



# MORRISON ACADEMY- TAIPEI (BETHANY) CAMPUS

Established 1967

## 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 Taipei!

Dear Parents and Students,

Welcome to the 2015-16 school year at Morrison Taipei! I am very excited to join the Morrison community and contribute to the wonderful work being done on this campus. Our school's goal is for students to be well-equipped to enter any setting and use their God-given abilities to impact the world. This means our staff and teachers are committed to providing a rigorous curriculum that enables our students to be critical and creative thinkers while also nurturing their faith.

This year, our school theme is "Agents of Change." Throughout the year, we will focus on what it means to be a God-driven agent of change in any setting. We will see how obedience to God allows us to positively influence the world around us. We will learn from biblical examples of people who were agents of change, and we will see how they successfully impacted their world. Our theme verse this year is:

*"Let's not get tired of doing what is good. At just the right time we will reap a harvest of blessing if we don't give up." -Galatians 6:9*

We take seriously the investment that your family has made by choosing Morrison Taipei and aim to make each student's time here memorable and full of growth. It is an honor to serve you and your families.

Let's find ways to be agents of change in our world this year!

Susanna Myburgh  
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 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. The name Morrison was adopted in November of 1953 in honor of Robert Morrison, the first modern missionary to China. Bethany Christian School in Taipei (founded in 1961) joined the Morrison system in 1967. Ninth grade classes were added at Bethany in 1997 so students could live with their families for one more year before boarding at the Taichung campus.

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.

### **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 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,***

- 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 life-long 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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### Motto

“Journeying Beyond Knowledge to Wisdom”

### Personnel

#### Administration

**Missy Basnett**, Director of Curriculum

**Larry Dilley**, Director of IT Services

**Ellen Lin**, Director of Communication

**Bonnie McGill**, Director of Human Services

**Tim McGill**, Superintendent

**Susanna Myburgh**, Principal

**Matt Sawatzky**, Director of Finance

#### Faculty

**Angela Adiputra**, Learning Needs Specialist

**Daniel Armstrong**, Education Technology Coordinator

**Paul Cablish**, CSL, Guidance, Registrar

**Rebecca Cablish**, Grade 1

**Ivy Chiang**, Mandarin

**Natalie Farough**, Kindergarten

**Charles Farrell**, G6 Bible, English, and History, G9 History

**Dianne Farrell**, Grade 5

**Alan Fiol**, Band, Music, ELL

**Kristin Jakola**, Professional Learning Coach

**Cameron Klump**, Grade 3, Elementary Team Leader

**Cindy Koch**, ELL

**Nelson Leung**, G7 English & Geography, and G8 Bible & History

**Eve Lombard**, Art and PE

**Terri Payk**, G8/G9 English and ELL

**Darren Portell**, PE, Athletic Director

**Adrienne Ruegg**, MS Science and G9 Biology, Secondary Team Leader

**Zachary Sawyer**, G6 Science, G7 Math, G8 Algebra and G9 Geometry, Advisory Coordinator

**Nick Su**, Grade 2

**Peggy Wan**, G6 Math, G7 Bible, G8 Pre-Algebra, G9 Bible and Algebra, Choir

**Alice Wang**, Grade 4

**Anne Webskowski**, Mandarin

**Sylvia Woell**, Orchestra

**Karen Yeh**, Mandarin

#### Staff

**Rasyid Adiputra**, A/V Media Specialist, Supervision, Yearbook, PE, Teacher's Aide

**YiYi Chang**, Cashier

**Yasmin Chou**, Public Relations

**Charlene Kang**, Administrative Assistant, Nurse

**Joyce Ku**, Admissions Coordinator, Health Coordinator

**Paul Liao**, General Manager

**Megan Noble**, Librarian

**Rebekah Owens**, Library Assistant, Teacher's Aide

**Hans Pan**, Maintenance

*For up- to- date bios on each teacher, please visit our website: <http://taipei.mca.org.tw>*

## Educational Purposes

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### **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 throughout a lifetime.

### **Kindergarten Purpose Statement**

Kindergarten is a time for your child to grow academically, socially, and emotionally throughout the year. Our focus will be on the kindergarten curriculum, and more importantly, working on learning to share, showing respect to one another, doing things independently for ourselves, solving our own problems, using common sense, taking initiative, and growing in integrity. Kindergarten is so much more than just learning the academics, and meeting benchmarks; it's growing and developing as a whole child.

### **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 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 Purpose Statement (Grades 6-9)**

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 nine.

