



# MORRISON ACADEMY TAICHUNG CAMPUS

*Founded 1952*

216 Si Ping Road  
Taichung, TAIWAN 40679

Elementary and Middle School (EMS)

## Parent / Student Handbook

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Morrison Academy is a member of the following organizations:  
The East Asian Regional Conference of Overseas Schools  
The Association of Christian Schools International  
Western Association of Schools and Colleges



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# Introduction

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## **Welcome to Morrison Academy Taichung's Elementary-Middle School!**

Dear Parents and Students,

Welcome to our Morrison Academy Taichung Elementary-Middle School Parent-Student handbook. I believe you will have a great experience in our EMS. This handbook will serve as a guide to our school rules that seek to provide a safe and secure learning environment. You will find that we offer a unique place of learning for all our students with opportunities that educate the whole child.

Taichung's EMS is committed to providing a quality, Biblically integrated education for every student. Students work toward mastery of the concepts they need to understand the world around them and the skills to communicate their knowledge, passion, and perspective. We value the contribution of every student as an individual, created by God, with unique abilities, interests, and talents.

The educational journey is always about more than knowledge at Morrison. We are excited about our 2020-21 school-wide theme, Cultivate, and theme scripture, Ephesians 4:15a. We hope to encourage one another to deepen our relationship with God through spiritual growth. We pray that our students flourish as they grow increasingly closer to God. Throughout the year, we will focus on the core verse and Cultivate theme.

Ephesians 4:15a

<sup>15</sup> ... we will speak the truth in love, growing in every way more and more like Christ,

We look forward to partnering with you in your child's educational journey.

Blessings,

Mr. Finch

Elementary / Middle School Principal



# General Information

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## **Morrison's History**

Morrison Academy is a nonsectarian, private school system operated under the direction of Morrison Christian Association, Inc., a nonprofit (New Jersey) corporation owned and operated by The Evangelical Alliance Mission, OMS International, World Venture (formerly CBI), and the Foreign Mission Board of the Southern Baptist Convention. The school is registered with the R.O.C. government as a foreign school and is accredited by WASC (Western Association of Schools and Colleges) in the United States, as well as ACSI (Association of Christian Schools International).

Founded primarily as a school for the children of missionaries, Morrison Academy began in September, 1952. The name Morrison was adopted in November of 1953 in honor of Robert Morrison, the first modern missionary to China.

The school follows a U.S. curriculum, with the language of instruction being English. Although the majority of our students hold U.S. passports, Morrison also enrolls students from more than twenty different countries.

## **Motto**

"Journeying Beyond Knowledge to Wisdom"

## **Philosophy Statement**

The educational philosophy of Morrison Academy is based on God's truth as revealed by the Holy Spirit in God's Word, the Bible, and in creation. Morrison Academy facilitates student learning by integrating Biblical truth with educational knowledge and applying the synthesis to life situations. The Morrison Academy teaching faculty must be born-again Christians who exemplify high moral standards based on Biblical values. Morrison Academy partners with parents in their God-given responsibility of training their children.

## **Vision for Our Learners (VFOL Statements)**

The vision of the Morrison Academy educators is that a maturing Morrison student will,

### ***As a Christ Follower,***

- appreciate who God is and His provision for reconciliation through Jesus Christ
- integrate Biblical principles and values into life situations
- accept his/her self-worth as God's creation

### ***As an effective communicator,***

- read and write skillfully and purposefully
- demonstrate competence in speaking and listening
- contribute to groups collaboratively with interpersonal skills

### ***As a critical and creative thinker,***

- analyze, interpret, evaluate, and synthesize concepts within various contexts
- utilize mathematics to problem-solve effectively
- create original products and works with high standards

### ***As a lifelong learner,***

- maintain intellectual curiosity
- utilize the scientific inquiry method
- utilize technology appropriately

### ***As a moral and ethical citizen,***

- make ethical decisions from a Biblical perspective
- respect persons of other ages, races, cultures, faiths, and values
- demonstrate self-control in attitude and behavior

### ***As a wise and responsible steward,***

- serve others generously and compassionately
- maintain disciplined health habits
- appreciate the performing and visual arts

# General Information

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## Administration

**Tim McGill**, Superintendent

**Missy Basnett**, Director of Learning

**Larry Dilley**, Director of IT Services

**Josua Warren**, Director of Advancement

**Alicia Edwards**, Director of Human Services

**Matt Sawatzky**, Director of Finance

**Scott Finch**, EMS Principal

## Faculty

**Kim Wang**, Kindergarten Teacher

**Kathleen Ellis**, Grade 1 Teacher

**Kelli Dingus**, Grade 2 Teacher, K-5 Team Leader

**Nicholle Shell**, Grade 3 Teacher

**Hanna Chang**, Grade 4 Teacher

**Annie Lima**, Grade 5 Teacher

**Keturah Nipper**, Grade 6 Language Arts, World History

**Anne Cagwin**, Grade 7 Language Arts, G6 World History

**Jennifer Finch**, Grade 8 Language Arts, MS Team Leader

**Randy Schmidt**, World Geography, US History

**Ronda Sheppard**, MS Math, MS Bible

**Jessica Restrepo**, MS Math & Science

**Debra Lawler**, MS Science

**Darryl Owens**, MS Chaplin, MS Bible

**Felicia Chung**, Mandarin Teacher

**Ting-Ting Ruan**, Mandarin Teacher

**Judy Chen**, Mandarin Teacher

**Dondi Peleo**, Physical Education; Athletic Director

**Jeff Johnston**, Physical Education

**Nichole Kamp**, Art Teacher

**John Schirmer**, Art Teacher

**Sunny Chang**, K-4 Music, MS Choir

**Don Beck**, Band

**Nick Brown**, Orchestra

**Rebekah Owens**, Professional Learning Coach, Experiential Learning Coordinator

**Crystal Liao**, Education Technology Coach

**Caryn Camp**, ELL Teacher

**John Van Hofwegen**, Learning Needs

**Sigrid Skaggs**, EMS Guidance Counselor

**Scott Pagel**, Library & Media Specialist

**Floyd Lima**, Library Assistant

**Liana Peleo**, Library Assistant

**Pam Schmidt**, Library Assistant

## Staff

**Amy Hung**, General Manager

**Alicia Edwards**, Admissions

**Rachel Sawatzky**, Administrative Assistant

**Michelle Roloff**, Health Coordinator, First Aid

**Angie Pagel**, School Nurse

**Luke Pan**, Maintenance

**Thomas Pan**, Maintenance



# General Information

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## A Christ-Centered, Western Education

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### A Christ-Centered School

A Christian-Focused, Western Style Education:  
Understanding a Christian-Focused,  
Western-Style Education

The purpose of this article is to help you become familiar with several important features of the Christian-focused, western-style education offered at Morrison Academy and how it might differ from other schools.

### Contents

1. [Explores a Christian perspective in all areas and subjects using the Bible and other Christian resources](#)
2. [Focuses on the student as a whole person](#)
3. [Emphasizes higher-order thinking skills](#)
4. [Places a realistic emphasis on grades](#)
5. [Uses a variety of assessment tools](#)
6. [Partners with parents in the educational process](#)
7. [Emphasizes developing a personal worldview and living consistently using that worldview](#)

### Explores a Christian perspective in all areas and subjects using the Bible and other Christian resources

One component of Morrison Academy's Vision for Our Learners is that they become Christ Followers. The educational philosophy of Morrison Academy is based on God's truth as revealed by the Holy Spirit in God's Word, the Bible, and in creation. Christian teachers don't avoid teaching about the world, but they challenge students to see the world through the lens of the Bible: created perfect by God, damaged by sin, and redeemed by Christ. The Bible is also used to learn skills for restoring every aspect of a fallen world— starting with

our minds, our hearts, our relationships, our moral choices, and our worship, but extending to the needs of those around us and to the earth itself. Students, whether Christian or not, are taught to use the Bible as a powerful tool to work towards a better world. This instruction extends to co-curricular and outside-of-class activities.

### Focuses on the student as a whole person

Another component of our Vision for Our Learners is that they become a Steward of the Quality of Life. Because Morrison Academy prepares students to have the option of attending college, academics are very important. However, we are committed to educating the whole person, spiritually, academically, socially, emotionally and physically. A Western-style school tries to emphasize each of these aspects of a student's education equally. A Christian school looks for every child's individual talents and teaches students to honor and use the gifts God has given them. We challenge our students to strive for the highest potential within their gifts and abilities; we want them to develop strong character and leadership qualities, to learn to live in a global community, to serve others, and to accept responsibility for their choices and actions.

### Emphasizes higher-order thinking skills

Becoming a Rational and Critical Thinker is another piece of our Vision for Our Learners. Western educational systems emphasize the integration, analysis and application of information and ideas. Although some memorization will always be required in a course of study, the ability to think critically is considered more important. The emphasis is on using facts to problem-solve and to apply information to real-life situations. In Western education, the emphasis is not on how much

you know, but on knowing where to find information, being able to discern its validity and usefulness, and applying knowledge to solve a problem. A Christian education also challenges students to seek consistency between their beliefs and actions.

### **Places a realistic emphasis on grades**

In a school such as Morrison Academy, where most graduates go on to four-year, western colleges, grades are important. However, an overemphasis on a numerical or letter score may sacrifice true learning and create an unhealthy situation by overly stressing a student. We consider the mastery of life skills such as collaboration, leadership and honesty to be more important than grades. Western education tries to de-emphasize grades and emphasize the joy of learning and doing one's individual best. This emphasis is reflected in the inclusion of Lifelong Learner in our Vision for Our Learners. Christian education encourages students to seek ways to honor God by using their individual gifts and talents. Creativity and imagination don't always translate to a high grade point average (GPA) but are attributes that have long-lasting rewards. Learning can be taught to be a rewarding activity and not solely a means to achieve good grades. Morrison Academy wants to foster a love of learning where students desire to learn throughout their lives.

