



MORRISON ACADEMY- TAIPEI CAMPUS

Established 1967

Middle & High School Parent / Student Handbook

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



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Introduction

Welcome to Morrison Academy Taipei!

Dear Parents and Students,

Welcome to the 2020-2021 school year at Morrison Academy Taipei. We have an especially exciting year ahead as this will be our first year as a K-12 school with our first high school graduating class! We are so thankful that we finally have the space for it also on our beautiful new campus.

Our theme for this year is New. God makes us new when we choose to trust Him with our lives. We leave our old self behind as we embrace this new life. This new life should include motivation and a desire to obey His commands to love others. We look forward to finding ways this year to live out who God wants us to be as His new creation.

Our students are creating beautiful art pieces to visualize this theme which will be put up around the school. Our theme verse is:

*“Therefore, if anyone is in Christ, he is a new creation.
The old has passed away; behold the new has come”
2 Corinthians 5:17*

Thank you for being a part of our Morrison community. We look forward to another great year of building memories and creating meaningful learning experiences. Our entire staff is dedicated to providing our students with a learning environment that promotes academic, social, emotional, and spiritual growth.

We hope that you find this student handbook helpful in answering some of the questions you might have about our school’s policies and procedures. Please keep it available to use as a reference throughout the school year, and please do not hesitate to contact us with any questions you might have. Thank you for the opportunity to serve you and your family on this educational journey.

*Ms. Susanna Myburgh
Principal*

General Information

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 WASC (Western Association of Schools and Colleges) in the United States, as well as ACSI (Association of Christian Schools International).

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

Bethany Christian School in Taipei (founded in 1961) joined the Morrison system in 1967. Ninth grade classes were added at Bethany in 1997 and tenth grade was added in 2016 so students could live with their families for two more years before boarding at the Taichung campus. Grade 11 was added for the 2019-2020 school year and the addition of Grade 12 in 2020 will complete our high school program.

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

Motto

"Journeying Beyond Knowledge to Wisdom"

Philosophy Statement

The educational philosophy of Morrison Academy is based on God's truth as revealed by the Holy Spirit in God's Word, the Bible, and

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

Vision for Our Learners (VFOL Statements)

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

As a Christ Follower,

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

As an effective communicator,

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

As a critical and creative thinker,

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

As a lifelong learner,

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

As a moral and ethical citizen,

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

As a wise and responsible steward,

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

Personnel

Administration

Tim McGill, Superintendent

Missy Basnett, Director of Learning

Larry Dilley, Director of IT Services

Joshua Warren, Director of Communications

Alicia Edwards, Director of Human Services

Matt Sawatzky, Director of Finance

Susanna Myburgh, Principal

Faculty

Angela Adiputra, Learning Specialist

Rasyid Adiputra, EMS Athletic Director,
Physical Education, Yearbook

Paul Cablish, HS Counselor, Senior Topics,
Woodshop

Rebecca Cablish, Grade 1

Esther Chen, G12 Homeroom, Student
Council, HS Mandarin, AP Statistics &
Pre-Calculus

Rosalyn Chen, AP Biology, Anatomy and
Physiology, Physical Science, G8 Science

Kevin Dam, G7 Bible, LA, & Social Studies

Charles Farrell, Library Assistant, G8 Bible

Dianne Farrell, ELL

Chinglien Fiol, Mandarin

Tim Garcia, Kindergarten Music, MS & HS
Band, HS Chorale

Merlvyn Heng, AP Calculus, AP Chemistry,
Chemistry, Physics

Julie Hsiao, K-G1 PE, G4-5 ELL, MS ELL

Esther Kim, G6 Bible, LA, & World History

Cameron Klump, Grade 3; Elementary Team
Leader

Gary Lee, HS Alg. 1, G9 Bible, G7 Math,
Elementary Education Technology Coach

Stephanie Lee, Grade 5

Nelson Leung, Chaplain, Youth Group
Coordinator, G10 & G12 Bible

Tracy Lu, MS & HS Mandarin, Administrative
Assistant to HS Counselor

Katina Mausbach, Grade 4

Kristen Montgomery, US Government, AP
English, AP US History, G11 English

Terri Payk, G8 LA, G9 English, G11 Bible

Darren Portell, HS Athletic Director, Health,
HS Physical Education & Electives

Cindy Ralph, Librarian

Adrienne Ruegg, G6-7 Science, G9 Biology;
Middle School Team Leader

Matt Saw, MakerSpace Coordinator,
Supervisor, Teacher Aide

Natalie Saw, Kindergarten

Hillary Sawyer, Elementary and Middle
School Guidance

Zachary Sawyer, G8 Algebra 1, HS
Geometry; Experiential Learning Coordinator,
High School Team Leader

