

MORRISON ACADEMY KAOHSIUNG CAMPUS

Established 1974

Kindergarten – Grade 9 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

Welcome to Morrison Academy Kaohsiung!

Dear parents and students,

Welcome to another fun filled year at MAK! Thank you for taking the time to read this handbook. Our school's goal is that your family's time at MAK a memorable experience. We want your family to feel that your time here has been something special, because of lasting memories of encouragement in your child's spiritual, intellectual, emotional, social and physical growth are being built.

This year, the school theme will be "Love Your Neighbor", so hopefully there will be many opportunities for us to build positive relationships with one another. To facilitate this, some new activities we will have this year are "class teas" where parents will have a chance to meet each other and the classroom teacher, as well as a big MAK community BBQ!

Here at MAK, we are very blessed to have a loving community with parents who are willing to get involved in their children's education. I often have parents ask me how they can help their children become more successful and what they can do to help the school. To answer these questions, I would like to offer the following suggestions:

- Take the time to personally introduce yourself to your child's teachers.
- Hold high expectations for your child's achievement.
- Be an "encourager." Tell your child that he or she can succeed. Be Positive!
- Give your child unconditional love. A child needs to know that he or she is loved when they try new and sometimes difficult activities. This encourages them to take the risk of making mistakes. People often learn more from mistakes than from successes.
- Make appointments to read to and with your child regularly.
- Talk with and **listen** to your child concerning what is being learned at school.
- Talk with your child's teachers when you have questions or concerns.
- Review what your child brings home from school. Praise your child for work well done. Discuss ways in which your child would like you to help bring about improvement.
- Be aware of what is taking place at school by reading this handbook, the weekly newsletter (MAK Messenger, available on the MAK website), information sent home with your child, and the bulletin board in the school office.
- Attend school functions with your child. By doing this, you show your child that you support him or her, and his or her education is important to you.
- Be a volunteer. You and the school are a team. We cannot be successful without your help!
- Please feel free to drop by and introduce yourself; we would like to get acquainted!

Sincerely,



Gabriel Choi
Principal

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 Chinese government as a foreign school and is accredited by the Western Association of Schools and Colleges in the United States.

Founded primarily as a school for the children of missionaries, Morrison Academy began in September, 1952, in a bamboo building on the compound of the Oriental Mission Society in Taichung, Taiwan, with five students enrolled.

The name Morrison was adopted in November of 1953 in honor of Robert Morrison, the first modern missionary to China. He came to Asia as a clerk with the Butterfield and Swire Shipping Firm and, during his off hours, translated the New Testament into Chinese.

In order to make it possible for most students to live at home while attending elementary school, other schools have been established in various locations around the island, and there are currently schools in Taipei, Taichung, Kaohsiung and Chiayi.

Morrison Academy Kaohsiung first opened in the fall of 1974, after the closure of U.S. Department of Defense schools in Taiwan, with three teachers and thirty-three students meeting in a house near Cheng Ching Lake. Within two years, a campus with six classrooms was built in Kao Tan Village. In the 1990's, further growth in our student body and space limitations led the Board of Trustees to conclude that bigger facilities were needed. In 1996, the school moved to Ta Hwa Elementary School in Niao Song to facilitate rezoning and construction of new facilities. In August of 2000, Morrison Academy Kaohsiung moved to its current location in Dashe Hsiang, on 6.5 acres.

The school follows a basic American 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.

MISSION STATEMENT

Morrison Academy exists to meet the educational needs of the children of missionaries throughout Taiwan, helping fulfill Christ's commission to go into all the world. Morrison seeks to provide a Christ-centered school culture where all students, from missionary and non-missionary families, experience a Biblically-integrated quality education. Therefore, Morrison structures learning so that students may develop the knowledge, discernment, and ability to dynamically impact their world as Christians.

Exists To Meet the Educational Needs of the Children of Missionaries

"Exists to meet the educational needs of the children of missionaries throughout Taiwan" indicates the primary focus of the school. The needs of the mission community determine school direction and development.

"Meet the educational needs of the children of missionaries" determines that Morrison will strive toward this goal through the provision of a variety of educational services. These may include home schooling assistance, satellite schools and campus sites. Morrison Academy, in conjunction with the Taichung Campus secondary program, will assist with locating housing or may provide housing for students whose parents do not reside in Taichung.

"Educational needs" means that Morrison also seeks to provide programs for students with diverse learning needs as resources are available. These may include programs for students with special educational needs or limited English proficiency and for those who could benefit from advanced studies and the development of gifts and abilities.

Christ-Centered School Culture

A "Christ-centered school culture" indicates that Morrison Academy is basically an academic/educational environment where all of the planning, programs and activities are to be designed to reflect the knowledge that God is in charge of all things and we are responsible to Him. Since the Bible is His Word, Biblical principles and values are Morrison's base. In light of this, Morrison strives to develop a school culture that is loving, nurturing and disciplining.

All Students

"All students" is inclusive of the children of missionaries and non-missionaries, and indicates that non-missionary students are a part of the school and that all students will be treated equitably and with respect. Morrison recognizes the diversity of the student body and will seek to be culturally sensitive to the students from countries other than the United States. However, Morrison Academy's curriculum will follow a United States curricular model.

Experience

"Experience" indicates that students are actively engaged in learning.

Biblically-integrated, quality education

"Biblically-integrated" indicates that Morrison integrates Biblical principles and values throughout the school.

"Quality education" insures an intentional recruitment and hiring of qualified Christian staff and a continuing development of academic and professional excellence in the programs and teachers. "Quality education" seeks to provide a balance of academic and extra curricular activities. "Quality education" encourages instructional sensitivity considering individual academic needs leading to college preparation, lifelong learning and preparation for life.

*First approved by the Board of Trustees, May, 1994
Reviewed and revised, May 7, 2002*

PHILOSOPHY STATEMENT

The educational philosophy of Morrison Christian Academy is based on God's truth as revealed by the Holy Spirit in God's Word, the Bible, and in creation. (John 8:32; Romans 1:20; Revelation 4:11; John 17:3; Romans 3:10-12, 20; Romans 10:9, 10; Matthew 6:10)

Morrison Christian Academy facilitates student learning by integrating Biblical truth with educational knowledge and applying the synthesis to life situations. (II Timothy 3:16-17; Ephesians 4:14-15; Titus 2:14; James 1:22, 2:8; John 3:14-18; Romans 8:9)

The Morrison Christian Academy teaching faculty must be born-again Christians who exemplify high moral standards based on Biblical values. (II Timothy 2:2; Philippians 3:17; John 3:7, 14-18).