### **Uses a variety of assessment tools**

In a western school such as Morrison Academy, assessment is done in a number of different ways. It occurs frequently and is not dependent upon just one test to measure success or achievement. Western education uses not only paper-and-pencil tests, but also verbal, anecdotal, portfolio, project, and presentation forms of assessment. One test is rarely the only measure of success. Moving to the next grade level or to university from high school is based on the number of credits a student receives as opposed to a single test score. This also applies to many western college applications where grades and test scores are not the only factor for acceptance. Most North American colleges do not rely on a placement test. Letters of recommendation and involvement in co-curricular activities and

student life are also very important for acceptance to quality colleges in North America.

### **Partners with parents in the educational process**

A Western, Christian school like Morrison Academy views parents as having the God-given responsibility of training their children; the school views itself as a partner to parents in this process. Teachers need the support of parents in order to be successful. Parents are encouraged to communicate with their children's teachers, and they should not be afraid that this would be seen as interfering or would negatively impact their children's grades. At Morrison Academy, teachers communicate regularly with parents through announcements, newsletters, and parent-teacher conferences; parents are encouraged to participate in school life through volunteering, attendance at fine arts and athletic events, and utilizing the Parent Action Committees (PAC) on each campus.

### **Emphasizes developing a personal worldview and living consistently using that worldview**

Our core mission statement indicates that we are preparing students to impact the world for Christ. Students at Morrison Academy are challenged to learn about the world and then make discerning choices about what they believe, how they react, and how they live. Part of our Vision for Our Learners is that all of our students, whether Christian or not, be able to articulate and defend what they believe using faith, evidence and sound reasoning. Students are encouraged to engage in service projects and outreach programs and to be good stewards of resources.

### **Acknowledgements**

This article relies extensively on materials created by parents and staff at Dalat International School, Malaysia, and Taejon Christian School, Korea, as well as excerpts from a brochure published by Christian Schools International. All materials are used with permission.



# Educational Purposes

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## **General Purpose Statement**

The ultimate purpose of Morrison Academy is to facilitate its students' spiritual, intellectual, emotional, social, and physical development so that they can glorify God. This growth comes from integrating Biblical truth with educational knowledge and applying this interrelationship consistently throughout a lifetime.

## **Kindergarten Purpose Statement**

Kindergarten is a time for your child to grow academically, socially, and emotionally throughout the year. We focus on the kindergarten curriculum as well as working on learning to share, showing respect to one another, doing things independently, solving our own problems, using common sense, taking initiative, and growing in integrity.

## **Elementary Purpose Statement (Grades 1-5)**

The Elementary School curriculum provides a continuum in each core content area as the basis for the development of perceiving, thinking, and problem-solving skills. In this curriculum continuum, the child moves from concrete experiences to increasingly more complex levels of abstraction in critical thinking. Skills related to each area will be built upon previous learning and measurable performance objectives. Since students come from a variety of educational backgrounds, effort is made to identify the instructional level of each student in relation to the subject continuum, including alternative instruction when necessary, so as to motivate the pupil to achieve at an optimum level.

## **Secondary Purpose Statement (Grades 6-8)**

The Secondary School provides a learning environment and experience that bridges the gap between the self-contained structure of the elementary school and the departmental structure of the high school. It will assist the student in making the transition from childhood to adolescence.

Through a balanced curricular and co-curricular program, there is continuing

emphasis on the spiritual, academic, social, and physical development of students. Students are helped to develop a personal identity based on a proper understanding and acceptance of themselves as unique individuals, created in the image of God; they are helped to nurture positive interpersonal relationships and to acquire a Christian worldview integrating life with the Bible.

Curricular programs emphasize the natural relationship among academic disciplines that facilitates cohesive learning experiences for secondary students. Academic skill emphasis and a well-defined continuum are used as a basic guide in each curricular area. Exploratory opportunities are provided through special interest elective courses for grades six through eight.

# Curriculum and Instruction

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## **Elementary (K-Grade 5)**

The elementary school offers self-contained classrooms for each grade. Students have Bible, language arts (writing and reading), math, science, and social studies with their homeroom teacher. Technology is integrated throughout academic subjects. Specialists provide instruction in music, art, physical education, library, guidance, and Mandarin. Morrison utilizes a U.S. curriculum and classroom resources.

## **Secondary (Grades 6-8)**

In the secondary school, students move to several different classrooms each day where they meet with the respective teachers for Bible, language arts, math, social studies, science, physical education, Mandarin, and guidance. Two periods a week are devoted to exploratory electives that allow middle school students to choose from various courses. Morrison utilizes a U.S. curriculum and classroom resources.

## **Bible Instruction and Chapel Attendance**

Morrison's Articles of Incorporation require each student enrolled at Morrison to attend Bible classes. Bible classes are held regularly and students receive an academic grade. Student work is assessed according to their understanding of the principles and teachings addressed in class, not on their personal convictions and beliefs. Chapel services are held each week and are mandatory.

## **Chinese Language**

Mandarin instruction at Morrison Academy Taichung is regarded as a high-level foreign language program using North American standards. It is not designed or intended to equate to national grade-level norms or bilingual programs. Parents are encouraged to enroll their children in additional Mandarin classes if they so wish.

Mandarin instruction is based on a two-track system, one for native speakers (Heritage track) and one for non-native speakers (Discovery track). The Heritage track focuses on speaking, listening, reading, and writing

skills. The Discovery track emphasizes developing a practical conversational base and gaining knowledge of Chinese culture.

Chinese language instruction is required for all students in kindergarten through eighth grade, except in special circumstances. All new students are placed in the appropriate class after taking a placement test and completing a verbal test with a Mandarin teacher.

Parents who question their child's placement level may contact the principal within the first two weeks of the first quarter and request consideration for a retest and possible trial placement at a different level. The principal and Chinese Placement Committee (CPC) will review grades, test and retest results, and the teacher's recommendation. The principal reserves the right to ultimately place the student at the level deemed suitable after all information has been reviewed.

## **Music**

In addition to classroom music instruction in Grades K-5, students are encouraged to sign up for private music lessons if instructors are available. Private lessons are usually scheduled after school hours.

All middle school students are required to take a performing arts class every year. They are able to choose from band, choir, orchestra or speech and drama.

## **Physical Education**

The goal of the physical education program is to engage students in a variety of physical activities and teach them skills appropriate for their age and maturity level. Our purpose is to help them discover areas of activity that they enjoy for a lifetime. At the elementary level, physical education classes are offered multiple times throughout the week.

All students are required to participate in physical education classes unless they are excused by a physician or the principal. Students who are excused from PE classes, due to sickness or injury, may not be allowed to participate in recess. All students

should wear appropriate clothing and non-marking running shoes for PE classes.

### **Secondary Exploratory Courses**

Exploratory Courses (Ecourses) are offered every quarter/semester for middle school students. At the beginning of each semester, students will be assigned two different exploratory courses for each quarter/semester. Some courses are offered for sign-up but are limited to space availability. These courses are varied and meant to be exploratory in nature. The classes may include visual arts, technology, cooking, sewing, social and personal development, and fitness. This allows students to be exposed to a variety of topics and learn a range of skills outside of the core class structure.

*\*Mandatory art courses are taught during exploratory times and will be assigned to students in order to meet the visual art requirement.*

### **Co-curricular Activity**

#### **Elementary**

After school programs for elementary students are available on select days between 3:30-5:00 p.m. depending on the class. These may include book clubs, debate, music, robotics, and sports. Additionally, students will have the opportunity to join junior orchestra and elementary choir (Grades 4 and 5). See the front office for an up-to-date list of all elementary after school activities.

#### **Secondary**

There are several voluntary after school clubs/teams for secondary students to join such as book clubs, chess, debate, music, and robotics. Sports seasons include basketball, volleyball, soccer, softball, and swim. Morrison Academy participates in TISSA (Taiwan International Schools Sports Association) competitions. Additionally, tournaments may include intra-Morrison campus events and select games against other Taichung schools. The season for each sport ranges from seven to ten weeks. Practices are coordinated by the athletic director and run by coaches. Practices are generally from 3:45-5:30 p.m. for middle school students, two times a week.

There will be a tournament at the close of each season. Student requirements for participation are as follows:

- Parental Permission: Signed parental approval of student participation in the middle school sports program will be required prior to practice or competition.
- Personal Commitment: Students will be required to attend 80% of all practices and all scheduled games. This record is monitored by the coaches. Parents and teachers are encouraged to provide assistance in the areas of coaching.
- Physical Examinations: Students are required to have a physical examination to participate in middle and sports. This physical examination must be completed prior to practice or competition.
- Athletic Insurance: Students participating in the middle school sports program are required to have Taiwan national medical insurance coverage.
- Grades: If a student is on academic probation, the student's continued participation in the activity may be suspended and reviewed until satisfactory improvement has taken place. In cases of behavioral difficulty, the principal, with parental notification, may restrict participation.

### **Field Trips**

Well-planned class field trips are an important part of our learning experiences. They enable students to see, apply, explore, and/or experience what is being studied in the classroom. Teachers plan for these carefully, and parents are informed about them beforehand. All school rules apply at all school-sponsored events whether on or off campus. We encourage (and often invite) parents to go with us.

