
Middle School Essentials

Absences: If a student is absent, a parent should call or email the registrar, Carol Bradford (493-5414), before 9:00 am. Upon returning to school, the student should bring Mrs. Bradford a signed, dated note explaining the reason for the absence.

Tardies: When a student is tardy, he must sign in at the MS office and receive an admit slip. Parents should also contact Mrs. Bradford before 9:00am.

Dismissals: A student should bring a signed note to the office at the beginning of the school day. A parent may also call or email Mrs. Bradford in lieu of a note. **At the time of dismissal, a parent must sign out the student at the office.**

Blue Slip:

- **Excused:** A student may be excused from class if he is attending a religious service, significant memorial event, or special family event. For these types of events, a written permission form (Blue Slip) must be obtained from the Middle School Office **at least three school days prior to departure.** Students should make every attempt to complete work in advance.
- **Unexcused:** Absences for reasons which do not meet these criteria (e.g., family trips) are handled on a case-by-case basis by the Middle School Principal. The student is responsible for making up missed work **before** his departure.

Messages: First, try emailing your son. If needed, call the Office (Valerie Van Buskirk 493-5596 or Carol Bradford 493-5414) to get a message to him. The earlier in the day that you call, the more time we will have to see that your son receives it. **Please don't text or call your son because his phone should be turned off.**

Drop-off: All students should be dropped off in the circle in front of the middle school. Please do not leave your vehicle unattended in the circle drive.

Pick-up: Please designate a location and time to pick up your son when he is finished in the afternoon. The more consistent one can be, the better.

Dress Code: Students are expected to wear:

- a solid colored dress shirt (tucked in) with tie. Shirts that are striped, checked, patterned, etc. are not acceptable.
- dress pants with belt

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- shoes and visible socks. Most students wear athletic shoes. Sandals, open-toed/heeled shoes and military boots are not acceptable
- On Fridays, students may choose to wear a Friday shirt. These shirts may be purchased at the bookstore.

Hair should be kept neat and clean and be **out of the eyes, clearly off the collar, and above the ears**. No bizarre or trendy haircuts/colors are allowed.

TEPS Days: TEPS is McCallie's sophomore leadership organization. They help with a number of Chattanooga organizations throughout the year. TEPS days help support many of the community groups they support. Students may pay a small annual fee to have the privilege to dress casually on TEPS Days. This fee of approximately \$12 per semester will be charged to their account. Generally, these days occur once a month and are in the morning announcements. Proceeds are used for student activities during the school year.

Class Trips: Each year our faculty plans grade level trips to Camp Highland, Camp Laney, and around Tennessee. The Grade Level Team Leader will communicate more with you about these trips. The cost per grade is approximately \$200 - \$350.

Forget a tie or belt? Extra ties/belts may be borrowed from the Office if available. Please have your son return the tie or belt at the end of the day. Donations of ties and belts are welcome!

Lost and Found: It is inevitable that 260+ boys will misplace items. **Please put your son's name in his clothing, books, calculator, etc.** There are lost & found bins in each grade area.

Game Room: The Game Room is located in the Sports and Activity Center. The boys are allowed to go to the Game Room after lunch (11:50-12:10) and in the afternoon after their athletic or enrichment activity.

Cell Phones: Cell phones **should be turned off and placed in lockers from 8:30-3:25**. If a student needs to contact parents during the school day, he should use the student phone located outside the office. Parents should avoid calling or texting their son during the school day.

Meals: Meals are available at breakfast, lunch, and dinner. Lunch is included in tuition, but other meals are also available at an additional charge. Students and parents may charge additional meals by entering the student ID when entering the serving area.

Parent conferences occur once during each semester. (See the school calendar for specific dates.) If your son is doing well, you do not have to sign up for a conference. You will receive an email giving you specific instructions on how to sign up.

First-Aid Room/Over-the-Counter Medication: Our First-Aid Room is located in the Office. Please tell your son to come to the Office if he is sick or thinks he is getting sick. Please do not send your son to school until he is fever and vomit free for 24 hours. If a student develops a fever during school, we will administer Tylenol or Advil (if we have a signed Over-The-Counter Medication Form). We will then contact you to come get him. We also have first-aid supplies such as band-aids, antiseptic ointment, and Tums that we can give when indicated by your son's needs and your permission as indicated on the appropriate Magnus forms.

Prescription Medication: If your son needs daily prescription medication, our Student Health Center will send us the Prescription Medication Permission Form with medication name and dosage instructions. A parent should bring the medication to the middle school office. Please remember to fill out the necessary information and include it with your Magnus health forms online. **NOTE: We ask that parents bring medication to the Office. We also ask that all prescription medication be brought in the original prescription container.**

Address/Employment changes: If you have a change in any of your personal information, you are able to update the information yourself through MOSIS. We will be notified by email that your household information has been changed. Please remember to click the SAVE button before you leave the page.

Hall lockers will be posted on the bulletin boards in each grade area. The locker areas will be available for students to come in and set up lockers on Sunday, August 15 from 3-5pm or Monday, August 16 from 9-11:30am.

People to contact for help:

MS Principal: Scotty Jones sjones@mccallie.org 493-5415

Assistant Principal for Academics: Tammy Barber tbarber@mccallie.org 493-5410

Assistant Principal for Student Life: Bart Wallin bwallin@mccallie.org 493-5420

Guidance Counselor: Cindy McCroskey cmccroskey@mccallie.org 493-5515

Chaplain: David Conrady dconrady@mccallie.org 493-5890

Administrative Assistant: Valerie Van Buskirk vvanbuskirk@mccallie.org 493-5596

Registrar: Carol Bradford cbradford@mccallie.org 493-5414