Joshua Smith, Secondary Education
Technology Coach, Yearbook

Nick Su, Grade 2

Tom Valle, HS Spanish, G8 Social Studies,
Online Coordinator

Bette Vander Haak, K-12 Art & Art Electives

Brian Vander Haak, G9 English Composition,
G10 English, G11 US History, G12 English

Peggy Wan, G6 Math, G8 Pre-Algebra,
Algebra II, MS Choir, Advisory Coordinator

Alice Wang, Professional Learning Coach, G3
Math

Anne Webskowski, Mandarin

Sylvia Woell, Elementary Music, MS & HS
Orchestra

Karen Yeh, Mandarin, AP Chinese

Office Staff

YiYi Chang, Cashier

Angela Chien, Nurse, Health Coordinator

Grace Chiou, Public Relations Manager

Charlene Kang, Administrative Assistant

Joyce Ku, Admissions

Jennifer Lee, Housing Coordinator

Tifen Liang, Administrative Assistant

Paul Liao, General Manager

General Information

Modified for MAT
August 6, 2020

MORRISON ACADEMY 2020 - 2021

July 2020

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

7/20-26 New Staff Arrive
7/27-31 New Staff Orientation

August 2020

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

8/3-7 Teacher Work Days
8/5 Professional Learning
8/6 Secondary New Student Orientation
8/7 Elementary New Student Orientation
8/10 School Begins
8/21 Meet the Teacher Night

September 2020

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

9/4 PL Half Day
9/14-18 Digital Citizenship Week

October 2020

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

10/1 PL Half Day; Early Start @ 8am
10/2-3 Professional Learning
10/5-9 Fall Vacation
10/16 1st Quarter Ends (44 days)
10/19-23 Spirit Week
10/24 Olympic Day
10/26 Comp Day for Olympic Day
10/27 Parent Teacher Conferences

November 2020

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

11/20-21 School Play
11/21 Ribbon Cutting
11/25 PL Half Day
11/26-27 American Thanksgiving

December 2020

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

12/4 Secondary Concert
12/11 Elementary Concert
12/15-17 Secondary Exams
12/18 PL Half Day
12/18 2nd Quarter Ends (43 days)
12/18 1st Semester Ends (87 days)
12/21-1/1 Christmas Break

January 2021

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

1/4 2nd Semester Begins
1/8-10 VIDA@MAT
1/18-22 Secondary Spiritual Life Week
1/25-29 Elementary Spiritual Life Week

February 2021

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

2/1-5 Chinese Culture Week
2/5 PL Half Day
2/8-15 Chinese New Year Break

March 2021

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

3/1 Professional Learning
3/19 Quarter Ends (48 days)
3/26 ES Parent Teacher Conferences
Secondary Regular School Day

April 2021

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

4/1 Elementary Concert
4/2 PL Half Day
4/2 Good Friday
4/4 Easter Sunday
4/5-9 Easter Break
4/12-13 G7 Day Trips
4/12-16 G11/G12 Trips/Externships
4/13-16 G9/G10 Trips
4/14-16 Middle School Trips
4/30 Middle School Festival

May 2021

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

5/3-14 AP Exams
5/7 G5 "Day in 6th Grade"
5/7 Secondary Concert
5/8 HS Sports Banquet
5/24-26 Secondary Exams
5/27 Last Hurrah
5/28 Half Day
5/28 4th Quarter Ends (45 days)
5/28 2nd Semester Ends (93 days)
5/29 Graduation

June 2021

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

6/4 Teacher Checkout Deadline

☐ No School - All Off

☒ No School - Teachers Work

☐ Half Day

┌ School Begins

└ School Ends

Educational Purpose

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.

Secondary Purpose Statement (Grades 6-12)

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

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

Curricular programs emphasize the natural relationship among academic disciplines that facilitates cohesive learning experiences for secondary students. The academic skill emphasis and a well-defined continuum are used as the basic guides in each curricular area. Exploratory opportunities are provided through special interest elective courses for grades six through eight. High school students have various electives to choose from on-campus or online.

Curriculum and Instruction

Secondary (Grades 6-12)

In the secondary school, students move between several different classrooms each day where they meet with the respective teachers for each of their core academic courses. Two periods a week are devoted to exploratory electives that allow middle school students to choose from various courses. High school students are able to choose in-class or online electives. The school utilizes a U.S. curriculum and classroom resources.

Bible Instruction and Chapel Attendance

Morrison's Articles of Incorporation require each student enrolled at Morrison to attend Bible classes. Bible classes are held regularly and students receive an academic grade. For high school 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

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

Mandarin instruction at Morrison Academy Taipei follows a proficiency-based approach, which is based on American Council on the Teaching of Foreign Languages (ACTFL). Students are placed in the appropriate level of classes depending on the results of the placement test. All students will take the placement test at the end of fifth grade and 8th grade, before entering middle and high school. The placement test may also be given in other grades to justify placement decisions.