# Academic Information

## Grading and Reporting

Student progress is available to parents throughout the year. Parents are required to regularly check and monitor their child's progress. Online school communication is provided via each family's MasteryConnect or PowerSchool account, classroom newsletters for elementary students, the online homework calendar for secondary students, and Google Classroom for many classes. At the end of each quarter and semester, parents (and students) are able to log-in and view final grades and comments. In addition, parents of those students who are not achieving at a satisfactory level at the midpoint in each quarter are notified via email from the teachers. Parents are strongly encouraged to attend a conference with his or her child's teacher at the end of the first quarter (elementary and secondary) and the third quarter (elementary only).

Morrison Academy's student body is not reflective of the general population, and as a result, achievement is skewed to the upper end of the normal bell curve. Therefore, the use of the bell curve is an inappropriate tool for determining grades at Morrison. Assessment is geared to individual achievement rather than focusing on competition with other Morrison students. Reports concerning student achievement are matched to the development of students at each appropriate stage of their school career. In addition, the reporting of student achievement is intended to reflect an assessment system that is based on rubrics that describe levels of attainment. Grades are never to be published publicly.

### *Product Grades*

These grades reflect an understanding of content, skills, and benchmarks mastered during a specific learning period.

### *Process Grades*

These grades reflect learning habits and behavior as they relate to social-emotional and academic performance during a specific learning period.

Process Grade (K-8)	Description
4	Consistently
3	Usually
2	Sometimes
1	Rarely/Never

## Elementary Grading Scale

<b>M: Mastery</b>	The student understands and can apply the concepts/skills of this subject area at the benchmark expectation.
<b>NM: Near Mastery</b>	The student is learning the basic concepts/skills of this subject at a developing level; he/she is working to reach the benchmark expectation.
<b>DM: Developing Mastery</b>	The student demonstrates partial understanding and application of content/skills, but multiple, significant gaps indicate that more practice is required to deepen content knowledge and master application of skills. The student demonstrates partial understanding and application of content/skills, but multiple, significant gaps indicate that more practice is required to deepen content knowledge and master application of skills.
<b>R: Remediation</b>	The student does not yet exhibit an understanding of the necessary concepts/skills and/or does not complete tasks; he/she is below the needed level of accomplishment.

\*\* Exploratory Courses will only be assessed on process; a product grade will not be assigned.

**Homework (Procedure 200)**

Homework provides additional learning experiences for students. These experiences can have positive effects on achievement and character development, and they also can serve as a vital link between the school and family.

Homework should focus on:

- Practice of skills introduced in class
- Pre-reading of new material to be introduced in class
- Integration of skills that are applied to a single project

Homework is **not** to be assigned:

- As discipline
- Over extended school holidays (more than two weekdays off attached to a weekend)
- As independent learning without any coverage of the material in class
- On evenings or weekends of Morrison school-sponsored events which affect a large segment of the students in the class, such as tournaments or the spring play.
- As long term projects that have due dates that fall one or two days after a vacation

*Purpose*

Homework should have different purposes at different grades:

Kindergarten students:

- Benefit from being read to and having involvement with skills which expand their horizons but do not involve independent study

Elementary (grades 1-5) school students should be given homework to:

- Develop good study habits
- Communicate that learning takes place at home as well as at school
- Provide time to practice and extend learning, especially through independent and oral reading

Middle and high school students should be given homework to:

- Improve achievement
- Extend the time available for both practice and investigative learning
- Help more mature students take charge of their own learning opportunities

Morrison uses the following homework guide for the average minutes per grade-level and recognizes that some students may take more time. Individual music lesson practice is not included in these academic totals. Enrichment opportunities may be provided beyond these limits.

*The times below are upper targets for each class.*

Gr.	Minutes per Grade per Night	
K	10	
1	20	
2	30	
3	40	
4	50	
5	60	
	Minutes per Subject per Night	Minutes per Subjects per Week
6&7	15	75
8	20	100

The previous listed times are not required for each class; they are upper limits. Morrison understands that school systems of other countries may assign more or less homework than we do. Enrolling at Morrison assumes an acceptance of our philosophy of education that includes an amount of homework that some families may not be used to.

*Notes:*

1 "Average" means that most of the class can complete the work within the daily time parameters. The listing of an amount does not indicate that homework must be given but rather recognizes that students work at differing rates and quality levels. Larger assignments and projects are sometimes



assigned with the understanding that students are given several days or weeks to complete it. "Per night" means outside of the actual class time period even if/when homework is started during class.

### **Homework Roles and Responsibilities**

Principals are responsible for:

- Communicate and monitor the homework policy
- Coordinate implementation as needed

Teachers are responsible to:

- Clearly indicate to students how the assignment is related to the topic under study
- Indicate the purpose of the assignment
- Define how the assignment might be best carried out
- Stipulate what the student needs to do to demonstrate successful completion of the assignment; this involves carefully communicating the teacher's expectations of how it should be completed
- Evaluate and give prompt feedback

Parents:

- Should rarely be asked by the teacher to play a formal teaching role in homework
- Should be asked to create a home environment that facilitates student self-study
- With primary grade children, may have direct involvement in listening, memorizing, etc.
- Should be monitoring completion of homework for students in Grades 1-8

### **Online Practice Work Calendar**

Parents and students in grades 3-8 are able to access the daily practice work assignments online by clicking on the *Taichung* tab and then clicking on the *Students* or *Parents* tab.

Teachers regularly update this information.

### **Missing or Late Work**

Students who do not complete their practice in a timely manner will be required to complete this work during study hall, ecourse time, or stay after school to complete it with the classroom teacher or principal. Completion of homework will take priority over other after school activities.

### **Probation and Eligibility**

Students with academic deficiencies (an "F" or more than one "D" in a quarter) will be placed on academic probation. A student on academic probation may be deemed ineligible for extra-curricular activities and will be required to attend after school labs and homework help as needed. A student will be removed from academic probation at the end of the quarter if his/her grades are no longer deficient as defined above. Any student on three consecutive quarters of probation will be recommended for termination of enrollment to the superintendent (see page 20). A parent and student meeting will be scheduled with the principal and teachers to discuss a plan of assistance. Students on academic probation may also be denied readmission for the following school year (See Procedure 255).

### **Progress Reports**

Progress reports are available on PowerSchool or MasteryConnect. Students with academic or behavioral difficulties and their parents or guardians may also receive emails regarding their progress.

### **Repeating a Grade**

In certain cases, especially those in which a student exhibits low maturity levels, repeating a grade is an appropriate tool. While it is recognized that this is a serious action with a potentially long-term impact on children and their families, repeating a grade will be recommended if necessary. The learning specialist will also administer the Light Retention Scale tool to determine if retaining the student is an appropriate action to take and will then discuss it with the principal and parents.

### **Report Cards**

Morrison operates on a quarterly system with semesters being the final reporting period. Report cards and comments are available online by logging in to PowerSchool or Mastery Connect. If you would like an official printed copy of your child's report card, then please request it from our office.

### **Standardized Testing**

Measures of Academic Progress (MAP) is a standardized test that is administered for

students in grades 1-8 two to three times a year to monitor student growth and assist teachers with planning instruction. Students do not need to prepare for these tests other than being rested. The tests do not affect the grades on report cards.

### **Student Files**

The school will keep records for each student showing personal data and progress throughout his or her Morrison career, including academic achievement, health information, and test results. These files will be kept confidential. Only the student's parents, teachers, learning specialist, guidance counselor, and principal will be permitted to review a student's records.

# Admissions, Registration and Attendance

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## Enrollment

Enrollment in Morrison Academy is restricted to students who hold a passport from a country other than the Republic of China (Taiwan) and who have evidence in their passport that they are considered aliens by the Republic of China. In case of a question as to citizenship, further documentation may be required to establish alien status. The passport must be presented at the time of application.

Proficiency in the English language and an indication of basic educational aptitudes and skills as determined by an interview, examination, and/or from educational records are prerequisites.

Policy dictates the school's missionary to non-missionary ratio, class size, and the number of students having limited English ability allowed in each class.

Policy also states that children must be five years old by September 1st of the year they wish to enter kindergarten in order to be considered for enrollment. Administrators may deny enrollment if it is determined by testing and observation that sufficient maturity is lacking for the students who meet the age criterion. For entrance into Grade 1, children must be six years old by September 1st of that year and have been promoted from a kindergarten recognized by Morrison Academy. The administration may waive the kindergarten promotion requirement if the child is ready for the first grade as determined by the application process.

Upon initial entrance into elementary school, parents are requested to present proof of age. It may be in the form of a birth certificate, a passport, or some other appropriate official government document. Failure to fully disclose or accurately represent student and family information may result in a denial of admission or dismissal from the school.

Further admission questions should be directed to the admissions coordinator.

## Registration

Acceptance of new students is processed through the admissions coordinator and registrar.

Acceptance for continuing students is only official after re-registration is completed.

**Re-registration includes completing the re-registration form in PowerSchool AND a full payment of the Registration Fee.**

## School Fees

1. A non-refundable annual registration fee is charged for each student.
2. Fees are quoted in NT dollars but are payable in NT or US dollars.
3. Fees are payable in advance for each semester. When circumstances require, parents or student's sponsor, guardian, or sponsoring organization may discuss an alternate method of payment with the principal or Director of Finance.
4. Payments are due as follows:
  - a. At the time of registering for the school year, the full registration fee is required. The registration fee must be accompanied by a completed registration form in PowerSchool.
  - b. On the published dates, the balance of all school fees and charges will be due for all students. Accounts not paid by this day will be charged a late fee plus interest.
5. New students who register after the fourth week of school will have the tuition prorated by the number of weeks remaining in the semester.
6. Tuition and fees are refundable prior to the end of the fourth week of each semester according to the school's stated refund schedule. No refund for tuition and fees may be made after the first four weeks of each semester.
7. It is recommended that payments be made through the Cooperative Bank, payable to Morrison Academy. Payment at other banks, the Post

Office, ATM, or by check is also acceptable.

