teacher guidelines for submitting work electronically.

Day Study Hall

At the end of each marking period, grades are reviewed, and study hall assignments will be made. Students assigned to Day Study Hall will remain in study hall until grades are evaluated at the end of the subsequent marking period.

All Freshmen are assigned to study hall for the first marking periods of the first semester. At the end of the first marking period, freshmen whose grade point average is above 3.3 and who have not earned a failing or incomplete grade in any class will be excused from study hall. After the initial grading period, all students in grades 9-11 who earn a semester average of 2.5 or below will be excused from study hall. All students in grades 9-11 who earn an F or multiple INCs for a grading period will be assigned to mandatory study hall.

Guidelines for Academic Probation

A student may be placed on academic probation if he:

- Earns two or more cumulative failing grades at the end of a semester;
- Earns a cumulative grade point average below 2.0 at the end of a semester;
- Earns two or more failing cumulative grades for consecutive reporting periods.

When a student is placed on academic probation, his parents will be notified by phone and a follow-up letter will be written stating the reason for probation and the stipulations for continuing as a student in good standing at McCallie.

Students who fail to meet and maintain minimum standards will be asked to leave McCallie.

Three or More Tests or Major Papers Assigned for the Same Day

If a student has three or more significant assessments and/or major papers on the same day, he may defer one to the following day. He should first approach the last teacher to assign a paper or test no later than the day before the paper or test is due, then make a definite appointment to meet the teacher to take the test or arrange to take the test in the Learning Center. A student must request the deferral in advance of the class rotation in order to give his teacher an

opportunity to make arrangements with the student and the Learning Center. Requests made at the beginning of the class rotation of an assessment will not be granted.

The student must attend the class even if he is not taking the test on that day. He will use that period as a study period in the classroom. The test or paper must be taken or turned in the day following the original test date.

Qualifying for Graduation

In order to qualify to participate in graduation and receive a diploma, seniors must:

- Complete all academic and extracurricular requirements;
- Be passing four core courses (including English) at the end of the second semester;
- Clear/serve all detention and disciplinary requirements.

Regardless of the number of credits a student has earned, McCallie will not award a diploma to a student who chooses to enter college before the successful conclusion of his senior year. On rare occasions, the school may recommend an exceptional student's early matriculation into college and may decide to award a diploma at the successful conclusion of the freshman college year.

Exam Exemptions for Seniors

Senior exam exemptions are available only in the spring semester. In order to qualify for an exemption, a senior must have completed all of the major assignments for the course and must have a minimum of an 82.5 with no unexcused absences or an 86.5 with no more than two unexcused absences.

Study Abroad, Off-Campus Education Programs, etc.

With permission from the Dean of Student Academics and Assistant Head of School, during the sophomore or junior year, students may participate in off-campus academic programs. In most cases, the credits earned will transfer and count toward a McCallie diploma. However, in order to receive a McCallie diploma, students must spend their senior year taking classes on the McCallie campus.

Early Entrance to College

Regardless of the number of credits a student has earned, McCallie will not award a diploma to a student who chooses to enter college before the successful conclusion of his senior year. On rare occasions, the school may recommend an exceptional student's early matriculation into college and may decide to award a diploma at the successful conclusion of the freshman college year.

ATHLETICS AND EXTRACURRICULAR ACTIVITIES

McCallie requires all students to participate in an activity after the academic school day, and athletics and extracurricular activities are an integral part of the school's curriculum. McCallie provides opportunities for students to participate in activities that are appropriate for their skill levels and interests and to assist them in developing and maintaining healthy lifestyles. Students may choose from among these different components each season:

- Interscholastic Athletics
- Outdoor Program
- Performing Arts
- Forensics and Academic Teams
- Publications
- Service
- Enrichment Courses

1. All students will be enrolled in sports and enrichment activities each season. The school year is divided into three seasons (Fall, Winter, Spring), and most sports and activities fit into these seasons.

2. Before each season, students will meet with their advisors to discuss options and then sign up for their choice(s).

3. 9th GRADERS AND 10TH GRADERS who are not in an interscholastic sport or a dramatic production must attend 4 days of afternoon activities each week, at least 2 of those must be physical activities.

11th GRADERS who are not in an interscholastic sport or a dramatic production must attend four days of afternoon activities.

12th GRADERS who are not in an interscholastic sport or a dramatic production must attend two days of afternoon activities.

4. Attendance in the Afternoon Program is mandatory. Students with unexcused absences will be assigned demerits. Students with chronic attendance problems will be referred to the Dean of Students who will follow up.

5. Family emergencies, illnesses verified by the Student Health Center, doctor's appointments, or other outside of school obligations may cause students to miss. Students should let their coaches or advisors know in advance whenever possible.

6. Exceptions to these guidelines will be managed by the Dean of Students.

Athletics

Athletics can be a powerful tool in the development of young men. The emotional and physical investment made by boys in sports creates a context for powerful, formative teaching and learning. Athletics involve risks but also provide opportunities for real achievement. The athletic program seeks to promote mental, emotional, and social health in addition to the physical development necessary for an active life. Emphasis is given to the teaching of skills in diverse physical activities and the educating of students in the concepts of fair play, cooperative effort,

commitment, and the ability to handle stress. McCallie attempts to provide as many levels of participation as is feasible, given available facilities, staff, and schedule.

McCallie offers a broad spectrum of competitive sports ranging from those requiring years of experience and skill to those that can give a competitive experience to a beginner. McCallie is a member of the Tennessee Secondary Sports Athletic Association (TSSAA), and some of the sports are regulated by TSSAA rules. While many of the sports offer off-season opportunities, the following table shows the season in which each varsity program competes.

Season	TSSAA	Non-TSSAA
Fall	Cross Country, Football, Golf	Crew
Winter	Basketball, Bowling, Wrestling	Squash, Climbing, Swimming
Spring	Baseball, Soccer, Tennis, Track	Crew, Lacrosse

Detailed athletic policies can be found in the athletics section of the school's website (www.mccallie.org). These include a general outline of policies, descriptions of Varsity, Junior Varsity, and B-team levels, explanation of team size, policies regarding independent team participation, expectations of behavior, and rules for parent/coach communication.

If your son has an issue or problem involving athletics, please follow the protocol below until the issue is resolved:

1. The athlete should schedule a meeting with his coach to address the issue.
2. The player and parent(s) should schedule a meeting with the coach.
3. The player, parent(s), and coach should meet with the Dean of Athletics.
4. Finally, the player, parent(s), coach and Dean of Athletics meet with the Assistant Head of School.

We feel McCallie men should be confident in representing themselves if they have a problem. Therefore, we encourage parents to allow and encourage students to address the issue on their own before getting involved.

Extracurricular and Enrichment Activities

Students can choose from a wide-range of activities each season that are part of the Afternoon Enrichment Program. A list of current activities may be found in [Appendix D](#).

McCallie clubs usually meet during the school day and often engage in projects and activities on the weekends. They are open to those students who want to get involved in special areas of interest. Clubs are expected to include a service component. A list of current clubs may be found in [Appendix D](#).

Music

The Music faculty offers several performance opportunities—including Candlelight, Whirlwind, football games, recitals, and competitions—for those interested in singing or playing an instrument as part of one of the groups below. Music groups include: Chamber Singers, Honors Orchestra, Candlelight Chorus, Guitar Quartet, Vestry Singers, Jazz Band, Pep Band, and Handbells.