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

Parents who question their child's placement level may contact the principal within the first two weeks of the first quarter and request consideration for a retest and possible trial placement at a different level. The principal and Chinese Placement Committee (CPC) will review grades (at least 90% at Mastery level of standards is required to move up a level), test and retest results, and the teacher recommendation. The principal and CPC reserve the right to ultimately place the student at the level deemed suitable after all information has been reviewed.

Music

All middle school students are required to take a performing arts class every year. They are able to choose from choir, band, orchestra, or theater. Students in instrumental music classes are encouraged to sign up for private music lessons if instructors are available. High school students can choose to take chorale or music ensemble as an elective.

Physical Education

The goal of the physical education program is to engage students in a variety of physical activities and teach them skills appropriate for their age and maturity level. Our purpose is to help them discover areas of activity that they can enjoy for a lifetime.

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

Academy Taipei PE uniform and non-marking running shoes for PE classes.

Secondary Exploratory Courses

Exploratory Courses are offered every quarter/semester for middle school students. At the beginning of each semester, students will be assigned two different exploratory courses for each quarter/semester. Some courses are offered for sign-up but are limited to space availability. These courses are varied and meant to be exploratory in nature. They include: the visual and performing arts, technology, cooking, foreign language, and fitness. This allows students to be exposed to a variety of topics and learn a range of skills outside of the core class structure. *Mandatory art courses are taught during exploratory times and will be assigned to students in order to meet the visual art requirement.*

Co-curricular Activity

There are several voluntary after school clubs/teams for secondary students to join such as robotics, book clubs, music, and athletics. Sports seasons include basketball, volleyball, soccer, softball, and badminton. 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 are run by coaches. Practices are generally from 3:30-5:15pm two times a week for middle school students and three to four days a week for high school teams. There will be a tournament at the close of each season. Student requirements for participation are as follows:

- Parental Permission: Signed parental approval of student participation in the middle school sports program will be required prior to practice or competition.
- Personal Commitment: Students will be required to attend 80% of all practices and all scheduled games. This record

is monitored by the coaches. Parents and teachers are encouraged to provide assistance in the areas of coaching.

- Physical Examinations: Students are required to have a physical examination to participate in middle and high school sports. This physical examination must be completed prior to practice or competition.
- Athletic Insurance: Students participating in the middle school sports program are required to have Taiwan national medical insurance coverage.
- Grades: If a student is on academic probation, the student's continued participation in the activity may be suspended and reviewed until satisfactory improvement has taken place. In cases of behavioral difficulty, the principal, with parental notification, may restrict participation.

Field Trips

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

Academic Information: General

Grading and Reporting

Student progress is available to parents throughout the year. Parents are required to regularly check and monitor their child's progress. Online school communication is provided via each family's PowerSchool account, the online homework calendar, Gmail, and Google Classroom for many classes. Quarter grades for middle and high school are 'rolling grades' that can be changed, based on student performance, as the semester continues. Only semester grades are final. Probation is based on quarter or progress reports. In addition, parents of those students who are not achieving at a satisfactory level are notified via email from the teachers. Parents are strongly encouraged to attend a conference with his or her child's teacher at the end of the first quarter.

Morrison Academy's student body is not reflective of the general population. Assessment is geared to individual achievement rather than focusing on competition with other Morrison students. Reports concerning student achievement are matched to the development of students at each appropriate stage of their school career. In addition, the reporting of student achievement is intended to reflect an assessment system that is based on using rubrics that describe levels of attainment of standards. Academic achievement is never to be published publicly.

Product Grades

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

Process Grades

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

Process Grade (6-12)	Description
4	Consistently
3	Usually
2	Sometimes
1	Rarely/Never

Middle School Exploratory Courses will only be assessed with a process grade; a product grade will not be assigned.

Homework (Procedure 200)

Developmentally appropriate, authentic, and relevant homework can provide additional learning experiences for students.

Homework should focus on:

- **Practice** of new learning and solidify concepts and understandings
- Pre-reading of new material to be introduced in class
- Reading for knowledge and pleasure

Homework is **not** appropriate for:

- Homework for the sake of homework
- To cover curriculum
- Discipline
- School holidays
- Use in completing a textbook
- Evenings or weekends of Morrison school-sponsored events which affect a large segment of their students, such as tournaments (excluding off-island trips), concerts, or other special activities.
- Long term project (1 week or longer) due dates should not fall one or two days after a vacation.

Purpose:

Homework is an instructional strategy and is best used as independent guided practice to inform learning. As such, it should generally not be included in the product grade, but rather

inform students' process grades (Procedure 260). Homework should have different amounts and purposes at different grades.