8. As a service, statements will be mailed to the address stipulated by custodial parents/guardians upon their request. Accounts are due and payable as previously specified whether a statement has been received or not.

### **Grade Placement**

Students are ordinarily placed into the appropriate grade as indicated by their school records. When a student is transferring from another system of education and placement level may be unclear, the following criteria are considered in deciding grade placement:

- school records
- chronological age
- evidence of maturity
- standardized placement and/or achievement test scores

Students identified as having learning needs or language needs will be placed according to Policy #5240 (Learning Needs Program) or Policy #5250 (English Language Learner), respectively. In case of high achievement, students normally will not be placed ahead of their age appropriate grade.

### **English Language Learner**

If, during the admissions process, the registrar/principal determines that a student's English proficiency is insufficient, the student will be screened for ELL. All non-native English speakers will be screened.

#### *Referral*

If the teacher feels that the student may have an ELL need, the teacher should notify the principal. The principal will contact the counselor and/or ELL teacher and arrange for:

- Observations to be done by someone other than the teacher making the referral
- Comparison of the student's work with other students in the class
- A conference with the classroom teacher, ELL teacher, teacher doing the observation, and others as needed
- The administration of screening tests.

## Attendance

Attendance is expected. Part of choosing to come to Morrison Academy Taichung is committing to both daily attendance and the yearly calendar.

### Absence for reasons of illness

Medical attention is the responsibility of the parent.

Students should not be sent to school if they have:

- a cold
- communicable disease
- fever (above 100° F/37.5° C)
- nausea
- vomiting (past 24 hours)

Germs spread quickly in a classroom of children. Keeping a sick child home shows care for other school families and helps keep the school a much healthier place for your child, other students, and teachers. Students with a communicable disease are to remain home until the disease is no longer communicable.

**A child may return to school when he/she has been fever-free (without fever reducing medication) for 24 hours, nasal drainage is clear, and ceases to be a threat to the well-being of others.** *(For example, if a student is sent home at 10:00 a.m. with a fever, that student may not return to school at 8:00 a.m. the next morning, but must wait until the following school day before returning to school.)*

Parents are required to inform the school office and the homeroom teacher of their child's illness each day. In cases of extended absence due to illness, the school may request a note from the attending physician.

### Absences for reasons other than illness:

Except for absences caused by illness, students are expected to attend classes when school is in session. Parents are required to inform the office and homeroom teacher prior to any absence.

### **Extended Absence**

Requests for absences that will last more than three days should be made to the principal by

email at least one week before the absence occurs. Absences of eight days or more may require a meeting. Students who fail to complete this procedure may incur unexcused absences on their official attendance record.

School work not turned in as the result of absence will result in an incomplete grade and the student will be required to stay after school under supervision to complete the missing work. Students whose work is already marginal should be aware of the possible consequences of missing school including the possibility of poor or missing grades. In most cases simply completing work missed may not result in as high a grade or full mastery of the subject since vital classroom participation is missed.

Any work not made up can result in a No Evidence (NE) grade for that standard. Make-up time will be on a "day-for-day" basis for up to three days. If the student is absent one day, work must be turned in the day after the student returns to school or before the end of the quarter if that is sooner. The maximum time limit for make-up work will be three days for extended excused absences, unless agreed upon by the teacher and administration. Pre-announced assignments are due on the date announced or immediately upon return to school.

Generally, excused absences are granted for sickness, doctor's visits, necessary trips to government offices, and approved school trips. Most other absences are unexcused. Parent notes will not necessarily result in an approved excused absence. The principal may excuse a student's absence due to special events or extenuating circumstances. If unexcused absences for any reason exceed 8 days per semester, the principal may recommend termination of enrollment to the superintendent.

*Regular attendance is basic to a child's ability to learn successfully in school.*

*Refer to Procedure #250.*

### **Early Release**

If a student needs to leave school before the end of the school day, he or she must follow this procedure:

1. The student must have an email, a note, or a phone call from a parent or guardian. Students who do not have a note or phone call from a parent or guardian will not be allowed to leave.
2. The student must notify teachers whose classes will be missed.
3. If a student needs to leave school due to illness, he or she must visit the nurse's office to determine whether or not the student should go home. The school will notify parents when their child is ill. Elementary students must be picked up from the school. Secondary students may go home with the parent's permission.
4. The student or parent must sign out in the school office prior to leaving the building. Once students sign out they are no longer under the supervision of the school staff, and the school is no longer responsible for them.
5. **Once a student signs out due to illness, he or she may not return to school that day.**

### **Illness or Injury at School**

In case of an accident or illness at school, the child will be brought to the school office. Students who are ill will be sent home after parents or emergency contacts have been notified. **If a student has been sent home, he or she may not return to school that day.**

**Students who have a fever or throw up will automatically be sent home for a minimum of 24 hours and may not return to school that day.**

In the event of an emergency, and if the parent cannot be reached, the school will take appropriate action to ensure the child's well-being. It is important that the school have the parents' current home and work telephone numbers, as well as emergency contact numbers if the parents cannot be reached.

If a student is recovering from an illness or injury and is required to stay indoors during recess or physical education, a written/emailed note from home must be sent to the child's teacher.

See notes on *Medication at School* under Student Health Services (page 31).

### **Tardiness**

Students are considered tardy if they are not in their classrooms when the bell rings for the beginning of the school day or at the beginning of any class period. An excused tardy requires a note from the teacher of the preceding class or from the office. If a student is frequently tardy, his or her parents will be notified. Secondary students may receive Reflection Forms. After several offenses, tardies will result in after-school detention.

The number of tardies will be recorded by the school office and marked on the student's permanent record.

Students who arrive at school after 8:00 a.m. (9:00 a.m. on Thursdays) must first check in and pick up a tardy pass at the front office desk.

### **Termination of Enrollment**

Continued enrollment of a student is based on the assumption that programs being offered meet the needs of the student. When, in the judgment of the school administration, programs and personnel resources do not adequately meet the needs of a student, or a student persists in compromising the learning environment for other students, parents are notified and a conference may result. A recommendation for termination of enrollment will be made by the principal to the superintendent in accordance with policies 5540 and/or 5351. The principal will notify the parent(s) after receiving authorization. Parents may appeal to the Morrison Board in writing within one week after notification.

### **Truancy**

Students who skip class on their own initiative will not receive credit for any work missed, and a parent meeting will be arranged with the principal. They will also serve an in school suspension.

### **Withdrawal**

Students may be withdrawn at any time following the completion of a withdrawal form available in the admission's office. **This is a parental responsibility.** All texts, workbooks,

course materials, library books/media, music, instruments, and PE equipment must be returned and financial accounts must be settled. To obtain clearance for each of these items, the appropriate individual must initial the withdrawal form and turn it in to the school office on the student's last day of school. The records of withdrawing students will be withheld until this form is received with all the required initials filled in. ***School charges continue until the withdrawal form is completed and filed in the school office.***

In cases where it is necessary for a student to withdraw from school before the end of the semester, the following procedures will apply:

- If the student withdraws within the last ten days of school, he or she may, after making special arrangements for completion of the semester's work, receive full credit for the semester.
- A student who departs earlier than ten days before the semester's end will be given grades only for work completed to the time of withdrawal.

# General Guidelines

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## After School Supervision

After school supervision is not provided. Parents are encouraged to pick up their children immediately after school. All elementary students should be picked up by 4:00 pm unless participating in afterschool programs.

K-5 students may still be on campus and use the playground from 3:30-4:30 pm, Monday-Friday. Students who do not get picked up by 4:00 pm should wait in the Atrium for their parents. **All students must be picked up by 4:30 p.m. unless participating in a school-sponsored activity. Older students who have permission to leave on their own, should exit campus by 4:30pm.** If siblings are enrolled in the school and one child is staying after school for an activity, it is the responsibility of the parent to arrange for the other child to be picked up at the end of the school day. School staff members are not responsible for taking care of children not involved in after-school activities.

Students may only be in designated areas after school. Elementary students may play in the covered play area, elementary soccer field, and playground after school. Elementary students are not allowed to play in the Middle School area or High School area even with parent supervision.

Students are expected to maintain exemplary conduct at school, on the way to and from school, and at all school-related functions.

## Behavior Policy

Students are expected to abide by the behavioral expectations set up by the school. Those who fail to do so by displaying bullying, inappropriate, unsafe, or unhygienic behavior may be placed on behavioral probation after a conference with the parents. Students on behavioral probation will not be eligible for extra-curricular activities, must meet with the principal on a regular basis, and may be placed on a daily sign-in sheet. A student on behavioral probation who does not show significant improvement may be recommended for termination of enrollment.

In some cases, suspension may be an appropriate administrative discipline and parents will be notified. Students may receive an in-school or out-of-school suspension. MS students who receive more than 5 reflection forms may receive detention or suspension as determined by the principal.

Termination of enrollment from the school requires superintendent action. The purpose and goal of termination of enrollment is to help students make necessary changes in their lives. Students who show a significant change in behavior will be given the opportunity to return to the school at a later time.

## Reflection Forms (Middle School)

Secondary students (Grades 6-8) will receive reflection forms for the following school violations: tardiness, dress code violations, inappropriate use of devices, being in off-limit areas after designated hours, inappropriate language, disruptive behavior, and speaking a language other than English during class. An accumulation of Reflection Forms in a semester will result in student conference, parent contact, and possible detention (3), principal-parent conference (5), and possible suspension (6+).