Leadership and Service Organizations

These longstanding organizations tend to have activities outside the school day and/or selective membership. An * denotes McCallie's oldest organizations.

NOTE: In McCallie's main organizations—the Senate, Keo-Kio, Student Council, and S.P.I.R.I.T.U.A.L.S.—no senior may be president of more than one organization or vice-president of more than two.

***Student Senate:** The Senate resolves matters of honor. This esteemed body of students hears cases that involve lying, cheating, and stealing, making recommendations for punishments.

***Keo-Kio:** The senior leadership organization, Keo-Kio has the threefold purpose of serving McCallie, supporting new activities, and honoring worthy students by induction. This group sponsors various service projects and social events annually. Selected seniors, chosen by a merit and electoral system, are tapped into membership at two induction ceremonies.

***TEPS:** This organization was founded under the sponsorship of Keo-Kio to recognize potential leadership in the sophomore class. Membership is limited to twenty percent of the class. The name, TEPS, honors the late Dr. T. E. P. Woods, who led and inspired many McCallie students when he taught in the Bible Department and was an Associate Head of School.

***Student Council:** The Student Council is an organization of students that promotes and organizes activities for the school community. The Council is made up of representatives from grades 9-12 and works regularly on joint projects with GPS.

***S.P.I.R.I.T.U.A.L.S.:** The purpose of SPIRITUALS is to boost school spirit by leading the student body in support before and during competitive events. Membership is by invitation only, and membership is granted in several assemblies throughout the year.

Blue Tornado Entertainment Committee: BTEC provides entertainment on campus and sponsors McCallie/GPS Got Talent, as well as other events throughout the year. Members meet regularly to discuss weekend activities, concerts, and special shows, and to plan music events

on campus. Members are selected from rising 10-12 graders through a special selection process.

Habitat for Humanity: McCallie is one of the few high schools in the Southeast with a chapter of Habitat for Humanity. This group helps to build houses around the community and abroad.

Cum Laude: The Cum Laude Society is a national organization established in 1906 to promote learning and sound scholarship in secondary schools. The McCallie chapter of the society received its charter in 1952. Each year, by vote of the faculty members of the society, students in the senior class who have records of academic excellence are elected to membership. Members From the senior class must rank in the top fifth of the class. Students must have completed one full academic year at McCallie to be eligible for consideration.

National Honor Society: Since 1921, the NHS has used scholarship, service, character, and leadership as criteria for membership selection into its local chapters. Juniors who have been in attendance at McCallie for one full semester, have earned a cumulative GPA of 3.5, and have been active in service activities are eligible for induction into McCallie's chapter of the National Honor Society. Eligible students are evaluated on the bases of character and leadership. Final decisions are made by the NHS Selection Committee. NHS members are expected to continue their exemplary contributions to the school and community.

SPIRITUAL FORMATION

Religious Emphasis

McCallie was founded as a Christian school. The founders were sons of a Presbyterian minister, the Reverend T.H. McCallie, whose land became the campus and who advised his sons that "[t]he glory of God in Christ could be and should be your aim in your school." The founders chose for the school's motto the answer to the first question of the Westminster Shorter Catechism: "Man's Chief End is to Glorify God and to Enjoy Him Forever."

Today, this motto is a reminder that Christianity informs and guides the school's understanding of its educational mission in important ways. McCallie affirms and is committed to the tenets of the Apostles' Creed. Otherwise, the school is not affiliated with any denomination and does not take positions on doctrinal matters. Further, McCallie faculty are expected to refrain from unwanted proselytizing. McCallie is, however, committed to being both a community of learning and a community of faith. As a result, we are concerned for the formation of the whole boy - heart, soul, mind, and strength. Finally, although McCallie is rooted in the Judeo-Christian tradition, McCallie welcomes families from all faith traditions. McCallie has found a variety of practices that allow for the celebration of the Christian gospel while respecting the faith and feelings of non-Christian students.

Chapel

Chapel is a sacred space, different from a classroom, and the chapel experience is set aside for prayer, readings from the Old and New Testament, reflection, and the expression and consideration of matters of faith. Everyone attending chapel should conduct themselves with respect and proper decorum.

Chapel talks, which are most often given by members of the school community, ordinarily relate to, support, or are consistent with the Christian faith, our Judeo-Christian heritage, and the foundational principles that have been important to the school throughout its history. It is the school's expectation that everyone who gives a talk will address issues appropriate for chapel, will encourage and build up the community, and will respect McCallie's Mission and Core Beliefs. Prior to the talk, student speakers are required to submit the text of their remarks to the Upper School Chaplain for approval. Delivering a talk that differs from the one approved by the Chaplain may be considered an honor violation.

Please consult with the Upper School Chaplain for more details about chapel policies, including appropriate topics for chapel (e.g. faith, virtues, talents, service, etc.). It is not appropriate to reference expressly or implicitly illegal behavior, indecent or inside jokes. In addition, chapel is not the forum for addressing the following: discussion of sexual matters (e.g. dating, identity, practice, etc.), divisive doctrinal matters, politics, social activism, or potentially divisive, controversial, or inflammatory topics. Finally, chapel talks should not proselytize, seek conversions, or disrespect a faith tradition or members of it. Any student performance should ordinarily be paired with a brief talk.

Bible

McCallie requires Bible for graduation as a matter of tradition and for its present value as a guide to life. The school has always believed the Bible to be the source of the Christian religion and much of Western ethical thought. It is also important in the study of Western literature and history. At McCallie the Bible courses are taught by believing Christians, who do not seek statements of faith from their students.

Religious Services

Boarding students must attend weekly religious services. Attendance will be verified. Students are expected to wear appropriate McCallie dress to religious services.

Other Opportunities

Campaigners: This prayer and study group meets to discuss different topics and the Christian stance on those topics. Campaigners includes singing, friendship, and small-group Bible study.

Fellowship of Christian Athletes: The purpose of FCA is “to present to athletes and coaches, and all whom they influence, the challenge and adventure of receiving Jesus Christ as Savior and Lord, serving Him in their relationships and in the fellowship of the church.” At McCallie, at all grade levels of the high school, groups meet regularly for fellowship and discussion.

Student Vestry: This student-run organization plans all non-denominational church services and also oversees the chapel schedule. Sunday services are run totally by students. The Student Vestry meets every Sunday night after study hall.

Young Life: Young Life is a national organization that promotes Christian ideals and morals. Skits, singing, laughter, and friendship fill the air on Monday evenings.

Missionary Committee: The Missionary Committee was founded by the late Dr. J. Park McCallie in 1940. Its purpose over the years has been to develop Christian leadership and to instill in McCallie men the idea of stewardship and the responsibility of helping others in need. The committee focuses much of its energy on activities for the children of Bethel Bible Village and other charities.

ADVISORY

Day Faculty Advisors

Each day student new to the upper school will be assigned a Faculty Advisor who will work with him through the completion of his junior year (at which time one of three college counselors will work closely with him on the college admissions process, and a Faculty Advisor to seniors will be assigned to him as well). The Advisors' primary roles are: (i) to get to know their advisees well, (ii) to help advisees get involved in school life, (iii) to help advisees stay on track academically and otherwise, and (iv) to implement an advisory curriculum. The role of the Advisor is multi-faceted:

- The Advisor is a primary contact person for the student and his parents. The Advisor is involved in every aspect of the student's school life and is in a position to make referrals to appropriate people when issues are beyond his or her capability or responsibility.
- The Advisor is made aware of chronic or major disciplinary problems. He or she will communicate with the Upper School Principal and the Director of Counseling about non-academic matters involving advisees.
- The Advisor will support his or her advisees in their academic progress. Advisors work closely with the Dean of Student Academics and schedulers on academic issues as they arise.
- The Advisor is a liaison for the student so that the appropriate people hear his views. A student may request that his Advisor be a support person (not a defender) for the student in disciplinary or honor cases.