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
- Provide feedback on learning practice
- Encourage independent reading for pleasure

Keeping these considerations in mind, Morrison suggests the following maximum average¹ student/grade-level amounts of focused homework outside of class with the recognition that a methodical student who needs more time may need to take a lighter load. Individual music lesson practice is not included in these academic totals. Teachers may provide optional 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. These times do NOT include independent reading or read aloud.

The times below are the upper targets for each class.

Gr.	Minutes per Subject per Night ²	Minutes per Subjects per Week
6&7	15	75
8	20	100
9 & 10	30	
11 & 12	45	
AP	AP courses 70 ³	

The previously listed times are not required for each class; they are upper limits. Morrison

understands that school systems of other countries may assign more or less homework than we do. Enrolling at Morrison assumes an acceptance of our philosophy of education that includes an amount of homework that some families may not be used to.

Notes:

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

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

3 Only in formal AP courses are we to be equivalent to beginning college courses and demands. In our other courses, Morrison is preparing for college, not being a college.

Homework Roles and Responsibilities

Principals are responsible to:

- Communicate homework roles and responsibilities.
- Monitor homework roles and responsibilities.
- Coordinate implementation as needed.
- Ensure that there is a uniform campus-wide communication of homework assignments that is convenient for parent use.

Teachers are responsible to:

- Communicate clearly to parents in a convenient school-wide format.
- 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.
- Should be monitoring completion of homework for students in Grades 1-8.

Tutor Guidelines

Some students benefit from additional help if they are in need of remediation (catching up to grade-level standards) and in some cases MAT may advise or require tutoring in a subject or subjects. The goal should be the student learning the skills and content in context and not just to complete assignments. A good strategy for tutoring is “I do; We do; You do”: model the skill, help the student do it correctly, and then monitor their use from that point forward.

Tutors should:

- Focus on teaching the skills or content needed for a student to be successful and not just on completing an assignment or catching up on work.
- Mark areas for improvement and talk the student through what is needed rather than just indicating the right answer or correction.
- Respond to student questions by talking about the concept, skill, or learning strategy, guiding them towards finding the answer on their own.
- Help the student work towards independence.
 - Teach students how to learn, not just how to do a particular skill or temporarily learn a specific fact.

Tutors should not:

- Do the student's homework for them.

- Tutors should not provide or fill in answers or write final content on student documents
- While there may be a short term grade benefit, there is no lasting learning when you do the work for them
- Be just a paper editing service. Talk students through changes that need to be made by teaching the student the principle behind the changes instead of making the changes for the student.
 - Avoid using the “Edits become suggestions” feature on Google Docs unless you can talk the student through each change and teach the grammar, usage, or punctuation rule.

Missing or Late Homework

Students who do not complete their homework in a timely manner will be required to complete it. Completion of homework will take priority over other school activities.

Online Homework Calendar

Secondary students and their parents are able to access the daily homework assignments online by clicking on the *Taipei* tab and then clicking on the *Students* or *Parents* tab. Teachers regularly update this information.

Probation and Eligibility

Students with academic deficiencies (an “F” or more than one “D” in a quarter) will be placed on academic probation. A student on academic probation may be deemed ineligible for extra-curricular activities and will be required to attend academic labs during flex time and additional help as needed. A student will be removed from academic probation at the end of the quarter if his or 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 26). A parent and student meeting will be scheduled with the principal and teachers to discuss a plan of assistance. Students on academic probation

may also be denied readmission for the following school year (See Procedure 255).

Repeating a Grade

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

Report Cards

Morrison secondary operates on a semester system. Report cards and comments are available online by logging into PowerSchool. If you would like an official printed copy of your child's report card, please request it from our registrar.

Secondary Semester Exams⁴

Cumulative semester exams are given at the end of each semester in some courses. All students are expected to take these exams. In Grades 9 - 12, the exams will be weighted up to 15% of the semester grade.

Notes 4: Exams are mandatory for all secondary students. Any known absence during an exam day must be reported to the teacher and principal at least two weeks in advance by the parent. Principal permission must then be granted in order for a student to take an exam at a time other than the scheduled exam date.

Standardized Testing

Measures of Academic Progress (MAP) is a standardized test that is administered for students in grades 1-8 at least twice a year to monitor student growth and assist teachers with planning instruction. Students do not need to prepare for these tests other than being rested and avoiding stressing about the

results. The tests do not affect the grades on report cards.

Student Files

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

Academic Information: Middle School

K-8 Grading Scale

M: Mastery	The student consistently demonstrates understanding and application of the content/skills at the standard's expectation.
NM: Near Mastery	The student demonstrates understanding and application of content/skills, but some gaps in learning and/or application of content/skills indicate that more practice is required.
DM: Developing Mastery	The student demonstrates partial understanding and application of content/skills, but multiple, significant gaps indicate that more practice is required to deepen content knowledge and master application of skills.
R: Remediation	The student demonstrates little understanding and application of content/skills; extensive practice is required to bridge multiple, significant gaps and deepen content knowledge and master application of skills.