Morrison Christian Academy partners with parents in their God-given responsibility of training their children. (Colossians 3:20; Romans 13:1)

Revised by the Board of Trustees May 26, 2009

Vision for our Learners

A Statement of School-wide Learning Expectations

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

As a **spiritual discerner**,

- 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**,

- listen actively and openly
- communicate articulately orally and in writing
- contribute to groups collaboratively with interpersonal skills

As a **rational thinker**,

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

As a **lifelong learner**,

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

As a **moral and ethical citizen**,

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

As a **steward of quality of life**,

- set goals for personal growth
- maintain disciplined health habits
- appreciate the performing and visual arts

EDUCATIONAL PURPOSES

General Purpose

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 to life situations.

Kindergarten Purpose Statement

The Kindergarten program provides initial learning experiences in language development, number concepts, creative skills and social and physical growth. Using concrete experiences, pupils are given the building blocks for perceiving, thinking, and problem solving. Educational experiences are planned to provide balance and variety among the spiritual, physical, mental, and social activities as the child's world of awareness is extended from the home to the classroom.

Elementary Division (Gr. 1-5) Purpose Statement

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 shall 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 Division (Gr. 6-9) Purpose Statement

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, aesthetic, 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 world view integrating life with the Bible.

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

CURRICULUM/INSTRUCTION

Elementary (Grades K-5)

The elementary school offers self-contained classrooms for each grade. The students have Bible, language arts (Handwriting and reading), math, science, computer, and social studies with their classroom teacher. Other teachers provide instruction in music, art, physical education, and Chinese. Each class spends time weekly in the computer lab, the library, and a guidance period each week. The school utilizes USA adopted textbooks and classroom resources.

Secondary School (Grades 6-9)

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, Chinese, and guidance. Five periods a week are devoted to exploratory electives that allow students to choose from various courses including music, art and technology. The school utilizes USA adopted textbooks and classroom resources.

Bible Instruction

As a Christian School, Bible instruction is an integral part of the curriculum at Morrison Academy. Therefore, Bible classes are required for all students. The school provides each student with a personal Bible. During your child's course of study he/she will be confronted with the following concepts:

1. There is one true God.
2. All things were created by God.
3. We come into this world and we leave this world only once.
4. Because of our sinfulness to God, we have a broken relationship with God.
5. Because God is righteous, He cannot overlook our sin. There MUST be punishment for our sin. This punishment is separation from God, i.e., eternal separation from all that is good.
6. There is nothing that we can do, within our power, to right this broken relationship, i.e., being good, doing good deeds.
7. Because of His love for us, God has intervened on our behalf.
8. God became a man in the person of Jesus Christ.
9. When Jesus was executed on the cross, He (God) was being punished on our behalf. He rose again and defeated death.
10. The only way to have a right relationship with God is by first, accepting that we have been selfish and that we have not sought what God wanted but what we wanted; secondly, accepting the forgiveness that God offers us through Jesus' death and resurrection; finally, turning to God, no longer seeking what we want, and accepting what He wants for our lives.
11. If we choose not to accept God's provision for righting our broken relationship with Him, that in itself is a decision to remain eternally separated from God.
12. When our relationship with God has been restored, God's spirit indwells us and enables us to live a life according to His purpose.
13. When we have a right relationship with God we have meaning and fulfillment in this life and in life after death.

Chinese (Mandarin) Class

Chinese language instruction is required for all students in kindergarten through eight, except in special circumstances. In the elementary grades, Chinese is offered on a daily basis for 30 minutes each day.

Three levels of instruction, beginner to advanced, are provided for each grade level. Student entrance into the program is through a placement test and teacher evaluation. Mandarin instruction is based on a two-track system, one for native speakers and one for non-native speakers. The native speakers program is focused on speaking, listening, reading and writing of characters. The non-native program's emphasis is on developing a practical conversational base and gaining some knowledge of Chinese culture.

Parents who question their child's placement level may contact the principal and request consideration of a re-test and possible trial placement at a different level.

Music

In addition to classroom music instruction in grades K-5, it is the practice of Morrison Academy to provide private lessons and/or class instruction on musical instruments if instructors are available. Lessons are usually scheduled during normal school hours, and students are responsible for making up any regular class work missed.

All secondary school students taking private music lessons normally participate in one of the music performing classes (choir, band or strings). Interested students need to fill out the Music Application Form (located on the bottom of the school registration form) and return it to the business office when registering for the school year. All secondary students are required to take at least one quarter of music during their exploratory course time.

Physical Education

The goal of the Physical Education program is to engage students in a variety of physical activities and teach them skills appropriate to their age and maturity level. Our purpose is to help them discover areas of activity that they enjoy and can further explore as a means of maintaining personal physical fitness. At the elementary level, Physical education classes are offered everyday for 30 minutes each day.

All students are required to participate in Physical Education classes unless they are excused by a physician, the principal, or the school nurse. Students who are excused from P.E. classes, due to sickness, or injury, may not be allowed to participate in recess. All students should wear appropriate clothing and non-marking tennis shoes for P.E. classes.

Secondary Exploratory Courses

Exploratory Courses are offered every quarter, five periods a week for secondary students. At the beginning of each quarter, students will have an opportunity to choose two different exploratory courses for that quarter. These courses are varied and most are exploratory in nature. They include: the performing arts; the visual arts; technology; social and personal development, and spiritual development. This allows students to choose from a variety of classes based on their interests.

Co-Curricular Activities

Elementary

After School Activities—After school activities for elementary grades are coordinated and supervised by parent and teacher volunteers. Arrangements and scheduling are done through and with the approval of the Elementary Team Leader. These activities happen on Tuesdays and Thursdays after school, from 3:20 – 4:20.

Secondary School

After School Sports—The middle school has its own program for basketball, volleyball, soccer and softball, and also competes with international foreign schools, such as the Kaohsiung American School, local Chinese schools, and other Morrison schools.

The season for each sport ranges from seven to ten weeks. Practices will be coordinated by the athletic director, and run by volunteer and teacher coaches. Practices are generally from 3:20-4:20, two times a week. There will be a tournament at the close of each season.

Student requirements for participation will be 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 60 % 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 an annual physical examination to participate in middle school sports. This physical must be completed prior to practice or competition.
- **Athletic Insurance:** Students participating in the middle school sports program are required to have medical insurance coverage.
- **Grades:** If a student receives a report card or progress report indicating two D's or an F, 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 on all field trips and on all school-sponsored events on the school campus and away from it. We encourage (and often invite) parents to go with us as well. Care is taken to use as safe a means of transportation as possible.