Day Student Advisors (DSA)

Day Student members of the rising senior class may submit applications for Day Student Advisor (DSA) positions to the Upper School Principal at a specified time in the spring. Selection is made by the Upper School Principal and the Dean of Students based on the student application and input from current Faculty Advisors. Each Day Student Advisor (DSA) works closely with a small group of freshmen or sophomore day students, encouraging a smooth transition into and an active involvement in the life of the Upper School.

In accepting an appointment as a DSA, a student agrees to:

- Attend training in effective leadership. DSA Orientation occurs in August prior to the opening of school;
- Set an example in matters of personal behavior;
- Maintain good academic standing;
- Act as a liaison between students and faculty/administration;
- Work closely with a small group of freshman or sophomore day students in matters involving their life in the Upper School;
- Work closely with the Faculty Advisor to those students under his care, helping with various activities, meetings, and issues as they arise;
- Inform the Faculty Advisor, the School Counselor, or the Upper School Principal of any personal problems relating to the students in his charge;
- Attend meetings as called by the Upper School Principal or the Dean of Students to discuss the Advisory Program in general and the DSA role in particular;
- Participate and encourage others in the life of the school community.

Boarding/Dorm Advisor

Each boarding student has a Dorm Advisor. Dorm advisors are staff and faculty members who live in or near the boarder's dormitory. The Dorm Advisor is a central figure in the life of his boarding advisees. Advisors maintain an awareness of their advisee's academic, extra-curricular, social, and personal status. They communicate about their advisee's needs with teachers, coaches, other dorm faculty and his parents. They help manage daily issues at school (e.g.: interim reports, roommate needs, weekend plans) as well as support the student in more abstract, long-term goal setting, and personal growth.

The Dorm Advisor is a primary contact person for an advisee's parents. Parents should feel free to call the Dorm Advisor with any question regarding their son's time at McCallie. Such topics might include transportation needs, family matters, a student's sense of connectedness, or personal aspirations. Please note that if a concern is academic in nature, parents are encouraged to contact the teacher directly.

Resident Advisors (RA)

Members of the rising senior class may submit an application for a resident advisor position to the Dean of Residential Life at a specified time in the spring. Selection will be made based on input from current resident advisors, dorm faculty, dorm heads, and the Dean of Residential Life.

In accepting the appointment as a Resident Advisor, a student agrees to:

- encourage and participate in dorm competitions and activities;
- accept training in effective leadership. Orientation occurs in August prior to the arrival of underclassmen;
- set a good example in matters of personal behavior. Resident Advisors must act as role models by abstaining from chemical and tobacco use;
- keep his dormitory head apprised of all matters pertaining to students in his charge with regard to rule infractions;
- inform the School Counselor, Dean of Students or Dean of Residential Life of any and all personal problems relating to the students in his charge;
- act as liaison between students and faculty;
- share equally the responsibility of weekend dorm duties in such a way that “coverage” is continuous;
- maintain good academic standing;
- attend such meetings as called by those responsible for the overall functioning of dorm life.

Failure to abide by the spirit or the letter of these guidelines may result in loss of resident advisor position and/or privileges.

In summary, much is expected of resident advisors. The faculty wants to work in close conjunction with them in the hope that consistent policies will be developed. The prestige that accompanies the position is quite dependent on how the job is executed. If there are any problems or questions, the resident advisor should feel free to discuss them with his dormitory head, the Dean of Students, the Dean of Residential Life, or the School Counselor.

COLLEGE COUNSELING

The College Counseling Office’s main focus is to support and guide students through the college application process in every way possible. The office is also a cooperative and collaborative part of the McCallie community by making sure that our programs and students’ college visits interfere with classes and activities as little as possible. The office represents McCallie in an ethical manner regarding the transmission of transcripts and other documents, as well as in the reporting of disciplinary infractions. Those policies are listed below. Serving our students’ best interests while adhering to professional and ethical standards is the goal.

College Visits

The college counselor must approve any college visits through the green slip process. Boarding students must follow the blue slip process as well. A college visit must include official contact with the Admissions Office or Athletic Office, including one or more of the following: (a) class attendance, (b) interview, (c) information session, and (d) tour.

Student Records and Letters of Recommendation

A transcript of a student's courses, grades, and standardized test scores can be sent to a college, another secondary school, or a scholarship agency only at the written request of that student or his parent(s). However, implied in that request is the understanding that recipients of those records will be updated about any changes or additions to the transcript.

For the purposes of supporting students' college applications, the school will obtain a blanket waiver signed by each senior and his parents. A new waiver must be obtained from any senior who reaches the age of 18 during the school year. The waiver should clearly state the school's policy on disclosure of information and its compliance with NACAC's Statement of Principles of Good Practice in disclosing changes in a student's academic status at any time prior to graduation, including withdrawal or dismissal.

A second blanket waiver will be obtained in the spring of the junior year from any student who expects to be involved in college athletic recruitment. This waiver will allow school officials to disclose academic information to college recruiters or coaches who require verification of a student's academic credentials prior to initiating athletic recruitment activities.

Official copies of a student's transcript must be mailed directly by the college guidance office or the Dean of Faculty and Curriculum's office to the college, school, or scholarship agency. It is up to the student to be aware of specific deadlines for receipt of transcripts and to make his request well in advance (usually at least two weeks) of those deadlines. When routinely requesting copies of the transcript to be mailed in support of college applications, students should work with their college counselor to establish a sequence of deadlines so that all requests can be fulfilled in a timely manner. Unofficial transcripts clearly marked "student copy" will be furnished upon request to anyone the student or parent designates without the necessity of independent mailing.

Often, colleges and scholarship agencies will require applicants to submit recommendation forms and letters from a college counselor and one or two teachers. When a student requests such forms and letters to be filed on his behalf, he and his parents give the counselor or teacher the right and the authority to share with college admission officials any and all information that is relevant to the application process at the discretion of the letter writer. Letters written by counselors or by teachers always are regarded as confidential correspondence between the author and college admissions personnel. Counselors and teachers will answer the questions posed, which may require the writer to disclose disciplinary, probation, suspension, or expulsion

information. It is further understood that letter writers – teachers, college counselors, or other school administrators – have the responsibility to report any significant changes in a student's academic status or personal qualifications between the time of recommendation and graduation. This policy is in compliance with the National Association of College Admission Counselors' "Statement of Principles of Good Practice," which establishes standards of conduct in the admissions process for schools and colleges.

Colleges and universities are increasingly interested in knowing whether an applicant's history contains patterns of academic or behavioral misconduct or egregious actions that endanger other students. Their request for this information is found on the college applications filed by students and on the required forms submitted by high schools. In response to their requests, McCallie will report out-of-school suspensions, withdrawals, or dismissals from McCallie, which are disciplinary actions that stem from repeated or egregious misconduct. McCallie reserves the right to report other behavioral issues which may implicate the health or safety of others. If a student has been suspended, dismissed, or withdrawn from McCallie, he should also report this situation on his applications and take the opportunity to explain the situation to the colleges to which he is applying. McCallie is not obliged to report minor forms of misbehavior. Requests by students or parents to have access to such correspondence will be denied. As with official transcripts, letters of recommendation are to be mailed directly by the author or by the College Counseling Office to the intended recipients.