# Curriculum and Instruction

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

The elementary school offers self-contained classrooms for each grade. The students have Bible, language arts (writing and reading), math, science, computer, and social studies with their homeroom 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 (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. Four periods a week are devoted to exploratory electives that allow students to choose from various courses including music, art, fitness and technology. The school utilizes USA adopted textbooks 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. For Grade 9 students, Bible grades are factored into the cumulative Grade Point Average (GPA.) 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.

## **Mandarin**

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 at least 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 (Heritage track) and one for non-native speakers (Discovery

track.) The Heritage track is focused on speaking, listening, reading and writing of characters. The Discovery track'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. As Morrison Academy is fully committed to college preparatory North American education, Mandarin instruction is regarded as a high level foreign language program. It is not designed or intended to equal national grade level norms.

## **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 after school hours.

All secondary school students are required to participate in one full year (two semesters) of the music performing classes (choir, band or strings.) Interested students should see the music teacher directly to sign up.

## **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 for a lifetime. At the elementary level, Physical Education classes are offered every day for at least 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 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.

## Curriculum and Instruction

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### Secondary Exploratory Courses

Exploratory Courses are offered every quarter/semester for secondary students. At the beginning of each semester, students will be assigned two different exploratory courses for each quarter/semester. These courses are varied and meant to be exploratory in nature. They include: the performing arts; the visual arts; technology; 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 music and art courses are taught during exploratory times and will be assigned to students to meet the visual and performing art requirement.* Some courses are offered for sign-up but are limited to space availability.

### Co-curricular Activity

#### Elementary

After school programs for elementary students are available on select days from 3:15-5:00 p.m. These may include ballet, Taekwondo, and soccer. Additionally, students will have the opportunity to join junior orchestra and chamber choirs for the drama production. See the front office for an up-to-date list on all elementary after school activities.

#### Secondary

After school sports program are available for secondary students. Seasons include basketball, volleyball, soccer and softball. Morrison Academy participates in TISSA (Taiwan International Schools Sports Association) competitions. Additionally, tournaments may include intra-Morrison campus events and select games against local Taipei 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 3:15-5:00 p.m., 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 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 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 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 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.

## Academic Information

### Grading and Reporting

The progress of each student should be reported to parents of the student periodically throughout the school year. Online school communication is provided via each family's PowerSchool account. Weekly information is updated through this portal. Parents are required to regularly check and monitor their students' progress. 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. Parents are strongly encouraged 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. Grades are never to be published publicly.

### Elementary Grading Scale

| Grades K-5                        | Additional Key:<br>Grades K-5     |
|-----------------------------------|-----------------------------------|
| E= Exceptional<br>90-100%         | NA = Not Assessed                 |
| P=Proficient<br>77-89%            | + = sub category satisfactory     |
| B=Basic<br>60-76%                 | ~ = at performance level          |
| U=Unsatisfactory<br>59% and below | - = sub category needs to improve |

### Glossary of K-5 Report Card Terms

**E** (Excelling) = the student consistently exhibits advanced understanding and applies the concepts/skills of the subject area.

**P** (Proficient) = the student usually understands and can apply the concepts/skills of this subject area at a satisfactory level. ***This is the target level.***

**B** (Basic) = the student is learning the basic concepts/skills of this subject at a developing level; he/she is working to reach a satisfactory level of accomplishment.

**U** (Unsatisfactory) = 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.

### Secondary School Grading Scale

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

*Exploratory Courses will follow the elementary grading scale.*

### Homework (Procedure 200)

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.

## Academic Information

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

Morrison uses the following maximum average<sup>1</sup> student/grade-level amounts of focused

homework outside of class with the recognition that a methodical student may take more time. 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.

The times below are upper targets for each class.

| Gr.      | Minutes/Grade/Night       |                           |
|----------|---------------------------|---------------------------|
| <b>K</b> | <b>20</b>                 |                           |
| <b>1</b> | <b>30</b>                 |                           |
| <b>2</b> | <b>40</b>                 |                           |
| <b>3</b> | <b>50</b>                 |                           |
| <b>4</b> | <b>60</b>                 |                           |
| <b>5</b> | <b>70</b>                 |                           |
|          | Minutes/Subject/<br>Night | Minutes/Subjects/<br>Week |
| <b>6</b> | <b>15</b>                 | <b>75</b>                 |
| <b>7</b> | <b>15</b>                 | <b>75</b>                 |
| <b>8</b> | <b>20</b>                 | <b>100</b>                |
| <b>9</b> | <b>30</b>                 |                           |

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 which includes an amount of homework that some families may not be used to. Parents are strongly encouraged to read with their elementary-age children every day.