(Policy #5365)

Grading

Monitoring Student Achievement & Success

The progress of each student should be reported to parents of the student periodically throughout the school year. The school formally reports to parents at least once per quarter using **Report Cards**. In addition, parents of those students who are not achieving at a satisfactory level at the midpoint in each quarter are notified using **Progress Reports**. Every parent will be expected to **attend a conference** with his or her child's teacher twice a year—at the end of the first quarter and again at the end of the third quarter.

Morrison Academy's small 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.**

The report of student achievement parallels the development of students at various stages in 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. This is consistent with the research found in *Enhancing Professional Practice*, which serves as the basis of our Teacher Assessment Program.

Elementary Grading Scale

The following is an explanation of the scale that will be used on **elementary report cards**:

<u>Grading Scale: K</u>	<u>Grading Scale: 1-5</u>	<u>Additional Key: 1-5</u>
S = Secure	E = Excelling	NA = Not Assessed
B = Basic	P = Proficient	+ = sub category satisfactory
U = Unsatisfactory	B = Basic	- = sub category unsatisfactory
	U = Unsatisfactory	* = modified program

<u>Kindergarten</u>	<u>Grades 1-5</u>
Secure = 77-100%	Exceptional = 90-100%
Basic = 60-76%	Proficient = 77-89%
Unsatisfactory = 59% and Below	Basic = 60-76%
	Unsatisfactory = 59% and Below

In applying these percentages, one needs to observe the overall upwards or downwards trend, so that the percentages are not too rigidly applied.

Secondary School Grading Scale

The following is an explanation of the scale that will be used on the **report cards** beginning in the 1999-2000 school year.

A+ = 97-100%	B+ = 87-89%	C+ = 77-79%	D+ = 67-69%
A = 93-96%	B = 83-86%	C = 73-76%	D = 63-66%
A- = 90-92%	B- = 80-82%	C- = 70-72%	D- = 60-62%
			F = 0-59%

Exploratory Courses

E = Excelling
P = Proficient
B = Basic
U = Unsatisfactory

(Procedure #260)

Homework

Homework provides additional learning experiences for students. These experiences can have positive effects on achievement and character development and 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 appropriate for:

- Discipline
- Vacations which are longer than three days
- Use in completing a textbook
- Evenings or weekends of Morrison school-sponsored events which affect a large segment of their student, such as tournaments (excluding off-island trips), concerts, or other special activities
- *Long term projects due dates should not fall one or two days after a vacation*

Purpose

Homework should have different purposes at different grades:

Kindergartners:

- 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

Research Findings

Based on an analysis of research studies, there is uniform agreement among researchers that:

- It is more positive for learning to distribute material across several smaller assignments than to concentrate on larger units of material over a short time.
- Homework assignments for students with identified learning disabilities should be short and focused on reinforcement of skills and class lessons.
- Monitoring of assignments for students is necessary for all and critical for those with identified learning disabilities and/or an English language deficiency.
- Individualization of basic homework assignments for those without an approved modified program has proven not to result in substantial benefits which justify the amount of additional teacher time required.
- Homework should involve parents' encouragement, oversight, and monitoring of study management by their student. Homework assignments should keep required parental involvement in the academic content to a minimum.
- Homework should be evaluated soon after completion.

Suggested Amounts

Keeping these considerations in mind, Morrison suggests the following maximum average¹ student/grade-level amounts of focused homework outside of class with the recognition that a methodical student who needs more time may need to take a lighter load. Individual music lesson practice is not included in these academic totals. Teachers may provide extension opportunities for students who choose to work beyond these limits. These extension opportunities could be in the form of extension worksheets or links to relevant educational websites.

Grade	Minutes per grade per night
K	20 ²
1	30
2	40
3	50
4	60
5	70

Grade	Minutes per subject per night
6	15
7	15
8	20
9	30

Notes:

¹ "Average" means that most of the class can complete the work within the time parameters. It is recognized that "per day" is not an absolute but the weekly average should stay under the maximum daily times five (5). The listing of minimum does not indicate that homework must be given but rather recognizes that students work at differing rates and quality levels.

² "Per night" means outside of the actual class time period even if/when homework is started during class.

Roles and Responsibilities

Principals are responsible to:

- Communicate the homework policy
- 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 communicating carefully at the beginning of the assignment the criteria which clarify the teacher's expectations.
- 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 the primary grade children, may have direct involvement in listening, memorizing, etc.
- Should be monitoring completion of homework for students in Grades 1-8

Conclusion

When teachers and parents work together to implement these recommendations, homework can be useful and generally free from a high level of frustration. These parameters can and should receive broad support from both parents and teachers. Morrison's teachers should make whatever adjustments are necessary to live within these general parameters and parents should support these efforts to make homework beneficial. *(Policy #5364)*

Morrison's College Preparatory Program Contrasted with National Schools

<u>Program Component</u>	<u>Morrison</u>	<u>Taiwan's Schools</u>
Teacher's Role	To inspire and direct student's learning activities	To actively dispense important information to students
Student's Role	To explore, investigate, and discover concepts, and to make connections with prior learning	To receive and retain the most important information in the subject area
Predominant Teaching Strategies	To discuss, question, solve problems, complete projects	To lecture, explain, and illustrate important ideas
Predominant Method of Evaluation	Tests, research papers, projects, and lab reports	Tests, rote practice, exercises
Predominant Instructional Materials	Books, videos, journals, field trips, computer applications, and hands-on experiences.	Books, notebooks, field trips
Predominant Method of Discipline	List of clear expectations with clear consequences (detention, time-out, etc)	Warnings to behave
Administrator's Role	To build trust between supervisors and teachers, expand the teachers' skills and techniques, and develop a self-supervising teacher	Hold teachers accountable for exposing students to necessary information and skills

ADMISSIONS/ATTENDANCE REQUIREMENTS & PROCEDURES

Enrollment Policy

Enrollment in Morrison Academy is restricted to students who hold a passport from a country other than the Republic of China 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. Adequate 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.