Exams: Middle School

Final standard assessments or reassessments may be given in the form of exams or culminating projects at the end of each semester. These assessments/reassessments will be given as part of the regularly scheduled school day for middle school students and may or may not be required depending on the course. Teachers will inform students and parents of any final assessment expectations for their class as it will vary for different courses.

Process Grades: Middle School

(See Scale Under Academic Information: General, Page 15)

Process Grading Descriptors Grades 6-8

Descriptor	Examples	
Respect	<ul style="list-style-type: none"> • Serving others • Waiting your turn • Being polite • Following the rules • Cleaning up • Being encouraging 	
Responsibility	<ul style="list-style-type: none"> • Doing your homework • Being on time • Using tech well • Staying organized • Being prepared • Giving due credit 	<p><i>* Students do not necessarily need to fulfill all the criteria in a category to receive a 4 or 3 in that area; these are suggested examples.</i></p>
Engagement	<ul style="list-style-type: none"> • Asking questions • Taking risks • Collaborating well • Seeking Truth • Staying on topic • Doing your best 	

Academic Information: High School

Graduation Requirements

Subject	Credit	Notes
Bible	0.5 / sem	One (1) unit for each year of attendance
English	4.0	
Social Studies	3.0	Required courses are: World History, US History (or substitute), and Government
Science	2.0	Many colleges want three years of science
Mathematics	3.0	Many colleges require Algebra 1, Geometry, and Algebra 2
Physical Education	1.5	Minimum of 3 semesters in class.
Health	0.5	
Arts	1.0	(Class of 2021 and beyond will need 1.0 units to graduate)
Electives	6.5	These can be in any area, including the departments above.

Advanced Placement (AP) Courses

The high school offers a number of Advanced Placement level courses to help students prepare to take AP exams in May. College credit may be given depending on the student's AP exam score and the policy of the colleges to which they apply. The AP exams may be taken with or without taking AP classes. There is a charge for each AP exam taken. Approved Morrison AP classes are graded on a 5-point scale. There are a few exceptions but most students take AP courses during their Junior and Senior years and are limited to two AP classes per year. AP courses Morrison Taipei plans to offer on-campus as we expand the high school program are AP Mandarin, AP US History, AP Statistics, AP Biology, AP Chemistry, and AP English. Other AP courses may be requested through the online program at Seven Star Academy. In order to take Advanced Placement courses, students need to fulfill all the prerequisites before enrolling in the courses. Refer to the prerequisites in the Course Catalog.

Online Courses

The purpose of online courses is to provide a greater variety of learning opportunities for all Morrison high school students. In accordance with Morrison Christian Association Articles of Incorporation and the Vision Statement, all courses provided by Morrison Academy must be biblically integrated. Sevenstar is Morrison's sole online course provider.

Course Selection

Sevenstar online courses may only be offered if the face-to-face course is not available for the interested student. Taking more than one online course per semester must be approved by a Morrison High School Guidance Counselor. Counselors will help students to select the appropriate

online course(s). Online courses will appear as Morrison approved courses on the high school transcript.

Morrison tuition covers all fees for one online course per semester for each MAK and MAT high school student who takes courses offered by Sevenstar. Fees for taking any additional course and/or changing courses after course registration will be charged to the parents.

Registration deadline to sign up for an online course for the following school year is May 31. The beginning and ending dates for the online course should follow the Morrison Academy school calendar. Updating student transcripts with the final course grade should follow campus schedule each semester.

Summer Course Work

Students are encouraged to take summer classes in elective subjects which are not offered at Morrison. However, the school discourages students from taking yearlong courses during a summer session. All requests to have summer work for graduation credit must be approved by the Principal and High School Counselor prior to registration in the course.

Transcripts

Transcripts are permanent record files showing semester grades, GPA for each semester, cumulative GPA for all semesters, standardized test scores, and co-curricular participation. Current and former student transcripts may be requested through the High School Counselor.

Report card and transcript requests

When requesting report cards, standardized test scores or transcripts for personal pick up, please allow one week for processing. When requesting report cards, standardized test scores, transcripts, or letters of recommendation to be sent to another school or institution, requests must be made two weeks or more before any deadlines.

Process Grading Descriptors Grades 9-12

Descriptor	*Examples
Respect	<ul style="list-style-type: none">● Offers constructive dialogue and feedback● Responds to others with empathy● Follows rules and expectations● Interacts respectfully with teachers
Responsibility	<ul style="list-style-type: none">● Completes assignments on time● Comes to school/class on time and prepared● Makes use of class time● Uses technology appropriately● Does not cheat or commit plagiarism
Engagement	<ul style="list-style-type: none">● Asks Questions● Collaborates effectively● Takes academic and creative risks● Demonstrates a genuine desire to learn

* Students do not necessarily need to fulfill all the criteria in a category to receive a 4 or 3 in that area- these are suggested examples.