Students who are blatantly disrespectful, vandalize school property, engage in bullying, or participate in any other behavior that is considered to be inappropriate or harmful, will be sent to the principal's office which may result in an immediate detention, suspension, or expulsion.

See notes under Detentions and Community Service (page 23).

## Bullying, Violence, and Harassment

All students have the right to be treated fairly and respectfully. Bullying and violence will not be tolerated on or off campus including online and electronic settings. Morrison takes the emotional and physical safety of students very seriously. Therefore, any instances of bullying, violence, intentional exclusion, harassment, or threatening of students will be treated



seriously. Consequences may include termination of enrollment.

Bullying and harassment behaviors off campus have the potential to negatively affect the learning environment and the wellbeing of the students in our care. Morrison reserves the option of taking disciplinary action for these behaviors outside of school.

Students may not enter bathrooms, changing, shower rooms, designated sleeping or other chaperone separated areas of the opposite sex. Students who do so will be suspended on the first offense. Students may also not intentionally pull on another student's clothing to expose them in any way. Students who sexually harass other students or staff will be recommended for termination of enrollment. The administration will meet with parents after the offense to determine a further course of action.

Morrison Academy expects students and/or staff to immediately report incidents of bullying, violence, or harassment of any kind to the principal.

### **Academic Dishonesty and Plagiarism**

Academic dishonesty includes lying, stealing or copying another's work (plagiarism), or possession of tests or teacher materials prior to the assignment or test. Copying part or all of another student's practice work is considered cheating. Cooperative efforts on practice work are allowed only with a teacher's direct permission. A student who assists another student to cheat may also be disciplined.

Cheating and plagiarism are serious offenses that will be treated as such with disciplinary action being taken by the principal. Students who falsify a parent's signature or alter grades will automatically receive at least a 1-day out-of-school suspension. Repeated academic dishonesty can result in termination of enrollment.

### **Detentions and Community Service**

Students are expected to be present for all assigned detentions or community service assigned as discipline.

Detentions and assigned community service take priority over all other after-school activities including sports/music practices, sports games, study sessions, and make-up tests.

### **Dress Code**

Morrison Academy Taichung's dress code serves to support an academic environment that honors God and respects our community and host country standards. The dress code promotes cleanliness, neatness, modesty, and respect of self and others by all staff and students.

Morrison students and staff should dress in appropriate attire that supports these values and equips them for the activities of learning.

All members of Morrison's staff are responsible for holding students accountable for their dress choices - with no regard for, or discrimination against, gender. The dress code is applied equally and dispassionately to all without judgement or shaming. Students are ambassadors of Morrison and should respect dress code before, during and after school including any school sponsored event on or off campus.

Students should not wear clothing that

- can be interpreted as racist, lewd, vulgar, or obscene
- contains fighting words, speech that incites violence, defamatory speech, or threatens others
- references drugs, alcohol, and other illegal activities
- is bizarre and distracts from the learning environment
- is see-through. Clothing should be made of opaque fabric (thin and/or light-colored material may be considered see through) A light colored or see-through shirt can be worn over a dress code appropriate top.
- reveals undergarments, midriffs, backs, and/or is less than 2 inches (5 cm) in width across the shoulder (Spaghetti straps are allowed only for 8th-grade recognition, but strapless evening gowns are not permitted.)

Revealing styles can result from how the garment is cut, the material from which it is

made, or how it is worn. The administration reserves the right to determine the appropriateness of a student's dress.

Shirts should not be see-through and should not reveal the skin of the back, midriff, or stomach in the space between the shirt and pants/skirt while one hand is raised. Shirt straps should be 2 inches (5 cm) wide. Tank tops may not have large, loose-fitting arm openings. The neckline of a shirt may not be more than 2 inches (5 cm) below the line drawn by the collar bones.

Shirts are required for EMS students at all times with the exception of boys swimming in the pool area.

Shorts must have a minimum of a 5 inch inseam.

Dresses/Skirts must be within 3 inches of the top of the knee.

Leggings, jeggings, or tights may be worn underneath dress code appropriate dresses, skirts, or shorts. They may also be worn with long tops that extend past the finger tips when arms are at the side. They may NOT be worn alone.

Shoes should be appropriate for the activities throughout the school day. This prevents the use of flip flops, plastic slides, and heels above 5 cm.

No visible body piercing jewelry, other than on the ears, is to be worn during the school day.

Dress code standards apply to regular school days, as well as any school-related events, in or out of school hours, unless otherwise specified.

Students in questionable dress should be dealt with privately and respectfully by the classroom teacher. Students who do not comply will be directed to the Team Leader or Guidance Counselor.

If Dress Code conditions are not met, the student will be required to change or put on alternative clothing that will be provided by the school for the remainder of the day and may

receive a reflection form. After multiple warnings, the student will meet with the principal and/or be sent home.

#### During PE and After-School Sports

PE Uniforms are required and should be worn during PE. Students should also use PE shorts or dress code appropriate athletic shorts (5" inseam or 3" w/spandex compression shorts) during sports practices. The Athletic Director or coach may determine an outfit's compliance with dress code. School uniforms are required for athletic competitions.

Sport shoes should be worn while playing sports, even during lunch, to help avoid injury.

For safety reasons the wearing of earrings (including studs) string bracelets, or other jewellery is not permitted during sporting activities, PE or swimming. These items are safety hazards not only to the wearer but also to other pupils and staff. If ears are newly pierced studs may remain in place for a period of six weeks only. During this period they must be taped for all physical activities.

Also see Dress Code - Policy 5420  
Philosophy of Discipline - Policy 5510

#### **Electronic Devices and Phones, Personal**

Personal devices should be kept in lockers and turned off or on silent mode unless a teacher has given specific permission for use. All personal devices on campus, whether used in class or not, are required to be used in accordance with technology guidelines. A personal device may only be used if approved by the teacher. Personal devices should not be used for gaming or general Internet use at any time on campus. Students may only use phones after school in public areas and only to contact parents. The principal may revoke the privilege of possessing and using personal electronic devices of any student if deemed necessary. The school is not responsible for lost, damaged, or stolen devices, their programs or their contents.

#### **Electronic Device Usage on School Trips**

Students may not use electronic devices on school trips unless such use is clearly indicated as acceptable by the coach or chaperone in charge of the trip. Each

permission only applies to that individual time or trip. If students bring a phone to contact their parents, it must be turned off and put away. Phones may only be used to contact parents with teacher permission while on a school trip.

### **Facilities**

Misuse or defacement of school buildings or property is not tolerated and a student will be held financially responsible for any repairs or replacements needed. Waste materials, foods, and recyclable materials (bottles, cans, paper) are to be discarded in the appropriate trash containers provided. Students who disregard these standards will receive consequences.

### **Fighting**

Students who engage in fighting on school grounds may be sent home automatically and/or suspended. Each situation will be evaluated by the principal and supervisor on a case-by-case basis.

### **Language**

Students of many national and ethnic backgrounds attend Morrison. In order to be inclusive and avoid misunderstandings, it is important that a common language be used. Regular English use in a variety of settings also enhances fluency. Students are expected to use only English during their classes unless situation-specific exceptions are made by the instructor. Violations may result in a 'blue slip' and detentions. Subsequent offenses may result in a suspension. Vulgarity, harassment, or disrespect will not be tolerated in any language.

### **Parent Support**

Enrolling at Morrison is voluntary. As a result, we presume parents will be supportive of the school. If the administration believes the parents are not supportive of the school, are uncooperative with staff and teachers, or are spreading discontent and rumors in the community about the school, then the principal will recommend to the superintendent to deny re-enrollment for the following school year.

### **Playground Expectations**

1. Students may only begin to play when the playground supervisor is present.

2. Students must ask for permission to leave the playground for any reason (guidance, office, classroom, etc.).
3. Students may only play with balls in the covered play area or on the field. (No balls are allowed in the playground area.)
4. Lower basketball baskets are for K-2 only. (During a K-5 recess)
5. Dodgeball is not allowed during recess.
6. For kickball games, the home plate must be on the grass and face the soccer field so balls are kicked toward the elementary soccer field.
7. Students may only go DOWN the slides on their bottoms and feet first.
8. Students must SIT on the teeter totters.
9. Students may only crawl THROUGH the tube of the jungle gym.
10. When the first whistle blows, students must immediately put the equipment away and prepare to line up quietly. Students must wait to be dismissed by the playground supervisor.
11. No toys allowed from home except when being used in the classroom under teacher supervision.

### **Private Property**

Students are expected to respect the property of others, including school property. Students will be required to fully reimburse the replacement cost of damaged property, whether it was damaged intentionally or not.

Intentionally hiding other students' belongings will be viewed as bullying and will result in disciplinary action. Musical instruments in the band and music rooms, or anywhere throughout the school, should only be handled by those with permission.

### **Science Equipment**

Students in the secondary science classes will have opportunities to use science equipment for in-class labs and projects. Our science teachers instruct students on proper use and care of the equipment used. If equipment breaks as a result of improper use or an accident, students will be required to pay the replacement fee. This will help ensure that our lab stays well stocked with quality equipment.

**Stairwell Use**

Secondary students may only use stairwells in the elementary area before 7:50 a.m. (8:50 a.m. on Thursdays) and after the end of the school day.

Elementary students should not use the secondary stairwell unless accompanied by an adult or going directly to Guidance class.

**Stealing/Theft**

Stealing will not be tolerated by the school. When caught, a student's parents will be notified and the issue may be handed over to local police authorities.