After all English language proficiency, age, and citizenship requirements have been satisfied, admission priorities for students seeking to enroll at Morrison Academy will be as follows:

First Priority: Children of missionaries (definition in policy #1613)

Second Priority: Children of Christian Workers (definition in policy #1614)

Third Priority: Other Children

The following factors may also be considered in making enrollment decisions:

1. The applicant's potential for making a positive contribution to a Christian school environment;
2. Morrison's ability to meet the educational needs of the applicant;
3. The English language proficiency of the applicant;
4. The applicant has brothers or sisters currently enrolled in Morrison Academy;
5. The applicant's parent(s) attended Morrison Academy.

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

Policy also states that, **for entrance into kindergarten**, children must be five years old by November 1 of the year they wish to enter kindergarten. Administrators may deny enrollment if it is determined by standardized testing that sufficient maturity is lacking for the students who meet the age criterion.

For entrance into grade one, children must be six years old by November 1 of the year they wish to enter first grade, and have been promoted from a kindergarten recognized by Morrison Academy. The administration may waive the kindergarten promotion requirement providing that the child is ready for the first grade, as determined by standardized testing.

Upon initial entrance into the 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.
(Policy # 5205, 5210, 5220)

Registration Procedure

Acceptance of **new students** is processed through the Campus Administrative Assistant and Admissions Officer. *Please contact them for information and forms.*

Acceptance for **continuing students** is official, and registration complete, **only** after the Re-registration Form has been completed, signed, and returned **AND** the Registration Fee has been paid.

School Fees

1. A non-refundable annual registration fee is charged for each student.
2. Fees are quoted in NT dollars and payable in NT or US dollars.
3. Fees are payable in advance for each semester. Where circumstances require, parents or the student's sponsor, guardian, or sponsoring organization may discuss an alternate method of payment with the Principal or Director of Operations.
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 accompany a registration form.
 - 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 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 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 indicated by their school records. When a student's previous academic progress is questionable, or 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 special needs or ELL needs will be placed according to Policy #5240 (Special Needs Students) or Policy #5250 (English Language Learner), respectively. In cases of high achievement, students normally will not be placed ahead of their age appropriate grade. *(Policy #5230)*

Special Needs/English Language Learner (ELL)

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

(Procedure #287)

Attendance

Absence for reasons of illness: Parents are asked to call the school office to report that their child is sick. A student who has a fever is to remain at home until the temperature has returned to normal for 24 hours. In cases of extended illness, the school may request a note from the attending physician.

Absence for reasons other than illness: Except for absences caused by illness, students are expected to attend classes when school is in session. Requests to be absent are to be made to the school principal in writing or by telephone early before the absence occurs. This procedure gives opportunity for the school to reflect to the parents the possible effects of the absence and/or together make some alternative study arrangements. Knowing class work and assignments ahead often enables the student to turn in made-up work when he/she returns. Homework not turned in by the due date will normally receive a reduced or zero-percent (0%) grade. Students whose work is marginal should be aware of the possible consequences of missing school—such as poor or non-passing grades. In most cases simply completing homework missed may not result in as high a grade since vital classroom participation is missed.

If a student's unexcused absences exceed **eight (8) days** in a semester, a recommendation for termination of enrollment may be made by the Principal to the Superintendent. Generally, excused absences are given 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. *Regular attendance is basic to a child's ability to learn successfully in school.* (Procedure #250)

Tardiness

Students are tardy who are not in their classrooms when the bell rings for the beginning of the school session, or 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/her parent will be notified.

Withdrawals

Notify the school office or the principal of the withdrawal as early as possible.

Students may be withdrawn at any time following the completion of a withdrawal form available in the school office. **This is a parental responsibility.** All texts, workbooks, library books and materials, music, instruments, P.E. equipment, and financial accounts must be settled. In order to obtain clearance for each of these items, the appropriate individual must initial the withdrawal form which is to be turned 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/she may, after making special arrangements for completion of the semester's work, and may 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 done up to the time of withdrawal.

Termination of Enrollment

The Superintendent, after referral from the Principal, may terminate a student's enrollment for the reasons outlined in Policy #5351 CONTINUING ENROLLMENT. The administration will insure that all aspects of termination of enrollment proceedings will be properly documented and will follow proper due process procedures. The Superintendent will report to the Board any student whose enrollment has been terminated. Parents may appeal to the Board of Trustees in writing within one week after official notification of termination of enrollment. *(Policy #5540)*

Student Illness or Injury

In case of an accident or of illness at school, the child will be brought to the school office or to the nurse's office. When necessary, first aid will be administered. If the situation warrants, the parent will be asked to pick up the child. In the event of an emergency, and if the parent cannot be reached, the school will take appropriate action to insure the child's well-being. It is important that the school have the parents' current home and work telephone numbers, as well as those for an emergency contact if the parents cannot be reached. Students with a communicable disease are to remain home until the disease is no longer communicable.

GUIDELINES

School Expectations

1. Students should arrive at school no earlier than 7:30 a.m.
2. Students are expected to respect the position and authority of teachers and administrators.
3. Students are expected to conduct themselves in a responsible manner. This includes NOT lying, cheating, or stealing, and NOT threatening or taking unfair advantage of others.
4. Students are expected to come to class prepared.
5. Students are expected to respect the rights and property of others.
6. Students are to refrain from any written or oral language, gestures, or drawings that violate the moral standards of the school (vulgarity, immorality swearing, etc.).
7. Students are to resolve their frustrations and their disagreements with one another by means other than fighting or physical violence.
8. Students are to walk, not run, on the courtyards, walkways and indoors.
9. Students are to stay off walls, trees, basketball standards, and roofs.
10. Students are to be properly dressed according to the dress standard.
11. Students are to refrain from deliberately marking or defacing any school property.
12. Students are to park their bicycles in the designated area provided—preferably locked—and should not ride in the courtyards.
13. Students needing to leave the school grounds during school hours must obtain permission from the office and sign out prior to leaving. Students are not permitted to leave school without parental permission received in writing or by phone, or with the principal's permission. Student(s) leaving the campus must be dismissed from campus by the office.

Playground Guidelines

- Students are to remain within the playground boundaries
- Students may use the play areas and equipment only when supervised
- Students are to use the equipment only in the manner for which it was designed
- Students are to take turns and share the equipment
- All students are to wear shoes during their play activities
- Students are not to walk in front of or behind the swings
- Students are not to jump off the wall, the climbing equipment, or the swings
- Students are not to throw stones, rocks, dirt, sticks or other objects
- When the bell rings or the whistle is blown, students are to line up immediately
- Students needing to use the bathroom are to use the one near the covered play area
- When someone is injured, report the injury immediately to the playground supervisor

Use of English Only

While the school recognizes the importance of speaking many languages, students should take every opportunity to use English when they are at our school. During classroom instruction English should be used by all students except at specified times and under conditions approved by the teacher(s) concerned. Outside of class, students are encouraged to use English only in order to create an English speaking environment at Morrison.