Grading Scale 9-12

Descriptor	Definition	Standards-Based Grade
Exemplary	Demonstrates an advanced level of knowledge and understanding of the standard and clearly integrates higher-level thinking skills.	9
		8
Proficient	Meets grade-level standard. Demonstrates solid knowledge and understanding.	7
		6
Basic	Demonstrates progress toward grade-level standards, but not yet at standard. Demonstrates some knowledge and understanding.	5
		4
Below Basic	Not meeting the grade-level standard. Showing minimal progress. Additional support needed to develop knowledge and understanding.	3
		2
Failure	Little evidence of learning.	1
	No evidence of learning.	0

Grade Conversion

Final grades are calculated from Product Grade performance on all power standards and relevant course standards assessed during a grading period in middle school and high school only. The final grade will be calculated by the grading tool, but can also be determined by teacher discretion. In high school only, final exams (up to 15%) and formative assessment (up to 10%) may be included in final grades.

SBG Ranges	Final Grade	GPA Points	AP Scale
8.5-9.0	A+	4.0	5.0
7.56-8.49	A	4.0	5.0
7.0-7.55	A-	3.7	4.7
6.44-6.99	B+	3.3	4.3
5.89-6.43	B	3.0	4.0
5.33-5.88	B-	2.7	3.7
4.78-5.32	C+	2.3	3.3
4.22-4.77	C	2.0	3.0
3.67-4.21	C-	1.7	2.7
3.11-3.66	D+	1.3	2.3
2.56-3.10	D	1.0	2.0
2.0-2.55	D-	0.7	1.7
0.0-1.99	F	0.0	0.0

Admissions, Registration, and Attendance

Absence

Absence for reasons of illness: Medical attention is the responsibility of the parent. Students should not be sent to school if they have a cold, fever (above 100° F/37.5° C), nausea, or have vomited/diarrhea 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 and the teacher. Students with a communicable disease are to remain home until the disease is no longer communicable. **A child may return to school when he or she has been fever-free (without fever-reducing medication) for 24 hours, nasal drainage is clear, and he or she 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 and the homeroom teacher of their child's illness each day. In cases of extended absence due to illness, the school may request a note from the attending physician.

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

Requests for absences due to family business that will last more than two days should be made to the office by email or telephone at least one week before the absence occurs. All students are required to pick up the **Extended Absence Request Form** from the office and complete it in the presence of his or her teachers one week prior to the proposed absence. The signatures of teachers and parent are required. Students who fail to

complete this procedure may incur unexcused absences on their official attendance record.

This procedure gives the opportunity for the school to communicate with the parents and student about the possible effects of the absence and to collaboratively make alternative study arrangements. Knowing classwork and assignments ahead often enables the student to turn in work when he or she returns. Homework not turned in by the due date will result in an incomplete grade and the student will be required to stay after school under supervision to complete the missing work. Students whose work is already marginal should be aware of the possible consequences of missing school including the possibility of poor or missing grades. In most cases simply completing homework missed may not result in as high a grade or full mastery of the subject since vital classroom participation is missed. Any work not made up can result in an incomplete grade for that assignment. Make-up time will be on a "day for day" basis for up to three days. If the student is absent one day, work must be turned in the day after the student returns to school or before the end of the quarter if that is sooner. The maximum time limit for make-up work will be three days for extended excused absences, unless agreed upon by the teacher and administration. Pre-announced assignments are due on the date announced or immediately upon return to school.

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

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

Refer to Procedure #250.

Early Release

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

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

English Language Learners (ELL)

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

Referral

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

- Observations to be done by someone other than the teacher making the referral

- Comparison of the student's work with other students in the class
- A conference with the classroom teacher, ELL teacher, teacher doing the observation, and others as needed
- The administration of screening tests

Enrollment

Enrollment in Morrison Academy is restricted to students who hold a passport from a country other than the Republic of China (Taiwan) and who have evidence in their passport that they are considered aliens by the Republic of China. In case of a question as to citizenship, further documentation may be required to establish alien status. The passport must be presented at the time of application. Proficiency in the English language and an indication of basic educational aptitudes and skills as determined by an interview, examination, and/or from educational records are prerequisites.

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

Further admission questions should be directed to the admissions coordinator.

Grade Placement

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

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

Students identified as having learning needs or language needs will be placed according to Policy #5240 (Learning Needs Program) or Policy #5250 (English Language Learner), respectively. In case of high achievement,

students normally will not be placed ahead of their age-appropriate grade.