## Academic Information

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### Notes:

*I “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 level. Larger assignments and projects are sometimes assigned with the understanding that students are given several days 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 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

### **Parent Teacher Conferences**

Parent conferences follow the distribution of report cards for the first and third quarters. Conferences may be initiated by the parents or the teachers.

### **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. 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 18.) A parent/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 the following school year. (See Procedure 255)

### **Progress Reports**

Progress reports are made available midway through each quarter on Powerschool (see notes under Powerschool) to selected students. All grade six, grade nine, and new students will receive comments during the first quarter. Students with academic or behavioral difficulties may also receive such a report during the school year at any time. Teachers may choose to submit a report for a student as a commendation for good or improved work.

### **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 potentially long-term impact on children and their families, repeating a grade will be recommended if necessary.

### **Report Cards**

Morrison operates on a quarterly system. Report cards are distributed to students shortly after the close of each quarter. Report cards will be held if

## Academic Information

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there are outstanding bills or overdue library books. The final report card may be picked up in the office during the first week of summer vacation.

### Secondary Semester Exams

Cumulative semester exams are given at the end of each semester. All students are expected to take these exams. In the middle school, the exam will be averaged into the quarter grade. In Grade 9, the exams will be weighted 10% of the semester grade, while each quarter counts for 45%.

While high school students take all exams, middle school students take an increasing number from year to year. The following schedule is adhered to:

|           | Winter                                      | Spring  |
|-----------|---|---|
| <b>G6</b> | <b>No exams</b>                             | <b>Math,<br/>Language Arts</b>                              |
| <b>G7</b> | <b>Math,<br/>Language Arts</b>              | <b>Math, Language<br/>Arts, Science</b>                     |
| <b>G8</b> | <b>Math, Language<br/>Arts,<br/>Science</b> | <b>Math, Language<br/>Arts, Science,<br/>Social Studies</b> |

### Standardized Testing

The Iowa Test of Basic Skills (ITBS) is administered each spring to all students in Grade 1 through Grade 5 as a basis for comparing achievement with U.S. national norms. Grades 6-9 students take the Stanford Achievement Test online. Students do not need to prepare for the tests as they do not affect the grades earned.

### Student Files

The school will keep records of each student showing personal data and progress throughout his/her Morrison career, including academic achievement, health information, and test results. These files will be kept confidential. Only the student's parents, teachers, 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 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. Advanced 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 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. Further admissions 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 official, and registration complete, **only after** the

Re-registration Form has been completed in PowerSchool 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 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 accompany a 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 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.

## Admissions, Registration and Attendance

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### 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.

### English Language Learner/Learning Needs

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

### Absence

*Absence for reasons of illness:* Medical attention is the responsibility of the parent. Students should not be sent to school if they have bad

colds, fever (above 100° F/37.5° C), nausea, or have vomited in the 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. Students with a communicable disease are to remain home until the disease is no longer communicable. A child may return to school when fever-free 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 at least 10:00 a.m. before returning to school.) Parents are required to inform the school office 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.

*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 for reasons other than illness should be made to the school principal in writing/email or by telephone at least one week before the absence occurs.*

In the case of secondary students, should this absence exceed two days, the student is required to collect the *Extended Absence Notification Form* from the office and complete it in the presence of his/her teachers one week prior to the proposed absence. Teachers' signatures are required.

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 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

## Admissions, Registration and Attendance

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simply completing homework missed may not result in as high a grade since vital classroom participation is missed.

Any work not made up can result in a zero for that assignment. Make-up time will be on a “day for day” basis. If the student is absent one (1) day, work must be turned in the day after the student returns to school. The maximum time limit for make-up work will be three (3) 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 (or loss of credit for 9<sup>th</sup> grade only) 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/she must follow this procedure:

1. The student must have a note from a parent or guardian. Students who do not have a note 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 s/he must visit the office to determine whether or not s/he 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 students 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, s/he may not return 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/she may not return to school that day.**

**Students who have a fever or throw up will automatically be sent home 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 those for an emergency contact 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 (pg. 27)

### **Tardiness**

Students are tardy who are not in their classrooms when the bell rings for the beginning of the school day, 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.

## Admissions, Registration and Attendance

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

Students who arrive in the school after 8:00 a.m. must first check in and pick up a blue Tardy Pass at the guard's 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. 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. They will also serve a detention for a period of time equal to twice that which was missed, up to eight hours of detention.