Discipline

It is expected that teachers will exhibit effective classroom management skills. Disciplinary actions, therefore, will normally be administered at the classroom level. Where there is a serious occurrence or continued student misbehavior negatively affecting the learning of others, the teacher may consult with the counselor for advice or he/she may request the Principal to intervene and/or send him/her to the Principal.

Staff shall be responsible for encouraging and teaching students to be responsible for their own behavior. They shall clearly communicate in a timely manner with parents and Principal pertinent information and appropriate documentation and evidence regarding students' behavior.

Instructional staff is responsible for consistently applying the following guidelines in administering consequences of positive and negative behavior:

- Consequences and teacher behavior should be administered in, and tempered by love
- Consequences and teacher behavior should maintain the dignity of the student
- Consequences and teacher behavior should be logical and appropriate
- Consequences and teacher behavior should be fair, equitable and consistent

Choices and Consequences

Irresponsible behavior infringes on the rights of others, and disregards clearly established school rules. When students demonstrate irresponsible behavior, disciplinary consequences follow. The consequences for being irresponsible at MAK are:

- A reminder of what is expected (first consequence)
- A student may lose privileges (second consequence)
- A student may be removed from the classroom or activity if he or she continues to be disruptive to instruction, endangers others, and/or damages property.
- In severe cases, the student will be sent to the Principal, which will result in one or more of the following:
 - a) a conference with the student
 - b) the loss of some privileges
 - c) a call to the student's parent or guardian
 - d) suspension from bus service or school suspension
 - e) exclusion from MAK based on Morrison's policies

Probation

In the event that a student fails to meet the stipulations for continuing enrollment, the Principal may choose to place the student on probationary status for a specified period of time, normally no more than nine weeks before a full review. Probationary status is to serve as an intermediate step, prior to discontinuing a student's enrollment, in order to give the student an opportunity to comply with the continuing enrollment stipulations. However, probation is not a mandatory step before expulsion. The student's probationary status will be reviewed at the end of the specified period of time.

The Principal will document any such action and will inform the Superintendent when and why a student is placed on or taken off of probationary status. Furthermore, the parent/guardian will be notified verbally and by registered letter at the time their child is placed on probation. If the parent does not read English, then whenever possible a translation in the parent's mother tongue will be provided.

Suspension

The Principal may suspend a student from school for violations of school rules, which are deemed to be a serious detriment to the student, the staff, the school, and/or the progress of learning. The Principal may remove a student from the campus immediately, with notification to or communication with the parent, if the student's presence poses a danger to persons or property, is an on-going threat or disruption to the academic process, and/or it is deemed to be in the student's best interest.

The Principal determines the length of suspension to a maximum of 5 days, and whether the suspension will be in-school or whether the student will be sent home. A suspension may go for longer than 5 days with the Superintendent's prior approval. The Principal will also be responsible for determining the conditions of reinstatement. The Principal will notify the Superintendent if an out of school suspension is longer than one day.

Parents are to be notified as soon as possible regarding the reason for the suspension and the conditions of reinstatement. If notification is done verbally, then a follow-up letter to the parents, documenting the conversation, is to be sent. The Principal is required to document the reasons for the suspension, conditions of reinstatement, and the record of parent notification. The Principal is required to keep a file of all pertinent documentation. Absences due to out of school suspensions are unexcused. In collaboration with the student's teacher, the principal will determine if any missed and made up course work may be counted as credit. A student will not be counted absent and credit will be given for work completed during an in-school suspension. (Procedure #255)

Student Dress and Appearance Standard

Cleanliness, neatness, good grooming and respect for host country cultural customs are standards we uphold. Bizarre or revealing styles such as see-through clothing, tank tops that reveal undergarments, and/ or are less than 2 inches in width across the shoulder, visible under-garments, exposed midriff or back, spaghetti straps, short shorts, etc. are not acceptable.

Revealing styles can result from how the garment is cut, the material which is used (thin and/or light-colored material through which undergarments can be seen), and how something is worn. Some athletic shorts have a much looser leg cut and can also be revealing depending on how a student is sitting. Shorts and dresses must be longer than the length of the student's extended arm. At no time should underwear be revealed. Slogans on clothing also be in good taste and meet our standards.

These standards are applicable on all school days (from 7:30am-4:30pm), and at all school events whether on or off campus.

Faculty and/or administration will contact students who do not exercise good taste or who show a lack of cooperating in this area. Students who are dressed inappropriately will be required to change into suitable clothing. This might require the student to call a parent, return home to get clothes, or wear clothing we provide for the rest of the day. If any part of this dress code causes uncertainty it is the students responsibility to ask. (Policy #5420)

Use of Playground & Facilities After School

After school hours, or during vacations and holidays, students are urged to leave the school premises immediately upon dismissal unless they are engaged in a school sponsored activity. The official position of the school is that ***children may not be left unsupervised after 3:30 p.m. (Monday, Wednesday, Friday) or 4:30 p.m (Tuesday, Thursday)***. The school is not responsible for students after dismissal unless they are involved in an official school function.

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 always to check out through the office.

Visitors

All visitors to the school, including parents and former students, are required to check in and out through the school office. **Former students must make arrangements with the school office 24 hours prior to their visit.** This allows for monitoring access and provides a safe and secure environment for learning. Parent communication is required for early departure so that it is not disruptive to students and teachers. If parents wish to visit classrooms, advance notice and approval of each classroom teacher is required.

Care of Campus

Abuse or defacement of buildings or property is not tolerated. Waste materials, foods and cans are discarded in the trash containers provided. Students who disregard these standards should expect corrective discipline.

School Year/Hours

The school year, usually extending from mid-August until early June, is divided into two parts, called *semesters*. Each semester is divided into two *quarters*, and each quarter is a *grading period*. The school calendar indicates quarter dates and holidays.

The school week is Monday through Friday. Some school activities may take place on Saturdays and/or after school. These activities are part of the regular school program

The school day for all students is 8:00 a.m. to 3:10 p.m. Students should arrive no earlier than 7:30 a.m. Classrooms will be open for students to enter at 7:50 a.m.