Illness or Injury at School

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

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

In the event of an emergency, and if the parent cannot be reached, the school will take appropriate action to ensure the child's well-being. It is important that the school has 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 note or an email from home must be sent to the child's teacher and the office. Students will not be allowed to be physically active during recess or breaks when they can't participate in PE. If the student can't participate in regular recess and PE for more than three days, a doctor's note is required.

See notes on *Medication at School* under Student Health Services (page 36).

Registration

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

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

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

School Fees

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

Tardiness

Students are considered tardy if they are not in their classrooms when the bell rings for the

beginning of the school day or at the beginning of any class period. An excused tardy requires a note from the teacher of the preceding class or from the office. If a student is frequently tardy, his or her parent will be notified. Secondary students will receive blue slips which after several offenses will result in a detention.

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

It is strongly recommended that students arrive at school by 7:50 a.m. so that they have time to drop off their lunch, store their musical instruments, and organize materials at their locker. Students who arrive at the school entrance after 7:56 a.m. (8:56 a.m. on Thursdays) must first check in and pick up a golden tardy pass at the guard's desk or in the office after 9:30 a.m. (10:30 a.m. on Thursdays). If the student is able to arrive in class by 8 a.m. (9 a.m. on Thursdays), the tardy will be removed granted the student checks in and gives the tardy slip to the first period teacher.

Termination of Enrollment

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

Truancy

Students who skip class on their own initiative will serve a consequence after a parent meeting with the principal which may include

an in-school suspension. Students will be expected to complete all missing classwork and homework.

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, course materials, library books/media, music, instruments, and PE equipment must be returned 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 or she may, after making special arrangements for the 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

Academic Dishonesty and Plagiarism

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

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

After School Supervision

After school supervision is provided from 3:30-4:30 p.m. on the playground (5:15pm on Wednesdays), Monday-Friday. Students who do not get picked up immediately after school at 3:30 p.m. will be supervised on the playground until they are picked up. **All students must be picked up by 4:30 p.m. unless participating in a school-sponsored activity. Older students who have permission to leave on their own must also exit campus by 4:30 p.m.**

Behavior Policy

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

In some cases, suspension may be an appropriate administrative discipline, and parents will be notified. Students may receive an in-school or out-of-school suspension.

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 students will receive a blue slip for the following school violations: tardiness, dress code violations, mismanagement of devices, being in off-limit areas after designated hours, speaking a language other than English during class, and not following the no gum/food/drink in the classroom/pod area rules. An accumulation of blue slips will result in parents being contacted and a detention being assigned.

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

See notes under Detentions and Community Service (page 28).

Bullying, Violence, and Harassment

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

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

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

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

Cell Phone Usage

All students are to keep their cell phones in their backpacks or lockers with phones turned off during school hours (8:00 a.m.-3:30 p.m.). Secondary students are only allowed to use their phones to contact parents or guardians before or after school, and only in the lobby or with teacher permission.

Detentions and Community Service

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

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

Dress Code

For Grades 5-12:

Students are expected to dress modestly. Pants, shorts, and skirts must be loose fitting and modest. Spandex/exercise tights or leggings should not be worn as pants. Ripped

pants or jeans are also not permitted. The hemline must be longer than 10 cm (or 4") above the top of the knee when standing. Shoulder straps on 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. If leggings are worn, students must wear dress-code length skirts or shorts over them.

For All:

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

Appropriate and safe shoes must be worn for school. A student may need to bring a change of shoes for activities like recess and physical education. Flip-flops or other shoes that are not secured to the feet are not appropriate, but sandals with straps, Velcro, or buckles may be worn.

Violators of the dress code will be required to change their clothing before going to class. Secondary students will also receive a blue slip for dress code violations. 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 will be sent home to change clothes.

Electronic Devices and Phones, Personal

Personal devices should be kept in lockers and turned off or on silent mode unless a teacher has given specific permission for use. All personal devices on campus, whether used in class or not, are required to be checked and cleared by the technology staff. Approved devices will have a Morrison Taipei sticker attached. Personal devices should not be used for gaming or general Internet use at any time on campus. Students may only use phones after school in the lobby and only to contact parents. (See cell phone usage on page 28.)

The principal may revoke the privilege of possessing and using personal electronic

devices of any student if deemed necessary. The school is not responsible for lost, damaged, or stolen devices, their programs or their contents.

Electronic Device Usage on School Trips

Students may not use electronic devices on school trips unless such use is clearly indicated as acceptable by the coach or chaperone in charge of the trip. Each permission only applies to that individual time or trip. If students bring a phone to contact their parents, it must be turned off and put away. Phones may only be used to contact parents with teacher permission while on a school trip.

Facilities

Misuse or defacement of buildings or property is not tolerated and a student will be held financially responsible for any repairs or replacements needed.