### **Withdrawal**

Students may be withdrawn at any time following the completion of a withdrawal form available in the Registrar's office. **This is a parental responsibility.** All texts, workbooks, library books and materials, music, instruments, PE 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, 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 provided from 3:15-4:30 p.m. on the playground, Monday-Thursday. The playground will close at 4:00 p.m. on Fridays. Remaining students will be supervised at the picnic tables until picked up (during heavy rains, students will be taken to the cafeteria). All students must be picked up by 5:00 p.m. unless participating in a school sponsored activity. 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 the after-school activity. Students may only be in designated areas after school. These areas will be posted throughout the school.

Parents who continually violate the 5:00 p.m. (or 4:30 p.m. on Friday) pickup deadline will incur a NT\$500 penalty per fifteen minute period past 5:00 p.m.

The following regulations are to be observed:

1. No students in the lobby without **their** parent
2. All backpacks must be stored in cubbies outside
3. Only Grades 5-9 may use the cafeteria from 3:15-4:30 p.m. Monday-Thursday.
4. Campus is closed at 5:00 p.m. (Mon-Thur) and 4:30 p.m. on Friday. Students remaining after 5:00 p.m. without pick up will sign into the late pick up list.

Students are expected to obey the supervisor and follow the expectations at all times. Failure to comply may result in loss of playground privilege both during and after school.

Students are expected to maintain exemplary conduct at school, on the way to and from school, and at all school-related functions. *The following behavioral guidelines are not necessarily moral rules; some are simply necessary to promote good community living at our school.*

### Behavior Policy

Students are expected to abide by the regulations set up by the school. Those who fail to do so by displaying inappropriate 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 and must meet with the principal on a regular basis. A student on behavior 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.

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.

### Blue Slips (Secondary only)

Secondary students (Grades 6-9) will receive a blue slip for the following school violations: tardiness, dress code violations, unauthorized use of technology during the school day, being in off-limit areas after designated hours, and speaking a language other than English during class. An accumulation of blue slips will result in parents being contacted and a detention. Students will have a chance to start over every quarter.

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

See notes under Detention.

## General Guidelines

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### **Bullying and Violence**

Bullying and violence will not be tolerated. Morrison takes the emotional and physical safety of the students very seriously. Therefore, any instances of bullying, violence, intentional exclusion, harassment and threatening of students, including online, will be treated with serious consequences, which may include termination of enrollment. All students have the right to be treated fairly and respectfully. Bullying away from the school has the potential to be a problem at school. The school reserves the ability to take disciplinary action for this kind of behavior outside of school in order to maintain a safe learning environment. 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.

### **Cheating and Plagiarism**

Academic cheating includes lying, stealing or copying another's work, possession of tests or teacher materials prior to the assignment or test and plagiarism. Copying part or all of another student's homework is considered cheating. Cooperative efforts on homework are allowed only with a teacher's direct permission. A student who assists another to cheat will be treated the same way as the one who cheats.

Students caught cheating will receive an automatic zero (0%) on that assignment or test and their parents will be notified. A first offense may result in a detention and communication home, a second offense in a parent/teacher conference followed by a subsequent two-hour detention, a third offense in suspension from school. A fourth offense will result in a recommendation to terminate enrollment of the student. Students who falsify a parent's signature or alter grades will automatically receive at least a 1-day out-of-school suspension.

### **Detention/Work/Exercise Detail**

Detentions, work and exercise details are sometimes assigned as disciplinary measures for secondary students. Students are expected to be

present for all detentions/work details they are assigned.

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

### **Dress Code**

Students are expected to dress modestly. Clothing should not be revealing, bizarre, or bear offensive slogans including/or related to violence, drugs, alcohol, tobacco or weapons. Cleanliness, neatness, good grooming, and respect for local customs are standards Morrison students are required to uphold.

Pants, shorts, and skirts must be loose fitting and modest. The hemline must be longer than 10 cm (or 4") above the top of the knee when standing.

Shoulder straps on female students' clothing must be at least 5 cm (or 2") wide. No tank tops, see-through clothes, low-cut tops, or midriff tops may be worn. When one arm is raised, the stomach may not be visible. Pants must be worn at the waist and undergarments may not be visible. Girls should wear bike shorts under dresses and skirts for PE and recess.

Hats and other head coverings may be worn to and from school but not in the school building.

Shoes must be appropriate for school, safe for travel between classes, using stairs and appropriate for climate and weather. A student may need to bring a change of shoes for activities like recess and physical education. Shoes like thongs or flip flops are not appropriate but sandals with straps, Velcro and buckles may be worn.

Hair should be worn neatly and kept clean. Extreme hairstyles will not be permitted.

Excessive jewelry and make-up are not allowed.

## General Guidelines

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Violators of the dress code will be required to change their clothing before going to class. Several pieces of clothing will be available in the office or classrooms in case this happens. If violating the dress code becomes a regular occurrence, parents will be contacted and students sent home to change clothes.