Child Abuse / Harassment

Morrison Academy is committed to protecting all children within the Morrison Academy community from abuse experienced at home or within the academic, boarding or extra-curricular environment of the school. Such abuse may include staff/student, student/student, non-staff adult/student, parent/child, or sibling/child. The Academy is prepared to investigate all allegations of child abuse and to take corrective action within the limits of its organizational jurisdiction. It will comply fully with the laws of the ROC with regards to any suspected case of child abuse. Violation of this policy by anyone associated with the Academy will result in discipline, up to and including termination of employment or enrollment.

It is the responsibility of all employees, adult volunteers and students to report any suspected cases of child abuse.

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. 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

(Policy #5460)

Fire and Earthquake Drills

Fire and earthquake drills will be conducted periodically throughout the school year. The classroom teacher will train the children in the procedures used for these drills. Directional routes for exiting a room/building are posted in each classroom.

Typhoons

In the event of an approaching typhoon, school may be canceled. Parents will be notified by a phone call on the day of the typhoon. Generally, MAK will cancel school if National schools in the Kaohsiung area cancel school as well. If school does not close, the ultimate decision to keep children at home or to send them to school is the parents' responsibility.

SERVICES

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 amount deductible will vary.

Computer Use

Morrison schools provide technology which allows staff and students to access the Internet. The day to day running of the computer systems is the responsibility of the technology coordinators on each campus. The technology coordinators may issue personal e-mail accounts to faculty, staff, and all students. There is no charge for this service. The owner of the account will have a private password. Personal e-mail accounts are not required for those who wish to use the Internet for purposes other than e-mail. Internet access and email accounts are a privilege extended to Morrison's faculty, staff, and students. The highest standards of ethical and dependable behavior are expected of everyone.

The computers and software used within the Morrison system are intended primarily for educational purposes to support curricular needs. A secondary purpose is personal communication. Using the system for personal communication is permitted as long as it does not delay or obstruct educational use and does not incur any cost to Morrison. Personal Internet and email use during school hours should be used only in moderation. Whether for educational or personal reasons, offensive, obscene, or harassing messages are strictly prohibited. *(Procedure #217)*

Counseling/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 friend** (e.g. adolescent's need to confide in a "secure" and reliable person)
- **transitions** (handling Third Culture Kid issues)

Drinking Water

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

Library

Every student is issued a library card. The number on this card will be used by the student as long as he/she is a student at MAK. Replacement cost for lost or damaged cards will be NT\$100.

Library hours are from 7:50 a.m. – 3:30 p.m., Monday, Wednesday, and Friday.
7:50 a.m. – 4:30 p.m., Tuesday and Thursday

Please do not bring food or drinks into the library.

Please remove your shoes if you intend to be on the carpeted area. Please use the cubbies in the entrance

Students using the library, during school hours, in addition to their scheduled class time, MUST have a pass from their teacher. Students with passes should sign in at the circulation desk. Students not on task will be sent back to their classroom. Middle school students will receive contracts for inappropriate actions and behaviors.

Material limits: Grades K-1.....5 books/magazines.....1 video on weekends *

Grades 2-9.....10 books/magazines.....1 video on weekends *

*Videos will only be checked out on Friday and must be returned the following Monday.

- Books may be borrowed for two weeks.
- Magazines and student works may be borrowed for one week.
- Students may check out reference books to use in their classrooms for one day.

Overdue materials

- Any student with materials and/or fines one (1) week overdue will not be allowed to check out any additional materials.
- Students will be fined NT\$20 per day for overdue videos. Overdue fines will not exceed the replacement cost of the video.
- The fine for overdue reference books is NT\$20 per day.

Lost/damaged materials

When materials are four (4) weeks overdue, they will be considered lost and the student's parents will be notified of the replacement costs. If books/magazines are found within six (6) weeks of the due date, any money paid to the school will be gladly refunded. A 10% handling fee will be charged if they are found after 6 weeks.

The card holder of damaged materials will be assessed fines that will cover the cost of either replacing or repairing the damaged materials.

The copy machine is to be operated ONLY with the supervision of an adult. If a teacher requires a student to have a copy for instructional purposes, there will be no charge. The cost of copying for personal use is NT\$2 per page.

Lockers

Secondary School students are assigned lockers. Guidelines are as follows:

1. It is the student's responsibility to keep their assigned locker neat and in good condition; he/she will be responsible to pay for any damages.
2. A locker is assigned and used by only one student; other students' lockers are off-limits.
3. A student's combination should not be shared with others.
4. Students are not to tape/glue/attach things to the outside of the lockers.
5. Only magnets may be used to put up posters/pictures inside.
6. When closing the locker(s), use hands only, no feet! Do not slam shut.
7. No food is to be left overnight in the lockers.
8. The principal (or his/her agent) may enter/check an assigned locker at any time.

Violations of these guidelines may result in the student's loss of using the locker.

Lunch Program

A hot lunch program is available for students. Payment is made each semester, prior to the beginning of the semester, in the business office.

Students may order milk by the semester. The order for milk and the payment should be made in the business office prior to the beginning of each semester. No refunds are made for either the hot lunch or the milk program if a child is absent.

Student Health Services

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

Health Screening

MAK will annually screen all students for height and weight. Students in kindergarten through third grades will be screened for vision and hearing annually. Students in grades six and nine will also be screened for hernia and scoliosis, and will also have their heart, lungs, muscular condition, and orthopedic condition checked.

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.

Morrison follows the immunization guidelines set by the Center for Disease Control in Atlanta, Georgia, USA. The following immunizations are required:

Polio	4 required, 5 recommended
DTP (diphtheria, tetanus, pertussis)	5 before the age of seven, and 1 every ten years thereafter
MMR (measles, mumps, rebecca)	2 required

Evidence of required immunizations must be presented prior to admission. Students not in compliance may be prevented from attending classes until these requirements are met.

The following immunizations are not required, but they are **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)

Illness or Injury

If a student becomes ill at school, the school nurse, secretary or principal will determine if the student needs to be sent home. If a student is to be sent home, he/she will be checked out from the school office. Until such time that the student can be picked up, the student will remain in the clinic, sick room, or office.

A student who has a contagious illness is not to be allowed to attend school until the illness is no longer contagious, i.e. no fever or symptoms for 24 hours.

Medications

All prescription medications to be taken by or available for a student during the school day (or during a school sponsored student activity time) must be turned in to the school nurse, Administrative Assistant, or an assigned adult at the beginning of the school day. The school nurse, Administrative Assistant, or the assigned adult will be responsible for the administration of the medicine at the appropriate time. In some cases, students may be authorized to administer their own medication, e.g. inhaler.