On a final note, it should also be firmly established that the McCallie Honor Code applies to all college application materials as well. Students should certainly seek help from counselors, teachers, parents, friends, and others, but all essays, applications, emails to colleges, etc., should be fundamentally the work of the student. To do otherwise would be a misrepresentation and would be both unethical and counterproductive.

BOARDING LIFE

The goal of McCallie's residential program is to create an environment which allows individuals to develop mature independence while simultaneously valuing being a part of a larger supportive and guiding community. Policies intend to find this balance, providing students with appropriately increasing freedoms while noting the responsibilities and duties which come with them. Most students possess an innate understanding of the types of behavior and interactions which contribute to a prosperous and healthy boarding life. Not everything can or should be listed as a regulation. Instead, students should follow the spirit of the policies, considering and appreciating the greater community in which they live.

General Dormitory Living

Dorms function as families and, therefore, involve many of the same issues. Below is a list of general information that boarders should know and understand as they live in this extended community:

- Students are expected to be considerate of each other and of the families who live in the dorms. This includes such items as keeping their part of the room generally clean (there will be regular room inspections to help support this principle), being aware of their volume level in and around the dorm, and using appropriate language. It includes not using the dorm as a sports complex; there is plenty of space outside for throwing balls, wrestling, and running. Consideration includes respecting the whole dorm as a living space that needs to remain clean.
- Students are expected to be considerate of themselves. Common sense suggests that we should surround ourselves with decent activity which encourages connections with those around us. Pornographic material, whether it is on posters, in movies, in music, or on the computer, is not conducive to appropriate personal growth and is, therefore, unacceptable. The same is true for posters or shirts with images of drugs, alcohol, and tobacco.
- Students are expected to be considerate of the larger environment (e.g. turning off lights and electrical appliances when they leave their rooms or keeping doors and windows closed when central heat or air conditioning is on).
- Students are expected to act sensibly. Even with the Honor Code, large amounts of money are not needed in dorm rooms. Generally, doors should be locked when leaving the room.
- Students are expected to be considerate of McCallie's larger responsibilities and duties, which produce several very specific and important regulations:
 - Students are expected to remain in their dorm after lights out until 6:00 a.m. the next day. Not adhering to this expectation is considered a significant infraction. A student who leaves his dorm after lights out without permission will meet with severe disciplinary action, potentially dismissal.
 - On weekdays, students are expected to check in with the duty teacher and be studying in their rooms by 7:30 p.m.
 - On weekends, students will check in with the duty teacher at the following assigned times to note their proposed evening activities:
 - Friday between 5:30 – 6:30 p.m. in the dining hall;
 - Friday at normal curfew check-in time depending on grade level;
 - Saturday between 11:30 a.m. - Noon in dorm;
 - Saturday between 5:30 - 6:30 p.m. in the dining hall;
 - Saturday at normal curfew check-in time depending on grade level.
 - Sunday between 11:45 a.m. - 1:00 p.m. in the dorm.
 - Anytime a student leaves campus (assuming he has the privilege), he must sign out on his dorm's sign-out sheet. He should note the time of departure, destination, and expected time of return. When he returns to campus, he must immediately sign back in. This includes school sponsored events, afternoon athletic practices, and religious services.

- Students are expected to stay within a 30-mile radius of McCallie unless blue slipped or granted permission by their dorm head or by the Dean of Residential Life.
- Students may not leave campus on foot, by bicycle, or other non-vehicular means unless on a faculty-supervised excursion. Students should never accept rides from strangers.
- Students must obtain permission from their dorm head, the Dean of Residential Life, or Dean of Students to ride public transportation (buses, taxis, Uber, Lyft, etc.).
- The school calendar clearly delineates when school is in session and when dorms are open. Handling exceptions is nearly impossible given the requirements of dorm coverage, and thus students may not be housed in dorms when school is not in session. Exceptions include Fall Break and Winter Break
- McCallie does not allow students to host non-McCallie friends or relatives on campus or in their dorm rooms. Overnight stays are only scheduled through the Admission Office.
- As a driver or passenger in a vehicle, boarding students are expected to abide by laws regarding passenger restrictions determined by the state of Tennessee.

Several other specific regulations also exist:

- Major electrical appliances are not permitted in student dorm rooms. Air conditioners and cooking appliances (hot plates, toasters, cookers, and hot pots) are prohibited. An exception is the refrigerator, one of which may be in each sophomore, junior, and senior room. Typical coffee makers are acceptable.
- Most pets of students or their families are not allowed in the dorm. Some dorm heads may allow a small aquarium for fish; however, no other marine life, reptiles, mammals, or birds are permitted.
- Paintball guns, airsoft, BB, or any other type of guns, parts, or paraphernalia are not permitted.
- Boarding students are allowed to participate in outdoor activities such as rock climbing or kayaking only with specific parental permission. This includes times when these activities are done outside of a school sponsored trip.

Leaves (Blue Slip)

Boarding students may request permission to check out periodically for in-town overnight visits or out-of-town overnight trips by following the blue slip process. Several factors determine who is eligible for such permission. A student should make his plans and submit his blue slip to his dorm advisor at least two days before his departure. All blue slips must be approved by his faculty advisor. The faculty advisor must have written or verbal approval from the student's parents granting permission for the departure. No standing permissions are to be accepted.

The faculty advisor or Dean of Residential Life has final authority to approve, deny, make exceptions, or add conditions to a blue slip request. Students are not to miss any school commitment unless necessitated by unavoidable public transportation conflicts. Any conflict with academic obligations must be cleared with the Dean of Student Academics and the Dean of Residential Life. Any absences which would cause a student to miss a class must be cleared first with the Dean of Student Academics.

Subject to the above, the following generally apply to blue slip requests:

- Weekend leaves are based on a student's academic and disciplinary record.
- If a student is confined to the dorm for any reason or has Work Detail obligations, he is not automatically eligible for weekend leave.
- No more than three boarding students shall ordinarily be allowed to blue slip to one location on a given weekend.
- Any weekend leave granted to a boarding student must contain provisions for adult supervision. McCallie generally will not allow a student to spend the night at any location unless there is an adult (not a college student) responsible for that student's well-being.
- Students on weekend leave are expected to return no later than 7:00 p.m. on Sunday.
- Students are expected to return from official school breaks by 7:00 p.m. in time for study hall.
- Boarding students may ordinarily not take a weekend leave on the weekends prior to or during semester exams.
- Students should not miss school around holidays or breaks. Please help by planning flights and family time so as to eliminate such disturbances. Unless there is an emergency reason, it is probable that an early departure or a departure for non-emergency gatherings such as ski trips, reunions, or pro sporting events, will result in unexcused absences.

Academics in the Dorm Setting

Academics are a significant part of the boarder's experience. A nightly study hall period is intended to help students develop some structured study habits that will serve them well at McCallie and beyond. As an added incentive, academic performance ties in closely with dorm privileges.

Night Study Period

- From 7:30 p.m. until 9:30 p.m. each night preceding a school day (including evenings at the end of vacation breaks), boarding students are required to be in their rooms for studying. Senior RAs will help manage this period along with a faculty member on duty in each dorm. A "study atmosphere" will be maintained in the dorm during this time. Students will be encouraged to work on their own for at least the first half of study hall. During the second half, if given permission by the duty teacher, they may choose to study with a classmate in their dorm.
- Students who cause difficulty in maintaining this atmosphere will be given marks.