### **Electronic Devices**

The possession and use of Electronic Devices (E-Devices) is a privileged part of the educational experience. The school may revoke the privilege of possessing and using E-devices at any time at its sole discretion. E-Devices include devices used to communicate, receive, send, store, record or listen to voice, text, digital, audio, video, photo, electronic or internet/cyberspace data, images and/or information. **The school is not responsible for lost, damaged, or stolen E-Devices, its programs or its contents.** E-Devices should be kept in lockers turned off or silent mode, unless a teacher has given permission for educational use. This should be observed during school hours. Personal devices should not be used for gaming at any time.

Secondary students must sign a written agreement to receive a school provided laptop. The general rules for student use of the 1-to-1 devices include:

- The laptop stays with the student all day (it is picked up in the morning, kept in the locker during lunch, and returned at the end of the day for charging and safe-keeping)
- The laptop stays in the school provided carrying bag unless instructed by a teacher to remove
- The laptop is only to be used as the teacher instructs and when the teacher instructs (it should never be used in an unsupervised area)
- Students are expected to maintain and update their laptops
- Students are responsible to repair or replace broken or damaged laptops
- Blue slips will be issued for not following the rules and/or loss of the laptop for a period or day at the teacher's discretion

All emergency phone calls should be directed to the school office.

### **Facilities**

Students may not enter bathrooms or changing/shower rooms of the opposite sex. Students who do so will be suspended on the first offense. 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.

### **Fighting**

Students who engage in fighting on school grounds may be sent home automatically 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 function in this kind of an environment, it is important that a common language be used. Students are expected to use only English during their classes. Violations will result in a 'blue slip' and detentions. Subsequent offenses may result in a suspension. Vulgarity 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 (office, bathroom by Science room, etc.)

## General Guidelines

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3. Students may only play with balls on the green area of the playground and in the netted area. (No balls are allowed in the jungle gym area.)
4. Lower basketball baskets are for K-4 only.
5. For kickball games, home plate must be on the CES side of the playground so balls are kicked toward the netted area. If the ball hits or goes over the 2<sup>nd</sup> floor breezeway, it is considered an automatic out.
6. When playing dodge ball (in the netted area), the students must throw from behind the dotted line on their side.
7. Students may only go DOWN the slides on their bottoms.
8. Students must SIT on the teeter totters.
9. Students may only crawl THROUGH the tube of the jungle gym.
10. When the bell rings, students must immediately put the equipment away, and line up quietly. Students will wait to be dismissed by the Playground Supervisor.

### **Private Property/School 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.

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.

### **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.

### **Respect for Authority**

Students are expected to recognize the authority of the entire staff and show proper respect to all school personnel, including parent volunteers. Students must address all adults by their proper title (Ms., Mrs., Mr., etc.)

Students showing flagrant disrespect to any of the school staff or parent volunteers will receive a detention and parents will be notified. Subsequent offenses may result in suspension or termination of enrollment.

### **Stealing/Theft**

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

### **Swearing/Inappropriate Gestures**

Students are expected to address each other and faculty/staff in a respectful way. Any suspected form of swearing in any language or inappropriate gestures is not acceptable. The severity of the consequences is at the discretion of staff and should match the severity of the rule violation.

### **Tobacco, Alcohol and Drugs**

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

If students use tobacco, alcohol, or drugs off campus and 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

All schools work to prevent school violence and schools are very safe places. 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 the schools aim to provide an important balance between sufficient building security and providing students a healthy, nurturing, normal school environment. We aim to create a caring school community in which adults and students respect and trust each other and all students feel connected yet understand safety expectations.

### *Before School (7:25-7:50 a.m.)*

1. Students are allowed to enter supervised playground at 7:25 a.m. and will be dismissed to class at 7:50 a.m.
2. Students who remain in the lobby between 7:25-7:50 a.m. must engage in quiet activities.
3. Students should not arrive before 7:25 a.m. School does not assume liability before and after posted hours.
4. From 7:40-8:00 a.m., the guard and an administrator will be present at the front of the building to direct traffic, greet students and help any visitors. No parking allowed at curb during dropped off period.
5. At 8:00 a.m., the guard will return to the guard desk and sign in any late students.

### *During School (8:00 a.m.-3:15 p.m.)*

1. All parents and visitors need to sign in with the guard. 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.

### *After School (3:15-4:30 p.m.)*

1. Front doors are opened for pick up.
2. Check in/out desk is stationed near the entrance of office and **the guard checks all individuals entering for pick up.** Parents with school IDs or well-known community

members may enter when displaying their badge. Guard discretion is to be followed.