**Swearing or Inappropriate Gestures**

Students are expected to address everyone on campus in a respectful way. Any suspected form of swearing in any language or inappropriate gestures are not acceptable. The severity of the consequences is at the discretion of staff.

**Respect for Authority**

Students are expected to recognize the authority of all staff, guests, and volunteers. Students must address all adults by their proper title (Ms., Mrs., Mr., etc.). Students showing flagrant disrespect to school staff, guests, or parent volunteers will receive disciplinary action and parents will be notified. Subsequent offenses may result in suspension or termination of enrollment.

**Public Display of Affection**

Many cultures coexist at Morrison. Therefore, it is important for students to demonstrate acceptable behavior regarding interpersonal relationships, with consideration for people of various ethnic and religious backgrounds and beliefs. Even though genuine feelings of affection may exist between students, public displays of affection on campus, on school transportation, and at school-sponsored activities are not acceptable. Examples of unacceptable displays of affection include, but are not limited to, kissing, holding hands, and excessive hugging.

**Tobacco, Alcohol, and Drugs**

Use, abuse, or possession of unauthorized drugs, narcotics, alcohol, tobacco, or other dangerous substances of any kind are considered serious offenses. Students who violate this regulation will be suspended from school on the first offense. A conference between parents and the principal will be required as a condition for re-admission.

If students use tobacco, alcohol, or drugs off campus, even if not at a school function, the administration will ask for a parent conference. Students may be suspended as a result.

# Safety and Security

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## Hours

Morrison works to prevent school violence and strives to create a safe environment for all students. We must constantly remind students, staff, and parents of their important role in promoting school safety by following procedures and reporting unusual or concerning individuals or behavior. It is also Morrison's aim to provide an important balance between sufficient building security and providing students a healthy, nurturing, normal school environment.

### *Before School (7:30-7:50 am/7:30-8:50 am Thurs.)*

1. Students are allowed to enter the supervised playground at 7:30 am and will be dismissed to class at 7:50 am. (8:50 a.m. on Thursdays).
2. Secondary students may remain in the lobby between 7:30-7:50 am but must engage in quiet activities and may not use electronic devices.
3. Students should not arrive before 7:25 am. School does not assume liability before and after posted hours.
4. **No parking is allowed on the curb during drop off times. Cars may be ticketed and towed if they park illegally.**
5. At 8:00 am, the Campus Safety Monitor will direct students to the office to get a Tardy Slip.

### *During School (8:00 a.m.-3:30 p.m./9:00 a.m.-3:30 p.m. Thurs.)*

1. All parents and visitors need to sign in with the Campus Safety Monitor. All unknown visitors without a Morrison ID card can exchange a photo ID (license, National ID, ARC, etc.) for a visitor's badge. All visitors must have official business to be on campus during school hours.
2. School gate will remain closed. Campus Safety Monitor checks all visitors.

### *After School (3:30-4:30 p.m.)*

1. Front gates are opened for pick up.

2. The Campus Safety Monitor desk remains open in the Atrium. Parents or well-known community members may enter campus. Campus Safety Monitor's directions are to be followed.
3. Unknown visitors must check in with the Campus Safety Monitor and exchange a photo ID for a visitor pass before they enter campus. All visitors must have official business to be on campus after hours.
4. **At 4:30 p.m., the school is officially closed and the office doors are locked.** Visitors must be allowed on campus by the guard. All students should be moved from any part of the building to the Atrium. All parents and students should leave the school premises. Only staff/staff kids and students with official school business (practice, RG, appointments, etc.) may remain on campus.

## Closed Campus

Morrison has a closed campus. This means that students are not allowed to leave the school grounds during the school day except with permission from the office. Parent communication is required for early departure, and the student is to check out through the office.

High school students with parental permission slips signed and on file have the privilege of leaving campus at lunch time and after school with return privileges. Students must check out by leaving their school ID with the guard. If a student does not have their pass, they may not leave campus that day. If a student tries to use another student's ID to leave campus, they will both lose their off campus privileges for two weeks. High school students may not purchase lunches for students in middle or elementary classes. Abuse may result in the temporary or permanent loss of the privilege.

Non-staff students in Kindergarten through Grade 5 may not leave and return to campus after school. Once a student has left the school, they may not return that day.

### **Animal/Pet Policy**

Due to safety and allergy concerns, no animal or pet may be brought on campus, even for brief periods, without prior permission from the principal.

### **Identity Badges**

All parents and visitors are required to wear a clearly visible school issued identity badge on campus during school hours. Parents who do not have a parent ID card will be asked to sign in and wear a visitor pass. When inside the school, the badge must be visibly worn at all times.

### **Visitors**

All visitors must meet all behavioral and dress code regulations of Morrison. They must check in with the Campus Safety Monitor and office as soon as they arrive and receive a visitor's badge. Former students or other approved visitors for secondary may only visit during lunch so as to not disrupt teaching time.

### **Child Abuse and Harassment**

Morrison Academy is committed to maintaining an academic environment in which all individuals treat each other with dignity and respect. All forms of intimidation, exploitation, and harassment, including sexual harassment, will not be tolerated. Harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a nature that belittles or shows hostility or aversion toward an individual because of his or her race, color, national origin, religion, gender, disability or age, made by someone from or in the educational or work setting.

Child abuse is a general term to describe inappropriate, immoral and/or unethical behavior by a person toward a child where there is a difference in power based on age, or physical, intellectual, or emotional capacity. Morrison Academy is committed to protecting all children and adults within the Morrison community from abuse experienced at home or within the school's jurisdiction. It is the responsibility of all employees, adult volunteers, and students to report any suspected abusive behaviors to a Morrison Academy administrator or counselor.

Morrison is prepared to take action to prevent and correct any violations of this policy. *Anyone who violates this policy will be subject to discipline, up to and including termination of enrollment or dismissal.*

Morrison Academy teachers and staff have been instructed to report suspected child abuse to the administration. All suspected child abuse cases will be thoroughly investigated. School procedure and ROC law will be followed in determining what the school's response to the suspected abuse will be. Harassment between employee/adult volunteer and student, and student and student, are all prohibited under this policy.

### **Reporting Harassment**

Students who feel that they have been subjected to conduct of a harassing nature and individuals who observe conduct of a harassing nature are encouraged to promptly report the matter to one of the school officials designated below. Employees/volunteers who are aware of conduct of a harassing nature are required to report the matter to one of the school officials designated below within 24 hours. All complaints will be promptly investigated.

The following individuals are specifically authorized to receive complaints and to respond to questions regarding sexual harassment:

- Principals or their designee
- Counselor
- Superintendent
- Board of Trustees Chair

If individuals believe that their harassment or abuse report has not been addressed, then they may contact Steven Chiang (0988-247-478, [scc110@gmail.com](mailto:scc110@gmail.com)) who serves as a confidant for the Morrison community. For more information please refer to policies 1650, 1651, 311, 5460, and 5705 at [www.mca.org.tw](http://www.mca.org.tw)

### **Emergency Drills**

Preparation is essential to a safe school environment. Emergency drills will be conducted periodically throughout the school year. These may include but are not limited to fire, earthquake, lockdown, and air raid drills.

All individuals on campus must participate in these drills. These drills are unannounced. The classroom teacher will train the children in the procedures used for these drills. Escape routes for exiting a room and the building are posted in each classroom. Additionally, each room is equipped with basic emergency supplies.

In case of an evacuation after which students are not able to return to the school building, parents will be notified and asked to pick up their students at a determined safe area.

### **Weapons on Campus**

Students may not bring any weapons or dangerous objects onto campus at any time. Toy guns (nerf guns, plastic guns, sling shots, etc.) are also not allowed on campus at any time.

### **Weather**

In the event of an approaching typhoon, school may be canceled. Parents are required to check one of two communication portals in the event of school cancellation:

1. Morrison Taichung's Facebook page
2. Email from Morrison EMS Principal or Office Staff

Generally, Morrison Taichung will cancel school if national schools in the Taichung area cancel school. If school does not close, the ultimate decision to keep children at home or to send them to school is the parents' responsibility. Determination to cancel school is based on local conditions. Each Morrison campus determines this separately.

# Services

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## Accident Insurance

Student accident insurance is included in the tuition fees. This insurance includes coverage for accidents, dismemberment, and death. All claims must be processed within 30 days of the accident and must include a doctor's certificate and receipts. Claim forms can be picked up from the business office. Completed forms with proper receipts should be returned to the business office for processing. Depending on the claim, the deductible amount will vary.

## Computer Technology

The use of school provided or BYOD (bring your own device) electronic devices are carefully integrated into the educational experience. Students at Morrison are provided with an individual email account and storage space through Morrison's G-Suite (Google resources). Students in grades K-8 are provided appropriate devices for school use. Students may not use computers unless they are directly supervised by their teachers. This is especially important for, though not limited to, being online. Students must get permission from the teacher before they use their computer or devices in class. Students found to be abusing the Morrison computer system or school resources should expect significant consequences. Please also see Electronic Devices and Phones, Personal (page 23).

All users must also abide by generally accepted rules of computer use etiquette and appropriate communication. These include, but are not limited to:

- Being polite, respectful, and kind in all communications
- Using appropriate language
- Using discernment about the amount and type of personal information to share online
- Not sharing personal information about another person that they would not want shared

Students and families must be aware that some material accessible via the Internet will contain items that are illegal, defamatory,

inaccurate, offensive, or dangerous. While the school does seek to educate students about the safe use of technology and actively filters content, this responsibility needs to be primarily placed on parents to talk with and teach their children about the proper use of technology and the Internet.