- Students who earn a GPA lower than 2.0 or have more than one C- or F for the grading period may be assigned more structured study hall time.

Technology in the Dormitory Setting

McCallie's general policies relating to technology (see above) apply to dorm life. In addition, please note the following:

Telephones

The school requires a contact phone number for every student. If a student does not have a U.S. domestic phone number or does not have a cell phone, we will provide a landline phone for his side of the room.

Parents and friends should avoid calling during study hall hours (7:30-9:30 pm, Sunday Thursday).

Misuse of cell phones will result in disciplinary action, which may include turning the phone over to the dorm head or an appropriate administrator. Given the regular use of phones and the interest of parents in communicating, students should consider these ramifications and avoid any misuse.

Computers, Tablets, and Other Devices

Most boarding students possess their own computer in the form of a desktop, laptop, or tablet. Each dorm has access to the school's network through WiFi. Specific computer policies are described in their own section; however, as it relates to dorm life, boarding students are expected to learn to focus on academic use during study hall, leaving games and social media to other times. Should computer use cut into the personal and social growth of a student, we will act to reduce the distraction.

Students are required to have their computer screens face their door during study hall. The sites which students access must be appropriate. Student internet traffic on the school's network can be monitored, and students are accountable for their computer's activities.

In general, the following disciplinary actions will be taken for misuse of computers by boarding students:

- First offense – Students are given a warning.
- Second offense – Student's computer access is limited for a period of time, and parents are contacted.
- Third offense – Student's computer access is blocked for a period of time, and the student will meet with the Dean of Residential Life and Dean of Students.

Dorm Department

Dorm marks are given to boarding students for behaviors which break the letter or the spirit of the above described expectations and which occur in the boarding environment. They may be given by dorm faculty or Resident Advisors. The standard penalty for a routine infraction is 1 or 2 marks. Situations deemed more serious will be reviewed by the dorm head or the Dean of Residential Life.

The penalty for excessive dorm marks during a week is as follows:

6-10 marks – confined to dorm Friday or Saturday night;

11-15 marks – confined to room Friday or Saturday night;

16+ marks – confined to room one weekend night/restricted to dorm the other weekend night.

An accumulation of an average of 8 marks per week in a grading period will result in the student's meeting with the Dean of Students and Residential Life and possibly the Discipline Committee.

Dorming

Dorming lasts from 7 p.m. on Friday or Saturday until the following morning. Students who are dormed may not leave their dormitory except with permission from the dorm head. A mini work detail around the dorm may be assigned. Under the discretion of the dorm head, dormed students may be limited in their use of technology, such as computers and other devices.

Rooming

Rooming lasts from 7 p.m. on Friday or Saturday until the following morning. Students who are roomed may not leave their dormitory room except with the permission from the dorm head. A mini work detail around the dorm may be assigned. A roomed student must keep his door open and is not allowed to use any technology such as TV's, telephones, or computers. He may not have visitors, nor may his roommate.

These punishments take precedence over other activities, whether they be school or non-school related, planned or unplanned. Dorm heads will manage any exceptions, including delays for blue slips, performance or athletic events, or school trips.

Dormitory Privileges

Dorm heads will coordinate the student dorm privileges. They may use their discretion to limit a student's privileges should they feel the freedoms are being mishandled or are cutting into academic or dorm success.

Freshmen

- A/B class privileges if applicable.
- "A" class requires maintaining a 3.80 GPA with no failing grade for the previous grading period or cumulative. Students in "A" class may study on their bed and take one night off

per week. This night off can be spent like a flexible study hall (described below). Students must remain on campus during their “A night” unless with a parent, RA, or faculty member.

- “B” class requires maintaining a 3.0 GPA with no failing grade for the previous grading period or cumulative. Students in “B” class may take one night off per week to attend an on campus school-related event such as an athletic event, a play, musical, or other gathering such as Young Life.
- Night before classes: 10:15 p.m. in dorm, 10:30 p.m. in room, and 10:45 p.m. lights out.
- Friday/ Saturday night: 11:00 p.m. check-in/ 11:15 p.m. lights out.
- Specific restrictions: May not leave campus from Sunday study hall until Friday after fulfilling school obligations, unless with a parent, RA, faculty member, or has been granted specific permission by the dorm head or Dean of Residential Life.

Sophomores

- “A”/“B” class privileges. Same as outlined above for Freshmen, except GPA requirement for “A” class is 3.50.
- Night before classes: 10:30 in dorm/ 11:00 p.m. lights out.
- Friday/ Saturday night: 11:30 p.m. check-in/12:30 am lights out.
- Sophomores may have one refrigerator per room.
- Specific restrictions: May not leave campus between Sunday after church through Friday after fulfilling school obligations, unless with a parent, RA, faculty member, or has been granted specific permission by the dorm head or Dean of Residential Life.

Juniors

- “A”/“B” class privileges if apply. “A” class night off may be spent off campus. Students must check in with the duty teacher at 7:15 p.m. and return by 10:30 p.m.
- Night before classes: 10:30 p.m. in dorm/ 11:00 p.m. lights out.
- Friday/ Saturday night: 12:00 a.m. check-in/ 12:15 a.m. lights out.
- May have one refrigerator per room.
- Car privileges: see car policy for details.
- May leave campus during the week after completing school commitments. Must check back in with the duty teacher by 7:15 p.m.

Seniors

- First semester: “B” class students may take an off-campus night off and attend an on campus event one night per week. Students must check in with the duty teacher at 7:15 p.m. and return by 10:30 p.m.
- Second semester: Flexible study hall if the student maintains “B” class. Seniors may still take only one off-campus night off per week.
- Night before classes: 10:30 p.m. in dorm/ 11:30 p.m. in room/ 12:30 p.m. lights out.
- Friday/ Saturday night: 12:30 p.m. check-in/ 1:00 a.m. lights out.
- May have one refrigerator per room.
- Car privileges: see car policy for details.

- May leave campus during the week after completing school commitments. Must check back in with the duty teacher by 7:15 p.m.

Resident Advisors

- Flexible study hall if the student maintains a GPA of 2.50 and has no failing grade for the previous grading period or for any cumulative grades. Students with flexible study hall have the following guidelines/privileges:
 - may use TV rooms, telephones and computers;
 - may listen to music;
 - may visit other dorm rooms with flexible study hall;
 - have permission to visit other dorms during second half of study hall only;
 - must be generally quiet and should not loiter in halls or disturb other students;
 - One night off per week if the student has no failing grade for the previous grading period

Other Dormitory Activities

Dorm Meetings

All dormitories have regular required evening meetings at the discretion of the dorm heads. Students must schedule other activities around this commitment.

Weekend Activities for Boarders

Each weekend a variety of activities, trips, or competitions is offered for the boarding student body. In the fall, 9th- and 10th-grade boarding students are required to participate in 4 to 6 weekend events in the “McSat Program.” At other times and for other students, participation is voluntary. However, it is hoped that all students will take advantage of these recreational activities. On most weekends, school transportation is provided to the shopping centers and points between. The school urges students to make use of this transportation rather than using other means.

Room Assignments

In the spring, students may choose roommates and rooms for the coming year under the direction of the Dean of Residential Life. Room preferences are awarded on the basis of GPA, dorm mark totals, and demerits accumulated. The Dean of Residential Life reserves the right to assign rooms or make changes in the best interests of the community.