3. Unknown visitors must check in with the guard and exchange a photo ID before they may pick up students or carry out business- All visitors must have official business to be on campus after hours.
4. At 4:30 p.m., the front doors are to be closed and locked. Visitors must be buzzed in by the guard and should remain in the lobby area. All students should be moved from any part of the building to the lobby.
5. At 5:00 p.m. the school is officially closed and all parents/students ready to be picked up or dismissed should vacate the school premise. 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.

Ninth graders who have a permission slip signed by a parent on file in the office have the privilege of leaving campus at lunch time and after school (if returning to campus before 4:30 p.m.) are issued an off-campus pass which must be left at the guard desk. If a student does not have their pass, they may not leave campus that day. Ninth graders may not purchase lunches for students in other classes. Abuse may result in the temporary or permanent loss of the privilege.

Non-staff students in Kindergarten through Grade 8 may not leave and return to campus after school. Once a student has left the school, they may not return.

## Child Abuse and Harassment

Morrison Academy is committed to maintaining an academic environment in which all individuals treat each other with dignity and respect and which is free from all forms of intimidation, exploitation and harassment,

## Safety and Security

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including sexual harassment. 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. Harassment means unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a nature that denigrates or shows hostility or aversion toward an individual because of his/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. 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. 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
- Boarding Division Supervisor
- Counselor
- Chaplain
- Superintendent
- Board of Trustees Chair

If individuals believe that their harassment or abuse report has not been addressed then they may contact Tim Yates (02-2930-3975, 0912-578-984, [tpyates@gmail.com](mailto:tpyates@gmail.com)) who serves a confidant for the Morrison community. For more information please refer to policies 1650, 1651, 3131, 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. Directional routes for exiting a room/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 the Tri-Services General Hospital on Ting Chou Road.

### **Identity Badges**

All parents and visitors are required to wear a visible identity badge on campus between 7:45 a.m. and 5:00 p.m. Parents who do not have a Parent ID card will be asked to sign in and wear a visitor pass.

### **Visitors**

Parents are encouraged to get a parent ID card. Visiting parents and other visitors to the school

## Safety and Security

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must check in to receive a visitor badge before entering the school. Staff in the first floor reception office can provide visitors with information or help visitors contact other staff members. Parents and visitors may not enter the school without a badge. When inside the school, the badge must be visibly worn at all times. Former students, alumni, and friends will only be allowed to attend classes if permission is granted by the administration. These visitors must meet all behavioral and dress code regulations of Morrison. They must check in with the guards and office as soon as they arrive and receive a visitor's badge. Visitors may not attend classes for more than three days per year. Visitors in the secondary may only attend lunch so as to not disrupt teaching time.

### **Weapons on Campus**

Students may not bring paper cutting, pocket, or hunting knives to school at any time. Students may not bring toy guns or slingshots to school at any time.

### **Weather**

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

1. Morrison Taipei's Facebook page
2. Morrison Taipei's website
3. Email

Generally, Morrison Taipei will cancel school if National schools in the Taipei 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 amount deductible will vary.

### Computer Technology

Students at Morrison are provided with a personal account and storage space on the Morrison local area network. A permission form must be signed by parents and on file for students to be allowed to access the Internet.

*Students may not use the computers unless they are directly supervised by their teachers.* This includes being 'on-line.' Students must get permission from the teacher before they use their own computer/device in class. Students found to be abusing the Morrison computer system will lose their privileges to access the system.

All users must also abide by generally accepted rules of computer use etiquette and 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, or offensive. 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 teach their children about proper use of technology and the internet.

### 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 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 school nurse conduct general **puberty education in Grade 5** and **sex education in Grade 6**. The guidance counselor will send home information regarding these sessions at least one month in advance. Parents with questions or concerns should contact the nurse (for female students) or the counselor (for male students.)

### 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

Every student is issued a library ID number. The number on this card will be used by the student as long as he/she is a student at Morrison Academy.

Library hours are from 8:00 a.m. – 4:30 p.m., Monday to Thursday, and 8:00 a.m. – 4:00 p.m. on Friday.

See the librarians for updated procedures on dues and lost/damaged materials.

## Services

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### **Lockers (Secondary only)**

All secondary students will be assigned lockers.

Lockers should be kept tidy and locked at all times. Morrison is not responsible for any valuables missing from lockers. Any student found opening another student's locker will be dealt with sternly.

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. Students that forget their locker combination will be required to pay a small charge to have a teacher open their locker for them. The school administration may inspect lockers at any time.

### **Lunch Program**

Due to limited facilities, Morrison Taipei does not provide hot lunch for students.