Students must sign a written agreement to receive a school provided iPad or Chromebook. The general rules for student use of the 1-to-1 devices include:

- The student is responsible for having a charged and working laptop available for any class or activity where it is needed.
- Devices are only to be used when and how the teacher instructs. They should never be used in unsupervised areas.
- School provided devices must stay in the school-provided carrying bag unless instructed by a teacher to remove it.
- Students must shut down and return their school provided device to their device storage at the end of every day for charging and safekeeping.
- Students are responsible to repair or replace broken or damaged laptops and device locker keys.
- Reflection sheets or other disciplinary measures will be used for not following the rules and expectations. Acceptable use guidelines must be followed at all times and in some cases extend to off campus use of technology.

## Counseling and Guidance

The school counselor provides services for students that include the following:

- Instruction (e.g. human reproduction, avoiding sexually transmitted diseases, avoiding destructive behaviors-drugs, alcohol, following God's advice, etc.)
- Crisis counseling (e.g. death of a relative or classmate, divorce of parents, parents' loss of employment etc.)
- Conflict resolution (e.g. arguments and/or fights among students,



disagreements with parents,  
disagreements with teachers, etc.)

- Resource provision (e.g. parenting advice, observation of students in class at teacher's request, etc.)
- Trusted friendship (e.g. adolescent's need to confide in a "secure" and reliable person)
- Transitions (handling Third Culture Kid issues)

Each spring the counselor and health coordinator conduct general **puberty education in Grade 5**. There are also presentations on the dangers of pornography and sex education for Grade 8. The guidance counselor and health coordinator will send home information regarding these sessions at least one month in advance. Parents with questions or concerns should contact the health coordinator or the counselor.

### **Drinking Water**

Drinking water (available at various locations on campus) is tested in accordance with standards established by the USPHS Drinking Water Standards.

### **Library Hours and Regulations**

A student's PowerSchool ID number is also his or her library ID number. The number will be used by the student as long as he or she is a student at Morrison Academy.

#### *Library hours*

7:30 am - 4:30 pm every day except Thursday when it is 8:30 am - 4:30 pm. See the librarians for updated procedures on overdue, lost, or damaged materials.

### **Lockers (Secondary Only)**

All secondary students will be assigned lockers. Morrison is not responsible for any valuables missing from lockers. Lockers should be kept tidy and locked at all times. Locker decorations may not be permanent and must adhere to the school's philosophy of modesty and propriety. Students may not examine the contents of another student's locker without that student's permission. The school administration may inspect lockers at any time.

### **Lunch Program**

All Elementary and Middle School students eat their lunch in the cafeteria. Middle School students may also eat lunch in the outside seating area. A hot lunch program is available for students. Students have the option of being on a five-day hot lunch program or a two-day hot lunch program. Tea or juice and water are provided with the hot lunch program. Payment is made each semester, prior to the beginning of the semester, in the business office.

No refunds are made for the hot program if a child is absent.

The school provides warmers for students who choose to bring their own lunches. Students should arrive early enough to place lunches in the warmers and not be tardy to class. All lunches placed in the warmers need to be in an approved metal or glass container; plastic containers are prohibited.

### **Student Health Services**

A health history, immunization record, and current physical examination are required of each student upon initial registration at school. A physical examination is also required for students in Grades 6 and 9. If these requirements are not met within 30 days of enrollment, the principal may prevent a student from attending classes until they are completed.

#### *Health Screening*

Annual screenings of height and weight are performed for all students. Students in Grades K, 2, 5, and 8 will be screened for hearing and vision annually. Students in Grades 6 and 9 are required to submit a sports physical form completed by a physician by the third Monday of August.

#### *Immunizations*

Morrison follows the immunization guidelines set by the Center for Disease Control in Atlanta, GA, USA. Please check the following immunization schedule and make sure your child is up to date on their DTP, polio, and MMR immunizations. All immunization updates are due by Friday on the first week of school.

Students not in compliance may be prevented from attending classes until these requirements are met or until a family waiver has been signed and is on file with the health coordinator.

The following immunizations are not required, but recommended:

- Varicella (chicken-pox)
- Japanese Encephalitis B series
- Hepatitis A series
- Hepatitis B series
- TB test (annually if the student has not been vaccinated against TB)

#### *Medication at School*

See notes on Illness or Injury at school (page 20).

The school does **not** administer any over-the-counter medication and/or prescription medications for colds (i.e. antibiotics) to students, nor will students be allowed to carry or administer medication to themselves or others on campus. Doing so may result in disciplinary action.

Only medications that are necessary for students to take for medical conditions (ie. ADHD, diabetes, asthma, allergies) which would inhibit them from participating in school will be able to be administered by school personnel. In these cases, written permission from a parent or guardian will be required.

The following are guidelines established for medication administration by school personnel:

- A Request for Administration of Medication form must be filled out and approved by the health coordinator for each medication to be administered.
- **Students are not allowed to carry medication with them in school.** All medication must be in the **ORIGINAL** container. School personnel will not accept or administer any medications that are in Ziploc bags or improperly labeled bottles. No mixtures of medication are accepted (i.e. powder packets that need to be mixed with a solution or water).

Students with **prescription** asthma or anaphylaxis medication (i.e. inhaler or epi-pen) may possess and self-administer their medication with special permission from the school health coordinator.

**Should a student need medication for pain, headache, or other mild ailments while at school, the health coordinator is able to administer an over-the-counter medication after communication and approval from the parent/guardian.**

#### **Supplies**

The school provides most consumable school supplies for students in Grades K through five. Secondary students should provide their own paper, writing instruments, and notebooks as requested by their teachers.

#### **Telephone Messages**

Students may not be called out of class for a telephone call. If a parent calls, the message will be relayed to the student and he or she may call home at a later time. Students normally will be allowed to use the office phone. The office closes at 4:30.

#### **Textbooks**

The school will provide student textbooks. Students must take all measures to ensure that the books are not damaged beyond ordinary wear and tear. Students will be assessed fines, which are set by the principal, if books are damaged or lost.

A Bible is issued to each student in Kindergarten, Grade 2, Grade 6, and to each student in the other grades who is new to Morrison. This belongs to them and is the Bible class textbook. It is expected to last. If the Bible is lost for over one week, or needs replacing, another Bible is sold to the student. All Bibles will be collected at the end of the school year from returning students. They will be re-distributed at the beginning of the following school year.

***Textbooks may not be checked out over the summer unless approved by the principal. A deposit payable to the cashier is required for each borrowed textbook.***

# Communications

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## Assignment Notebooks

Assignment notebooks are used in some classes to help students build responsibility in completing assignments, to communicate to parents the schoolwork assigned, and to help teachers monitor the amount of practice work given. Teachers may issue assignment notebooks at the beginning of school. Some teachers choose an alternative format for their classes.

## Conflict Resolution

The following is an outline for dealing with problems that arise between students, parents, faculty, and administration. First, the offended party is to go only to the party that offended him/her. If the person is a younger child, a parent may accompany him/her. It is inappropriate to discuss the matter with others who are not part of the problem or the solution. Most of the time, a frank, personal conversation between the two parties will be sufficient to clear up any misunderstanding that may have developed. If the two agree on the issue, it should be forgiven and forgotten.

If the two parties are unable to come to terms, they should take the matter to the school administration.

If the two parties are still unable to come to terms at the administrative level, the problem should be brought before the superintendent. The principal should communicate the problem to the superintendent, who is responsible for the method of presentation to the Board.

Once the problem has been heard, the School Board will make a decision that is final. Those who cannot reconcile themselves to the decision of the Board need to consider moving on to another school where they feel their concerns can be better addressed.

## EMS Express

Each week, the school shares the EMS Express via email to all parents. This is our primary communication tool with parents to share important school information or upcoming events. It is important that the

school has an accurate email address for all parents so that they do not miss out on important information. The EMS Express will also be posted to the Taichung website. **In order to stay informed, it is highly recommended that parents/guardians read this newsletter weekly.**

## Grade Reporting, Online

Parents and students can access and monitor grades online at any time using PowerSchool or MasteryConnect. It is highly recommended that parents and students regularly check their progress in all of their courses. The earlier a parent or student becomes aware of an academic concern, the greater the opportunity for improvement. If you need assistance with accessing your student's grades, please contact the office.

## Parent Advisory Committee (PAC)

The Parent Advisory Council is appointed annually, and is composed of the principal, a staff member, and parent representatives from each section level (elementary and secondary). Members of this council are identified in the EMS Express during the first quarter. The primary function of the PAC is to:

- Act as a liaison between the school community and the principal
- Serve as a school improvement committee, receiving and responding to suggestions from parents, students, staff, accreditation surveys, and community members
- Clarify how questions and issues raised may be addressed
- Identify annual fund priorities based on parent input

PAC convenes once per quarter in the conference room.

## Social Media

Morrison Taichung regularly maintains a Facebook page (Morrison Academy Taichung). Periodic updates on school events and learning are posted. Visiting or liking the school page is a good way to keep current with school occurrences.

An official Line account may be used for emergency communications to reach all parents quickly.

### **Parent-Teacher Conferences**

Parent Teacher Conferences will take place twice a year for elementary and secondary students. Conferences may be held at other times if desired by the teacher or parents, and should be held as soon as possible when a need arises. Parents may contact the teacher by email or by calling the school office to arrange a conference.

### **Parental Visits**

Parents are encouraged to visit the school to confer with the teachers and/or the principal. They are expected to make an appointment before coming to school in order to avoid disrupting the regular schedule. Parents and guests are encouraged to attend chapel and assembly programs any time.