SAFETY, SECURITY, HEALTH, AND WELLNESS

McCallie is a safe campus, and we endeavor to plan for emergencies or risks that might cause harm to the members of our school community.

Emergency Procedures

We review our emergency procedures annually with faculty, staff, and students. We periodically practice emergency drills. Generally, weather emergencies are communicated *via* a campus siren and text message. Other emergency communications are communicated *via* text message and email. For more details, please refer to McCallie's Emergency Action Plan.

Weapons

Firearms, explosives (or other incendiary devices), and knives of any kind (including pen knives) are prohibited. Due to their appearance and the potential for vandalism, paintball guns, airsoft guns, and other similar weapons are prohibited as well. This policy is in effect for the entire campus, including parking lots. Possession of a weapon on campus is a serious disciplinary offense that could lead to suspension or expulsion.

Appropriate Boundaries

McCallie's greatest strength has been the meaningful relationships that rightly form between teachers and students in the classroom, the athletic fields, and the dorms. These relationships allow us to speak into the boys' lives as they develop into young men. These relationships are possible only because parents have entrusted their sons to us. We must collectively safeguard and defend this trust by vigilantly ensuring that the relationships we form remain healthy, moral, ethical, and professional.

The following guidelines, rules, and examples have been compiled to help us maintain such appropriate relationships. These are communicated annually to and have the full support of our faculty and staff. We are sharing these to strengthen the partnership and mutual interest we collectively share to create the safest environment possible for our students. If you ever have a question or concern, please contact an administrator.

Expectations

- Expect your son to form strong relationships with teachers, coaches, dorm advisors, etc. He may even have a favorite teacher or coach. Over time, however, we hope to see every boy develop a network, i.e. a widening circle of adult mentors who know the young man and with whom the young man can relate.
- Expect your son's teachers or coaches may take an interest in your son's activities in other areas in and outside of the classroom. For example, an English teacher may come to see your son's soccer game, or a coach may come to see your son's musical performance.
- Expect teachers - particularly boarding faculty - taking your son in groups with other boys to extracurricular events approved by the school.
- Expect to see positive and appropriate displays of affection, including side-hugs, pats on

the back, an arm around a shoulder, hand-shakes, high-fives, hand slaps, and fist bumps.

- Expect to see your son's teachers communicating via emails from a McCallie email address or messages from our Google classroom portal. We sometimes use text messages. The following are appropriate examples: a team group text, a short text from a dorm faculty asking for your son's location or plans, an emergency communication where time is of the essence, etc. Text messages between faculty and students should not become conversations.

Typical Situations Calling For Wisdom And Communication

- One-on-one interactions do occur, and faculty are instructed to take steps to make such interactions transparent. This ordinarily means they will occur in a public, open, or visible space. The following are examples: tutoring, backwork, college counseling sessions, necessary transportation, etc.
- In connection with physical and mental health, there may be times when your son may be one-on-one with a counselor or member of the student health center. We require such meetings to be scheduled or communicated with other members of the counseling or student health staff.
- Residential faculty may permit students to visit them in their dorm apartments when the faculty member is on duty or when the faculty member's spouse is present. In either instance, the door should be open, regardless of the number of students in the apartment.
- Overnight trips must be pre-approved by the school and require at least two adult chaperones.
- Coaching sometimes requires physical demonstrations involving students; however, coaches should never participate in live action drills. Faculty may participate occasionally in school organized competitions with students.

Mandatory Reporting

It is important to remember that anyone with knowledge of or reasonable grounds to suspect physical, sexual, or mental abuse of a minor **must** report such known or suspected abuse to the Department of Childrens Services at (877) 237-0004, or, in the case of an emergency, by dialing 911.

Counseling Center

Counseling at McCallie is available to all students through the Counseling Center located on the fourth floor of the Maclellan Academic Center. An 'open door' policy is used to encourage students to stop by to share a variety of personal/social concerns. Students are also encouraged to share positive experiences surrounding their lives and to receive words of encouragement that are critically needed at this important time in their development. If a

conference is desired, telephoning or simply stopping by the office to arrange an appointment is preferred. In doing so, a student will not waste valuable time waiting for counselor availability.

Our philosophy is that little problems solved early avoid larger problems later. Therefore, students and/or their parents are encouraged not to be hesitant in contacting the Counseling Center if a concern arises.

Student Health Center

The Student Health Center is open from 7 am to 11 pm Monday through Friday. On Saturday and Sunday, the hours are 9 am to 11 pm. A registered nurse is on call at all other times in case of an emergency.

A boarding student will be excused from class for illness only if he reports to the Student Health Center prior to missing a class. Retroactive excuses will not be issued. If a boarder needs the services of the Student Health Center after hours, he should be accompanied by a faculty member or RA.

Students admitted to the Student Health Center will check their cell phones in with the nurses in order to provide a quiet, restful environment. Cell phones will be returned to students upon dismissal from the Student Health Center. Parents may call the Student Health Center any time to inquire about their son's health status.

All appointments for boarders with healthcare providers should be arranged through the Student Health Center.

Campus Boundaries

The McCallie campus is bounded on the north by McCallie Avenue, on the east by the fence line on Missionary Ridge, on the south by Anderson Avenue, and on the west by Dodds Avenue. Neighborhood convenience stores are strictly off-limits for all students at any time. Penalties for being off campus without permission range from confinement to the dorm or work detail to suspension.

MISCELLANEOUS PROVISIONS

Bookstore

Schoolbooks, school supplies, toiletries, t-shirts, some athletic equipment, etc. are available on a cash or charge basis at the Bookstore on the ground floor in Maclellan Hall. Hours are posted.

Cars

Student automobiles must be registered and must display a current McCallie parking decal. Parking in a lot other than the one assigned will result in disciplinary action. Parking will be assigned by the Deans' Office and McCallie Security.

Any student who is reported to be operating a vehicle in an unsafe manner, whether on or off campus, may be required to meet with the appropriate Dean or the Discipline Committee. Any traffic accident must be reported to school authorities immediately. Repeated or serious violations may result in loss of vehicle privileges.

Boarding seniors and juniors who have filed proper contracts with the school may possess a car in Chattanooga. All boarders with cars must park in their assigned lot.

A senior boarding student may have a car on campus for use for blue slips home. If he has a 2.5 GPA with no failing grade, an average of 7 or fewer dorm marks during the previous grading period, and has earned fewer than 60 demerits in the semester, he may drive the car in town during the week as well as on weekends, carrying passengers up to the number of working seat belts. Resident Advisors must maintain a 2.0 GPA with no failing grade to obtain car privileges.

A junior boarding student may have a car on campus for use for blue slips home. After Fall Break, if he has a 3.3 GPA with no failing grade, an average of 4 or fewer dorm marks per week during the previous grading period, and has earned fewer than 60 demerits in the semester, he may drive the car in town on weekends, carrying no more than one other passenger. For the second semester, if he has a 2.85 GPA with no failing grade, an average of 6 or fewer dorm marks per week during the previous grading period and has earned fewer than 60 demerits in the semester, he may drive the car in town on weekends carrying passengers up to the number of working seat belts.

Students may not loan their cars to other students. They may not borrow cars from other students. Doing either of these things will result in significant disciplinary consequences, including the loss of automobile privileges for a given period.

Any chemical violation by a boarding student will result in loss of car privilege for a specified time. If a boarding student's automobile is used to purchase or transport chemicals, the student shall forfeit automobile privileges.