For students who are uncomfortable but need not be excluded from school, i.e. those who have a cold, upset stomach, headache, etc., the school nurse or administrative assistant with parent permission, may administer the following over-the-counter medicines:

Aspirin/Ibuprofen for muscle aches, sprains, toothaches, etc.

Tylenol for headaches

Ibuprofen for menstrual cramps, muscle aches, and sprains

Antihistamines for allergic reactions/cold symptoms (only administered under the direction of medical personnel)

Decongestant (Sudafed) for nasal congestion, ear aches

Pepto Bismal for stomach aches or nausea

Antacids for stomach aches

Pi Pa Gao for sore throats, coughs

(Procedure #463)

Student Store

Snack food items are available in the store run by high school students. Stock will be determined by student needs. The store is located along the walkway of the Middle School courtyard, next to the MPR.

Supplies

The school provides consumable school supplies for students in grades Kindergarten through five. Students in grades six through nine furnish their own paper, writing instruments, and notebooks.

Telephone

Students may not be called out of class for a telephone call. If a parent calls, the message will be conveyed to the student and he/she may call home at a later time. Students normally will not be allowed to use the office phone. There are pay phones by the school office for public use. Exceptions may be made in case of emergencies.

Textbooks

Textbooks are issued by Morrison Academy for the use of the students. It is the responsibility of the students to take proper care of the books they receive. Fines will be assessed for abuse and damage to books.

Books lost through neglect or carelessness, or that are not in good enough condition to reuse because of misuse, will have to be paid for—including shipping and processing costs. Students are especially urged not to underline or write in their books or to turn down the corners of pages. As soon as possible after receiving textbooks, a student should write his or her name clearly in the proper place in the front of each textbook. Teachers keep a record of textbooks assigned to students by textbook numbers.

A Bible is issued to each student in Kindergarten, grade 2 and grade 6 and to all new students entering MAK. This belongs to them and is the Bible class textbook. It is expected to last. If the Bible is lost, or needs replacing, another Bible is sold to the student.

Transportation

MAK maintains bus routes to the major areas of Kaohsiung and Tainan. Bus service is provided on all days that school is in session for students. Our bus service provider utilizes 40-passenger tour buses. They are clearly marked with Morrison Academy Kaohsiung signs in the front of the bus. All registered school bus riders are covered by the insurance provided by the bus company for trips to and from school, as well as all field trips for which they are contracted.

Bus Routes and Stops

The scheduling of bus routes and stops is the responsibility of the General Manager of MAK. Schedules will be established to make maximum use of our contracted buses with the safety and convenience of passengers as the primary objectives. To view the current bus routes, please contact the General Manager or visit the MAK website.

Students will be assigned a bus stop location for both coming to and returning from school. In most cases, the returning stop will be located on the opposite side of the street from the pickup location. Any change of a bus stop location must be requested by the parent or guardians in writing. Students must only ride the bus to which they are assigned since seating is limited and parents expect Morrison to see to it that their child is on the assigned bus. **Any temporary change of bus or stop location must be arranged 24 hours in advance by parents through the school office by filling out the “Change of Service” form.**

Bus Service Handbook

The Student/Parent Bus Service Handbook provides a comprehensive overview of bus practices, rules and regulations. Those using our services are expected to be familiar with its contents and supportive of its restrictions. Failure to read the handbook is the assumed risk of inattentive parents. Questions or concerns should be addressed to the General Manager of MAK.

HOME/SCHOOL COMMUNICATIONS

Parent Advisory Council (PAC)

The Parent Advisory Council is appointed annually, and is composed of the Principal, a few staff members, and a parent representative for each grade level. Members of this council are identified in the MAK Messenger and are listed in the MAK Family Directory. The 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
- To clarify how questions and issues raised may be addressed
- To identify annual fund priorities based on parent input

The Council meets generally every month at 3:15 p.m. in the Conference room. Meetings are open to the public, but participation in decisions is limited to Council members.

Assignment Notebooks

Assignment notebooks are used to help students build responsibility in completing assignments, to communicate to parents the work assigned, and to help teachers monitor the amount of work given. All students are issued assignment notebooks at the beginning of school.

Complaints and Grievances

Complaints and grievances which are related to instruction and the classroom should be handled first by communication with the child's classroom teacher. Items related to tuition fees should be handled through the cashier. Questions regarding lunch or bussing should be handled through the General Manager.

A student or parent who feels that their grievance has not been satisfactorily addressed by the teacher, may appeal to the principal. If there is no resolution, an appeal may be made to the Superintendent and ultimately to the Morrison Academy Board of Trustees. We believe that this procedure of beginning at the lowest possible level clears up misunderstandings quickly and follows the Biblical principle stated in Matthew, chapter eighteen.

MAK Messenger

Each week, a news bulletin of elementary/middle school news will be sent home to parents and posted on the MAK website. This is our *primary* communication tool with parents. Parents may request an email copy or printed copy.

Meet the Teacher Night

Early in the school year parents are invited to come to the school and their child's classroom and teachers. This meeting is a time when the teachers in their classrooms outline goals, expectations, curriculum materials, grading and classroom procedures. This is an extremely informative session for parents.

Parent-Teacher Conferences

Conferences will be held with the parents of each child in kindergarten through ninth grade at the end of the first and third quarters. They 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 in writing 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 and to enable them to observe the desired subject(s) being taught. Parents and guests are encouraged to attend chapel and assembly programs any time.

Report Cards

All student report cards are issued at the end of each quarter. The first report card is given to the parents at the parent-teacher conference. Others will be sent home with the students several days after the quarter has ended. The report card is kept by the parent, and the report card envelope is to be signed by a parent and returned to the teacher. The report card and envelope is kept by the parent at the end of the year (after the fourth quarter).

Report cards are withheld until all financial accounts are resolved and all library books/texts are returned, accounted for, or paid for.

Student Progress Reports

Student progress reports are mailed to the parents of all students not doing acceptable work. This may be done as soon as poor work is noted. The earlier this is noted and reported, the greater the opportunity for improvement before the quarter ends. These reports are to be signed by the parent and returned to the teacher who sent the report. A similar form may be used to report improvement or good work.

Website

The school website includes much important information including the school calendar, contact information, admissions information, the MAK messenger, and the parent-student handbook. The school's website is located at: kaohsiung.mca.org.tw.