The school provides warmers for student lunch storage. Students should arrive earlier to deposit lunches in the warmers. All lunches should be in a Taiwan approved metal container. Plastic containers are prohibited.

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*

Annual screenings of vision, height and weight are performed in the Fall to all students. Students

in kindergarten through Grade 3 will be screened for hearing 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 the first week of school by Friday.

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 school nurse.

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)

#### *Medication at School*

See notes on Illness or Injury at school (pg. 17.)

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 (i.e. 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:

## Services

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- 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 furnish their own paper, writing instruments and notebooks at each teacher's discretion.

### 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/she may call home at a later time. Students normally will not be allowed to use the office phone. Pay phones may be accessed at the guard's desk for public use. Exceptions may be made by office staff.

### Textbooks

The school will provide student textbooks. Students must take all measures to ensure that the books are not damaged beyond ordinary wear. 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 and 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.*

# Communications

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## **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 elementary students are issued assignment notebooks at the beginning of school. Students who lose their notebooks must buy a new one.

## **Bronco Bulletin**

Each week, the school posts the Bronco Bulletin on PowerSchool and emails it to all parents. This is our primary communication tool with parents. It is important that the school has an accurate email address for all parents.

## **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 offender is unwilling to come to terms, the two parties should take the matter to the school administration.

If the two parties are still unable to come to terms on 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.

## **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 Bronco Bulletin 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
- To clarify how questions and issues raised may be addressed
- To identify annual fund priorities based on parent input

PAC convenes once per quarter in the Conference room.

## **Social Media**

Morrison Taipei regularly maintains a Facebook page (Morrison Bethany Taipei). 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.

## **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 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 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.

## Communications

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### **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. 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 sent home to the parents of all students not doing acceptable work. This is generally done at the halfway mark of each quarter. 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, and the parent-student handbook. The school's website is located at: [taipei.mca.org.tw](http://taipei.mca.org.tw)

## Special Programs and Events

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While this list doesn't include all events at Morrison Taipei, the following are some of the highlights throughout the school year:

### **Advisory (Secondary only)**

Each secondary student Grades 6-8 will be assigned a faculty advisor that meets with a cohort of 8-10 students. Each Thursday afternoon, advisors meet individually with advisees to discuss:

1. Academic Progress
2. Social/Emotional Topics
3. Spiritual Topics

This program is designed so that each student has an adult advocate on campus that can monitor their well-being beyond grades and report cards. The advisor is then responsible to communicate with all faculty members about the wellbeing of their advisees.

*See the Advisory Handbook for more information.*

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

After-school music lessons are currently offered for the following instruments: piano, violin, guitar and band instruments (trumpet, trombone, baritone, saxophone, clarinet, flute and percussion). Group lessons for band instruments can be arranged. Please check with our music teacher for availability if interested. Once a semester we have a recital for all after-school music lesson students.

### **Bronco Spotlight**

Secondary students who enroll in the media exploratory class produce a quarterly news cast titled the Bronco Spotlight. This production includes fun news and updates around the school. For episodes, visit the school website and click on the YouTube link.

### **Chapels**

Every week, chapels will be held at Morrison Taipei 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 about the school theme for the year. Parents and guests are encouraged to attend any chapel services.

### **Chinese Culture Month**

Each January, the Mandarin department hosts cultural activities that enrich students' understanding of Chinese heritage. The last chapel before Chinese New Year is dedicated to 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 sponsoring those in need.

### **Community Service – Christian Service Learning**

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 a Christian Service Learning project on every half day of school (up to 6 times per year.)

### **Drama Production**

One of Morrison Taipei's highlights is its yearly drama production. This involves cast and crew from many ages. It is genuinely an all school event.

### **Flea Market**

Each year, Morrison Taipei hosts a flea market during the spring. Community members may purchase a table to sell goods. This is a sponsored fund raiser of the Grade 8 class.

### **Grade 7 Culture Trips**

Each year, Grade 7 travels around Taipei and Taiwan to visit major historical sites studied in class. These are provided as a way to give

## Special Programs and Events

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students first-hand experience with what they are learning.

### **Grade 8 Recognition**

Each year, grade 8 students plan and prepare a banquet to reflect on their years in elementary and middle school. Held toward the end of May, this event is held to recognize their achievement and matriculation to high school.

### **Last Hurrahs**

At the end of the school year, respective grade levels celebrate the year's end with a fun trip off campus. Previous years have included water parks, Wulai, beach trips, MRT scavenger hunts, etc.