McCallie will provide transportation to required practices, contests, activities, etc. Students may not drive other students to these kinds of required school events.

The school reserves the right at any time to revoke the car privilege if a student's academic performance or his behavior warrant it.

Dances

Dances are part of the high school experience. Middle School students may not attend high school dances. We are happy to work with the student body to organize and support them. Dancing must be appropriate and in the spirit of the following guidelines:

- Dancers must be face-to-face;
- Dance moves should not be suggestive; and
- Dancers should avoid displays of affection.

Dining Hall (Alumni Hall)

Four meals a day are served in the dining hall. Day students are entitled to the noon meal only at no extra charge. If a day student wishes to eat a meal or consume any food or beverage other than lunch at the school dining hall, he may do so for a small fee, provided he checks in with dining hall staff. Breakfast is served beginning at 7:30 am, and the evening meal begins at 5:30 pm. On weekends, breakfast begins at a later hour. Food may not be taken from the dining hall. See the following section on Dress and Appearance for appropriate attire.

Personal Property

While the campus is very safe and personal property is generally secure, there have been occasional instances of theft in public spaces on campus. The problems have usually involved students bringing too much cash or expensive electronics to school and leaving them in the hall in gym bags or backpacks. Please help the community by following these guidelines:

- If you must carry cash, do not carry much. We recommend that students carry no more than \$20.
- If you must carry cash, keep it in your pocket or in a locked locker, not in a backpack or gym bag.
- All personal items should be prominently and permanently labeled.

McCallie reserves the right to search student automobiles, dorm rooms, lockers, backpacks, and electronic devices (cell phones, smartphones, tablets, laptops, computers, etc.) for any unauthorized items or actions considered harmful to oneself or the school. A student's refusal to cooperate is grounds for dismissal.

Travel Policy

From time to time, McCallie students will engage in experiences that require them to travel on school sponsored trips. Prior to such trips, students will be given a travel policy and waiver form outlining the regulations regarding school travel.

McCallie does not endorse any commercial travel companies or expeditions. The school does offer a wide attraction of weekend activities. Any boarding student wishing to participate in a non-McCallie activity must have specific permission from his dormitory head and the appropriate dean.

Any student enrolled in any off-campus activity or travel is obligated except under unusual circumstances, such as severe illness or death in the immediate family, to complete the program or activity. The student also understands that participation in orientation sessions is mandatory and that failure to attend orientation sessions may result in dismissal from any off-campus activity or travel program. The student and his parents further understand that there shall be no refund of any fee or charge if the student leaves the program early (or is dismissed from the activity or program). Any student who is dismissed from the activity and/or travel will be subject to disciplinary action, up to and including expulsion, as outlined in this handbook.

Working (Off-Campus Jobs)

Off-campus jobs are generally discouraged. If a student takes a job, then it should not conflict with his school commitments.

McCallie's Name, Trademarks, Logos, and Brand

The school's trademarks, logos, brand identity, and the "McCallie" name, when reasonably likely to reference the school, may not be used without authorization, including, without limitation, in connection with social media accounts, clothing, merchandise, or for any commercial, promotional, or political purpose.

APPENDICES

Appendix A: Requirements for Enrollment in Honors and AP Classes

Course	Prerequisite Grades and Course(s):	Standardized Test Score (if taken)
World Literature Honors	A- in Responding to Literature Honors or A- in Responding to Literature	Combined PSAT Reading/Writing of 600 or better
AP English Literature and Composition	A- in World Literature Honors or A- in World Literature with teacher recommendation	Combined PSAT Reading/Writing of 630 or better
Algebra 1 Accelerated	A in 8 th Pre-Algebra	ERB Math IN at 85% or higher
Geometry Honors	A- in Algebra 1 Accelerated or A in 8 th Algebra 1 with appropriate math placement test score	
Algebra 2 Accelerated	B+ in Geometry Honors or A in Geometry and A in Algebra 1 Acc.	PSAT math score of 600 or better
Algebra 2 Honors	A- in Geometry Honors	PSAT math score of 600 or better
Pre-Calculus Accelerated	B+ in Algebra 2 Honors or A- in Algebra 2 Accelerated or A+ in Algebra 2 + appeal	PSAT math score of 620 or better
Pre-Calculus Honors	A- in Algebra 2 Honors or A+ in Algebra 2 Accelerated + appeal	PSAT math score of 620 or better
Honors Calculus	B in Pre-Calculus Honors or B+ in Pre-Calculus Accelerated A- in Pre-Calculus	PSAT math score of 600 or better
AP Calculus AB	B+ in Pre-Calculus Honors or A- in Pre-Calculus Accelerated	PSAT math score of 620 or better

AP Calculus BC	A- in Pre-Calculus Honors or A+ in Pre-Calculus Accelerated + appeal	PSAT math score of 620 or better
AP Statistics	B in any completed Calculus course or concurrently enrolled in any Calculus	PSAT math score of 620 or better
AP Economics	B+ in any Pre-Calculus level	PSAT math score of 600 or better
Honors Biology	A- in Intro to Physics or B in Honors Chemistry AND A in previous English course	
AP Biology	A- in Honors Chemistry	
Honors Chemistry	Concurrent placement in Algebra 2 Honors or higher level math AND B+ in Intro to Physics, Honors Biology, or previous science class (for new students)	
AP Chemistry	A- in Honors Chemistry	
Honors Physics	B in Pre-Calculus Honors or A- in Pre-Calculus Accelerated AND concurrent placement in at least AP Calculus AB	PSAT math score of 630 or better
AP Physics C	A- in Pre-Calculus Honors and concurrent placement in AP Calculus BC	PSAT math score of 630 or better
AP Environmental Science	A- in any Biology and A- in any Chemistry	
AP World History	A- in Responding to Literature or Responding to Literature Honors or in previous history course	Combined PSAT Reading/Writing of 600 or better
United States History Honors	B+ in AP World History or A- in World History Since 1000	Combined PSAT Reading/Writing of 600 or better
AP United States History	A- in AP World History or A+ in World History Since 1000	Combined PSAT Reading/Writing of 600 or better

AP European History	B+ in AP US History or A- in US History Honors	Combined PSAT Reading/Writing of 600 or better
Latin 2 Honors	A in Latin 1	
Latin 3 Honors	B+ in Latin 2 Honors or A- in Latin 2 with summer work	
AP Latin	B+ in Latin 3 Honors/Latin 4	
Spanish 2 Honors	A- in Spanish 1 and final exam grade B	
Spanish 3 Honors	B+ in Spanish 2 Honors or A in Spanish 2 and with teacher recommendation	
AP Spanish	B in Spanish 3 Honors	
Spanish Literature	B in AP Spanish and score of 4 or 5 on AP Spanish exam	
AP Chinese	B in Chinese 4	

Appendix B: Learning Differences

Many students have learning differences which necessitate some accommodation to the regular academic program at McCallie. McCallie has developed standard criteria for documenting Learning Disabilities and ADHD. McCallie's standard criteria and documentation requirements for receiving accommodations are modeled after those required by most colleges and universities. Our intent is to have an accurate assessment of strengths, to understand areas of weakness, and to encourage an individual student's ability to compensate for specific weaknesses. With this critical information, a helpful accommodation plan can be established to potentially enhance the student's learning process in the classroom.

Documentation Requirements:

- Psycho-educational or neuropsychological testing is highly recommended (and required by colleges and universities). The testing must be done by a qualified professional such as a licensed school psychologist, clinical psychologist, educational psychologist, or neuropsychologist.
- Testing must be done within three to five years of the time of the requested accommodation(s).