### **Report Cards**

All student report cards are available online at the end of each quarter. The first report card is available to the parents before the parent-teacher conference. The office will send a notification when report cards are ready for viewing in MasteryConnect and PowerSchool. The report card is printable by the parent. Printed report cards are available from the office upon request.

### **Website**

The school website contains important information including the school calendar, contact information, admissions information, and the parent-student handbook. The school's website is located at: [taichung.mca.org.tw](http://taichung.mca.org.tw)

# Special Programs and Events

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While this alphabetical list does not include all events at Morrison Taichung, the following are some of the highlights throughout the school year:

## **Advisory, Middle School**

The Advisory Program enhances Morrison's mentorship culture by intentionally connecting each student with a godly mentor. Advisory serves students in Grades 6-8 by addressing key areas including academics, social-emotional development, and spiritual life. The advisory community provides an opportunity for every student to personally engage with the school's vision and core values in the context of a mentoring relationship.

## **After-School Music Lessons and Recitals**

After-school music lessons are currently offered for the following instruments: piano, violin, viola, cello, guitar, trumpet, trombone, baritone, saxophone, clarinet, flute, and drums. Please check with our music teacher for availability if interested. Once a semester we have a recital for all after-school music lesson students.

## **Chapels**

Chapels will be held regularly at Morrison Taichung to teach students about biblical truths and values. Chapels are held on Tuesday mornings for elementary and Wednesday mornings for secondary. Approximately 3-4 times a semester, there is an all school chapel held on Tuesday mornings in the auditorium. Parents and guests are encouraged to attend any chapel services.

## **Chinese Culture Week**

The week before Chinese New Year, the Mandarin department hosts cultural activities that enrich students' understanding of Chinese heritage. The chapel before Chinese New Year is dedicated to this cultural celebration.

## **Christmas Project**

Mid November – Christmas break: Students and faculty have an opportunity each year to participate in a campus-wide school Christmas

project to help organizations by sponsoring those in need.

## **Christian Service Learning (CSL)**

Morrison places a strong value on serving its community. All students are expected to participate in various service projects throughout the school year. The school will plan these activities. Middle school students will participate in at least two Christian Service Learning projects a year.

## **Christmas Bazaar**

Each year, Morrison Taichung hosts a Christmas Bazaar in early December. Community businesses and members may purchase a table to sell goods. This is a fundraiser to support the Christmas Project.

## **Drama Production**

One of Morrison Taichung's highlights is its yearly drama production. This involves cast and crew from many ages. Secondary students can be actors or support the production in other ways.

## **Experiential Learning, Secondary (Engage Program)**

Each year, secondary students participate in our Engage Program which includes multi-day experiences of learning without walls. This includes the Grade 6 Stake-a-Claim trip, Grade 7 Chinese Culture trips, and Grade 8 Leadership Camp. During these trips, students get to study culture, history, outdoor camping, rock climbing, team building, and much more.

## **Grade 8 Recognition**

Each year, Grade 8 students participate in a recognition ceremony on campus to reflect on their years in elementary and middle school. Scheduled during the final week of school, this event is held to recognize student achievement and progression to high school. There is usually a parent organized banquet that follows.

## **Last Hurrahs**

At the end of the school year, respective grade levels celebrate the year's end with a fun event or trip off campus.

### **Middle School Festival**

In the spring, middle school (grades 6-8) students in band, orchestra, choir, and theater from the various Morrison schools gather in Taichung for combined rehearsals, culminating in an afternoon concert for the community. This event also includes students participating in various innovative activities and hands-on sessions with students from other campuses throughout the day.

### **Music Concerts**

Elementary and secondary concerts are held near the end of the fall and spring semesters. For these concerts, elementary students typically sing and play instruments; periodically they will put on a full musical. Secondary concerts will feature band, choir, orchestra, and theater.

### **Track and Field Day**

Morrison students participate in a fun track and field day in the spring. This day is preceded by Spirit Week in which students are split up into House group teams. Students earn points by dressing according to each day's theme and participating in fun games as a precursor to Track and Field Day. Parents and volunteers are welcomed. This is considered a school day and attendance is required. Last minute communication may occur regarding cancellation due to weather, in which case it will just be a normal school day.

### **Spiritual Life Week**

During our Spiritual Life Weeks, special chapels and programs are held for elementary and secondary students. Unique schedules for these weeks allow for more time with invited guest speakers.

### **Sports Award Night**

Hosted after the final season in May, this event is held to recognize the achievements of student athletes throughout the school year.

### **Thanksgiving Feast**

The EMS hosts an annual Thanksgiving feast to celebrate and remember this American tradition for grades K - 5. Middle school will also enjoy a holiday meal in the cafeteria. We

encourage volunteers to participate and help at this event.

### **World Scholar's Cup**

Secondary students participating in the World Scholar's Cup exploratory class during quarters 2 and 3 are required to participate in the Taiwan Round of the WSC tournament in the spring. Further qualification may lead to voluntary international competitions in the summer.

# Other Information

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## **Change of Personal Information**

If there is any change in passport, ARC, or contact information (including email and mailing addresses, telephone/cell phone and emergency contact numbers), please update your information via your PowerSchool account at [ps.mca.org.tw](http://ps.mca.org.tw) as soon as possible. If you need assistance, please contact the school office.

## **Internet Access at Home/Outside of School**

Students in grades 3-8 are required to have internet access available after school hours so that they can complete assignments online. Usage at home should be closely monitored by parents.

## **Lost and Found**

A lost and found box is located in between the gym and pool school. Students may reclaim items there. The lost and found box will be cleared at the end of each quarter and the remaining items will be donated to other organizations or thrown away.

## **Music Class/Lessons (After School)**

If students are not able to participate in after school music lessons due to illness, parents should call or email. The music teacher may ask for a doctor's note regarding the medical condition of a student.

## **Office Hours**

The school office hours are 7:45 a.m. to 4:30 p.m. The office doors will be locked at 4:30 p.m.

## **PE Uniforms (Secondary Only)**

PE uniforms are required for students in grades 6-8. The uniforms may be purchased in the cashier's office and picked up in the PE department. PE uniforms should only be worn during PE class. Students must change out of their uniforms at the end of class. Failure to do so will result in a dress code violation.

## **School Day**

The school day begins at 7:30 am and ends at 5:30 pm. Instructional hours in the classroom are from 8:00 am to 3:30 pm on Mondays,

Tuesdays, Wednesdays, and Fridays. On Thursdays, the school day begins at 9:00 a.m. for students and finishes at 3:30 p.m. Students may not enter school until 7:30 on Mondays, Tuesdays, Wednesdays, and Fridays. They may not enter classrooms until 7:50 am on those days. On Thursdays, EMS students may not enter campus until 8:30 and classrooms at 8:50 am. It is the responsibility of the parents to arrange for students to get to school safely and on time and to be picked up by 4:30 unless the student is involved in after-school classes or sports. The school is not responsible for accidents that occur on the way to or from school.

There are several scheduled half days of school on the calendar. Students will be dismissed at 11:30 am on those days and must leave the campus by 12:00 pm. On those days, staff will participate in professional development activities in the afternoon. Parents are responsible to regularly check school communication and the calendar to arrange for early pick up on these dates.

# Our Commitment

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## Volunteers

Morrison Taichung enjoys a great deal of support and help from parents; for this we are truly thankful! We encourage volunteer involvement because parent and community volunteers enhance the curriculum, strengthen the bond between school and home, and show students that parents are interested in his or her activities and school experiences. There are opportunities for one-time and ongoing assistance. Some of the ways you might provide a helping hand include:

- Serving on the Parent Advisory Council (PAC)
- Substitute teaching
- Chaperoning field trips
- Serving as an after school coach or activity supervisor
- Helping with classroom clerical tasks (duplicating, laminating materials, etc.)
- Helping teachers with class parties
- Library aide
- Lunchroom assistant
- Substituting for the school secretary
- Office aide

Morrison Academy is a member of CSPN (Child Safety & Protection Network). Employees and volunteers assume responsibility for maintaining safe, clearly-established safeguards in all interactions with children. **All personnel, substitute teachers, and volunteers are required to receive training and observe the CSPN guidelines.** Contact the office for more details.

## Home and School Partnership

Morrison Taichung is committed to working in partnership with parents to provide a high quality and caring Christian education for our students. For your child to receive the greatest benefit, a healthy and productive relationship between families and the school is critically important. Therefore, we desire to keep you informed and actively seek your input as we work together to make Morrison Taichung the best possible learning community.



# STUDENT AGREEMENT FORM

## MORRISON ACADEMY TAICHUNG

Please sign and return this agreement form to your class teacher by **August 24<sup>th</sup>, 2018**.

I have read the Parent/Student Handbook and understand the contents. By signing, I agree to strive to abide, to the best of my abilities, by these policies and procedures.

Student's Signature \_\_\_\_\_

Printed Name \_\_\_\_\_

Date \_\_\_\_\_, 2018

Grade \_\_\_\_\_

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# PARENT AGREEMENT FORM

## MORRISON ACADEMY TAICHUNG

Please sign and return this agreement form to your class teacher by **August 24<sup>th</sup>, 2020**.

For Parents or Guardians:

I have read the Parent/Student Handbook and understand the contents. My signature indicates that I will work closely with the school and encourage my child(ren) to abide by these policies and procedures. If I disagree with something, I will contact the Principal before I sign this contract.

Parent/Guardian Signature \_\_\_\_\_

Printed Name \_\_\_\_\_

Date \_\_\_\_\_, 2020

Child's Name/Grade

\_\_\_\_\_ / \_\_\_\_\_