### **Music Concerts**

Elementary and secondary students perform Christmas concerts as well as year-end spring concerts. For these concerts, elementary students typically sing and play instruments. Sometimes they will put on a full musical. Secondary concerts feature our choir, orchestra and bands.

### **Morrison Middle School Music Festival**

On a Saturday in the spring, middle school (Grades 6-8) 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.

### **Olympic Day/Spirit Week**

Morrison students participate in a fun track and field day in every spring. This day is preceded by Spirit Week in which students are split up according teams by various nations. Students earn points by dressing according to each day's theme, finished by an afternoon of fun games as a precursor to Olympic Day on Saturday. Parents and volunteers are welcomed. Since this day usually falls on a Saturday, students will have a regular school day off. This is considered a school day and therefore, attendance is required. Last minute communication may occur regarding cancellation due to weather.

### **Outdoor Education**

Each year, secondary students will participate in a week of learning without walls. This includes Grade 6's WOW trip, Grade 8's Leadership camp, and grade 9's Bio Trip. During these trips, students get to study marine biology, outdoor camping, rock climbing and much more.

### **Reading Month**

Each October, the Library hosts reading month. This involves a theme for reading promotion. Activities include DEAR (Drop everything and read), literacy night and the reading parade.

### **Spiritual Emphasis Week**

During Spiritual Emphasis Week, special chapels and programs are held for elementary and secondary students. Special schedules for those weeks allow for more time with invited guest speakers.

### **Scholar's Cup**

Secondary students participating in the World Scholar's Cup exploratory class quarter 3 have the opportunity to participate in the WSC tournament at Morrison Taichung. Further qualification may lead to international competitions.

### **Science Fair**

Each year, Grade 8 students display findings from their science projects based on research. A panel of judges interviews and evaluates candidates.

### **Sleepovers**

Grades 8 and 9 will have their own sleepover events. These events are designed for students to bond together and enjoy time with their classmates outside the classroom setting.

### **Sports Award Banquet**

Hosted each spring in May, this event is to recognize the achievement of student athletes throughout the school year. Each year, a poster is created with pictures of all seasons and is available for purchase in the PE office.

## Special Programs and Events

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### **Thanksgiving Feasts**

Each grade level hosts an annual Thanksgiving Day feast to celebrate and remember this American tradition. Parent coordinators and volunteers are essential.

## Other Information

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### **Change of Personal Information**

If there is any change in contact information, passport or visa details, telephone and emergency 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 6-9 are required to have Internet access available after school hours so that they can complete assignments online. For students in Grades 3-5 it is strongly recommended.

Secondary teachers indicate which assignments require Internet access on PowerSchool in the assignment description.

### **Lost and Found**

A lost and found box is located in the school lobby behind the guard's desk. Students may reclaim items there. The lost and found box will be cleared every one to two weeks and the items will be donated to other organizations or thrown away.

### **Music Lessons (after school)**

If students are not able to participate in after school music lessons due to illness, a note from the parents must accompany them. The music teacher may ask for a doctor's notice regarding the medical condition of a student.

### **Office Hours**

The school office hours are 7:45 a.m. to 4:30 p.m.

### **PE Uniforms (secondary only)**

PE uniforms are required for students in Grades 6-9. 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**

Typically, the school day begins at 8:00 a.m. and ends at 3:15 p.m. on Mondays, Tuesdays, and Fridays and 3:00 p.m. on Wednesdays and Thursdays. Students may not enter the hallways or their classrooms until 7:50 a.m. It is the responsibility of the parents to arrange for students to get to school safely and on time, and to be picked up at the end of the school day. 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 a.m. on those days and must leave the school by 12:00 p.m. 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 Taipei enjoys a great deal of support and help from parents. For this we are truly thankful! We encourage parental 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
- 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
- Substituting for the school secretary
- Office aide

Morrison Academy is a member of CSPN (Child Safety & Protection Network). Employees and volunteers assume the full burden of maintaining safe, clearly-established safeguards in all interaction with children. All personnel are required to receive training and observe guidelines of CSPN.

### **Client Focused**

Morrison Taipei committed to working in partnership with parents to provide the best Christian education for our students. For your child to receive the greatest benefit, Morrison Taipei puts you, the client, first! Therefore, we endeavor to keep you informed and seek your input as we work together in making Morrison Taipei a great school community.



## **STUDENT AGREEMENT FORM MORRISON ACADEMY TAIPEI**

Please sign and return this agreement form to your class teacher by August 28, 2015

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 \_\_\_\_\_

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## **PARENT AGREEMENT FORM MORRISON ACADEMY TAIPEI**

Please sign and return this agreement form to your class teacher by August 28, 2015

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 \_\_\_\_\_

Child's Name/Grade

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