- All paperwork for requests for observations of students by their teachers (e.g., Conner's Rating Scale, BRIEF, BASC, etc.) will be sent directly to the testing professionals who will interpret the information.

Documentation should include the following:

1. Diagnostic Interview—Including an academic, developmental, and family history.
2. Relevant Testing – Including individualized tests of aptitude/cognitive abilities; academic achievement; continuous performance, tracking or attention; and information processing.
3. Actual Test Scores from Standardized Instruments – Without actual test scores, it is difficult to see the patterns of strengths and weaknesses and to make appropriate accommodations.
4. Specific Diagnosis(es) – Based on the DSM-IV diagnostic criteria.
5. Recommendations made by the evaluator should describe the impact of the academic weaknesses and provide a rationale for the recommendations that are made. Stating the current functional limitations due to the disability, including information regarding its duration, severity and impact on academic performance in general and test-taking in particular is necessary and helpful.
6. An Interpretative Summary should be provided.

Accommodation recommendations are made based primarily on the required testing. All psycho-educational evaluations are kept in the locked Records office but not in the permanent file of the student.

- For students diagnosed with ADHD, appropriate documentation from a medical practitioner is acceptable. A letter on letterhead should include the date and signature with credentials and must be sent to the Director of the Learning Center. The letter must also include: the date of the first diagnosis, the basis for the diagnosis, the schedule for continued follow-up and monitoring of the student, the date he/she last saw the student, and any academic recommendations for the student. Inclusion of medication regimen is at the discretion of the physician.
- A parent/student conversation with the Director of the Learning Center is recommended and welcomed prior to the implementation of an accommodation plan.

Reasonable Accommodations:

Reasonable accommodations might include:

- Extended time on tests (Extended time may be 50% or 100% depending on the learning weakness. At no time is unlimited time given to complete tests).
- Testing over multiple days, though rarely accommodated.
- Preferential seating.
- Testing in alternate locations.
- Use of a laptop, recorder and/or Franklin Speller in the classroom.

- Consideration of not penalizing for spelling errors on in-class essays, tests, or exams unless the word is on the document.
- Use of audiobooks.
- Other accommodations may be discussed with the Director of the Learning Center.

The following accommodations cannot be made:

- Extended deadlines for daily work.
- Shortened assignments.
- Oral testing.
- Providing note-takers or readers.
- Exemptions from required afternoon activities.

School Expectations of Students with ADD/ADHD or Learning Disability Diagnoses:

- Demonstration of a solid work ethic and a willingness to work with teachers, advisors, and Learning Center personnel to develop strategies to compensate for areas of difficulty.
- Attendance at Backwork in classes of specific weakness or challenge.
- Active compliance with the recommendations of the Learning Center staff.
- Consistent and prompt attention to the medication schedule. Students are responsible for getting to the infirmary and taking medication as prescribed. Maintaining the medication schedule is essential.
- No medications will be kept in student rooms or with students on campus.
- Students must attend study halls and the Learning Center as assigned.

Requests for Extended Time on Nationally Standardized Tests:

- Students who are on an accommodation plan with McCallie do not automatically qualify for extended time on nationally standardized tests. Extended time is granted to students by the College Board for the PSAT, SAT and APs and by the ACT for the ACT. There is a specific application process for each organization.
- Students who may qualify for extended time on standardized tests are responsible for meeting/talking with the Director of the Learning Center to determine the appropriate information needed to apply for extended time and to complete the paperwork for the application. Application for extended time must be made well before the registration deadline. For both tests, learning differences must have been diagnosed before the summer of the student's junior year.

Appendix C: Current Offerings for Extracurricular Activities, Clubs, Etc.

Extracurricular Activities

Advanced Filmmaking Workshop

Drama & Theater
Model UN
M-Fit/M-Physical Training
Outdoor Program (Climbing, Kayaking, Mountain Biking, Paddleboarding, Ultimate Frisbee)
Pennant Yearbook
Scientific Research (Biology, Rocketry, etc.)
Sports Broadcasting
Yoga

Clubs

Below is a not quite exhaustive list of current clubs at McCallie. Most clubs are created by curious, passionate, and inspired students who wish to pursue an interest beyond the confines of the school day or an academic setting. They are open to any student who wants to join and participation is voluntary. Students should contact the Dean of Students or the Upper School Principal if they wish to form a club or if they'd like more information about joining one. Each club must have a faculty sponsor for organizational and supervisory purposes.

Amnesty International: McCallie's chapter of the international organization focuses on global human rights issues, often in concert with (pun intended) the GPS chapter.

Automotive Club: Students interested in cars, and in particular the hands-on work of getting them repaired and running, should consider the Automotive Club.

Conservatory of Contemporary Music: As much a clearinghouse as a club, the conservatory seeks to bring musicians together to help them find other, like-minded musicians who might be interested in forming bands for performance.

Happiness Club: The Happiness Club promotes a spirit of joy and happiness in the daily life of the school by adding fun, whimsical events and activities, sometimes at the most surprising times. The club reinforces the McCallie student body's strong sense of camaraderie.

Iron Club: This group promotes strength (both physical and spiritual), discipline, and brotherhood through advocating mentorship and hosting seminars.

Language Clubs: Spanish, German, Chinese, Classics: McCallie has four language clubs on campus. They meet on a regular basis and discuss the cultures, foods, and lifestyles of the Spanish, German, and Chinese societies. The Classics club is designed to encourage the study of Latin and Greek by studying Roman and Greek culture. These clubs seek to provide service to the community and school, competition opportunities for students, and camaraderie between members of the club. They also host foreign movies.

Leo Club: Chartered by the Chattanooga chapter of the Lions' Club, the Leo Club focuses on finding and fulfilling community service opportunities around Chattanooga, primarily on weekends.

Math Community Initiative: Members of this club want to make math more accessible, fun, and popular through contests, presentations, even tutoring. Particularly math-focused students will also prepare for local and national math contests.

Diversity Club, Black Student Union, and the Alliance for Belonging, Identity, & Brotherhood: These service-oriented student groups meet to discuss and promote inclusion while supporting McCallie's campus-wide diversity initiatives.

Music Appreciation Society: For students who enjoy listening to a wide range of music, this group will also oversee "Music in the Quad" programming and hopes to someday revive the Battle of the Bands.

Photography Club: Students interested in the art of photography are welcome to join this club, which meets to discuss new technology and techniques. The Photography Club typically takes at least one trip a year, usually to the nearby Smoky Mountains.

Slacklining Club: The Slacklining Club enjoys and promotes the sport of slacklining, including community outreach and service projects.

Science Bowl: Science Bowl meeting times allow members to practice and prepare for science-focused quiz bowl contests at the local and state levels.

Science Club: The Science Club allows for additional exploration of science-related topics outside of the classroom.

Sound Club: The Sound Club is for students interested in the study and creation of electronic music.

Spanish Community Service Club: Members of this club help out the Hispanic community throughout the greater Chattanooga area through various service opportunities.

Volunteers for Veterans: This club both honors and supports military veterans through ceremonies, fundraisers, and projects aimed at providing needed resources for the men and women who have served our country.

Young Democrats, Young Libertarians, and Young Republicans: These organizations meet to discuss the events that concern our nation. The clubs often meet jointly to discuss a wide range of topics, and sometimes they host speakers, mock debates, and mock elections.