SPECIAL PROGRAMS AND EVENTS

Chapels

Approximately every month, chapels will be held at MAK to teach students about biblical truths and values. There are elementary and secondary chapels, which are led by different classes throughout the year. There are also combined chapels several times in the year where all students gather together to learn from the bible. Parents and guests are encouraged to attend any chapel services.

Christmas Project

November 19 – December 18

Students and faculty have an opportunity each year to participate in a campus-wide school Christmas project to help those less fortunate.

MAK Community BBQ

November 21

This is a new activity at MAK where all students, parents, and staff are invited to MAK to enjoy a day of eating together, playing games, and getting to know one another better.

Music Concerts

December 17 and May 21

There are two music concerts each year for all students taking music classes. These concerts are before Christmas break and before the end of the school year.

Morrison Middle School Music Festival

April 24

On a Saturday in the spring, middle school students in band, orchestra, and choir from the various Morrison schools gather for combined rehearsals, culminating in an afternoon concert for the community in Taichung.

Ninth Grade Farewell Service

June 3

A service is conducted at the end of the school year to recognize the ninth graders completion of their time at Morrison Academy Kaohsiung.

Spiritual Emphasis Week

April 5-9

During Spiritual Emphasis Week, special chapels and programs are held for elementary and secondary students.

Games Day

February 26

All students participate in a day of varied track and field events on campus. Parents and friends are invited to attend.

USER-FRIENDLY COMMITMENT

Shared Responsibility

When you have suggestions, concerns, or questions involving your child, please contact the person most directly responsible. To get the best information about what's happening at MAK, please consult the resources outlined in the communication section.

Volunteers

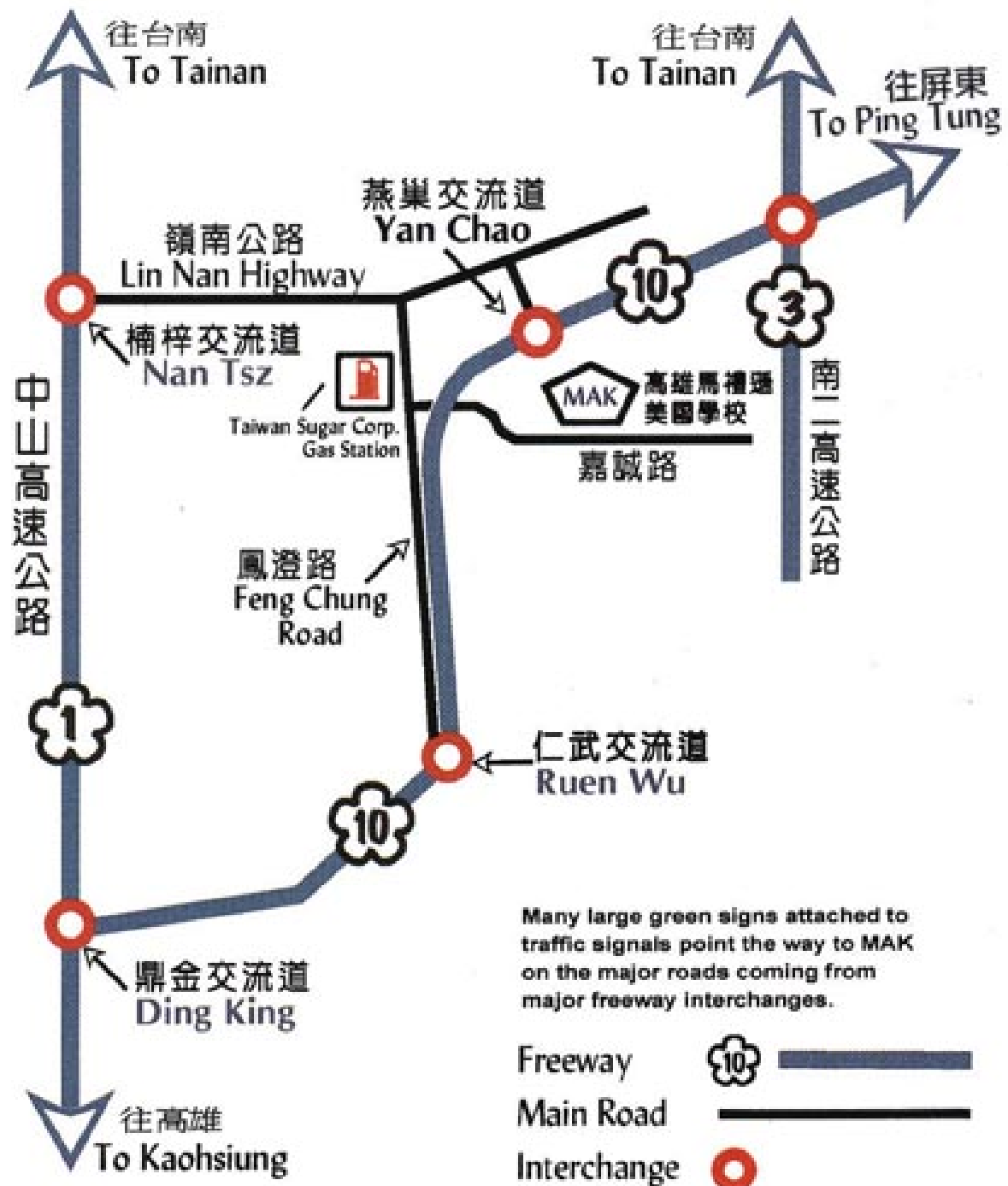
MAK enjoys a great deal of support and help from parents. For this we are truly thankful: We encourage parent involvement because parent and community volunteers enhance the curriculum, strengthen the bond between school and home, and indicates to the student that parents are interested in his or her 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
- 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
- Lunch room assistant
- Guest speaker in a class or chapel
- Helping with health screening
- Substituting for the school secretary

Client Focused

The MAK staff is committed to working in partnership with parents to provide the best Christian education for our students. For your child to receive the greatest benefit, MAK puts you, the client, first! Therefore, we endeavor to keep you informed and seek your input as we work together in making MAK truly “user-friendly”!

MAP TO MAK



STUDENT AGREEMENT FORM

MORRISON ACADEMY KAOHSIUNG

*Please return by the end of the **second** week of school*

For **students** in our Secondary Program (grades 6-9):

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 _____ Present Grade _____



PARENT AGREEMENT FORM

MORRISON ACADEMY KAOHSIUNG

*Please return by the **second** week of school*

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 teacher, the General Manager or Principal.

Parent/Guardian Signature _____

Printed Name _____

Date _____

Children's Names

Grade