Waste materials, foods, and recyclable materials (bottles, cans, paper) are to be discarded in the appropriate trash containers provided. Students who disregard these standards will receive consequences.

Fighting

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

Language

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

Parent Support

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

Playground Expectations

1. Students may only begin to play when the playground supervisor is present.
2. Students must ask for permission to leave the playground for any reason (office, bathroom, water, etc.).
3. Students may only play with balls in designated areas. (No balls are allowed in the jungle gym area.)
4. Dodgeball is not allowed during recess.
5. Students may only go DOWN the slides on their bottoms and feet first.
6. When the bell rings or whistle blows, students must immediately put the equipment away and line up quietly. Students must wait to be dismissed by the playground supervisor.
7. No toys allowed from home except when being used in the classroom under teacher supervision.
8. Students must sit at the picnic table to eat and drink.
9. Students must maintain the cleanliness of the playground.

Private and 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.

Intentionally hiding other students' belongings will be viewed as bullying and will result in disciplinary action. Musical instruments in MPR 1&2, the band, and music rooms, or anywhere throughout the school should only be handled by those with specific permission to do so.

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

Science Equipment

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

Stairwell and Hallway Use

Secondary students should be mindful of younger students on the stairs and in the hallways. Older students should yield the walkway to younger students and set a good example of how to be safe and courteous when sharing the stairs and walkways with students of all ages.

Stealing/Theft

Stealing will not be tolerated by the school. When caught, a student's parents will be

notified and the issue may be handed over to local police authorities.

Swearing or Inappropriate Gestures

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

Tobacco, Alcohol, and Drugs

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

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

Safety and Security

Animal / Pet Policy

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

Child Abuse and Harassment

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

Child abuse is a general term to describe inappropriate, immoral and/or unethical behavior by a person toward a child where there is a difference in power based on age or physical, intellectual, or emotional capacity.

Morrison Academy is committed to protecting all children and adults within the Morrison community from abuse experienced at home or within the school's jurisdiction. It is the responsibility of all employees, adult volunteers, and students to report any suspected abusive behaviors to a Morrison Academy administrator or counselor.

Morrison is prepared to take action to prevent and correct any violations of this policy.

Anyone who violates this policy will be subject to discipline, up to and including termination of enrollment or dismissal.

Morrison Academy teachers and staff have been instructed to report suspected child abuse to the administration. All suspected child abuse cases will be thoroughly investigated. School procedure and ROC law will be followed in determining what the school's

response to the suspected abuse will be. Harassment between employee/adult volunteer and student, and student and student, are all prohibited under this policy.

Reporting Harassment

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

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

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

If individuals believe that their harassment or abuse report has not been addressed, then they may contact Tim Yates (02-2930-3975, 0912-578-984, tpyates@gmail.com) who serves as a confidant for the Morrison community. For more information please refer to policies 1650, 1651, 311, 5460, and 5705 at www.mca.org.tw

Child Safety and Protection Network (CSPN) Requirements

As stated in Morrison Policies and Procedures, all staff, substitutes, parents, volunteers, coaches, and instructors have to comply with the Child Safety and Protection Network requirements. We assume responsibility for maintaining safe, clearly-established safeguards in all interactions with children. All parents are strongly encouraged to get clearance for CSPN yearly.

- Submit a complete application form to the office.
- Complete the background check.
- Submit a complete child safety form to the office.
- Watch one CSPN video and pass the quiz. This part needs to be renewed every year.

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.

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 and the building are posted in each classroom. Additionally, each room is equipped with basic emergency supplies.

In case of an evacuation after which students are not able to return to the school building, parents will be notified and asked to pick up their students at the Tri-Services General Hospital on Ting Zhou Road.

Hours

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

providing students a healthy, nurturing, normal school environment.

Before School (7:25-7:50 a.m./7:25-8:50 a.m. Thur.)

1. Students are allowed to enter the supervised playground at 7:25 a.m. and will be dismissed to class at 7:50 a.m. (9:20 a.m. on Thursdays).
2. Secondary students may remain in the MPR between 7:25-7:50 a.m. but must engage in quiet activities and may not use electronic devices.
3. Students should not arrive before 7:25 a.m. School does not assume liability before and after posted hours.
4. At 7:56 a.m. (8:56 Wed), the guard will be available at the guard desk to sign in any late students.

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

1. All parents and visitors need to sign in with the 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.
2. School doors will remain locked.

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

1. Front doors are opened for pick up.
2. Check-in/out desk is stationed near the entrance of the school. **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 directions are to be followed.
3. Unknown visitors must check in with the guard and exchange a photo ID for a visitor pass 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 campus is officially closed and students should go home unless they are involved in an after school activity.** 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 entrance. All parents and students should vacate the school premises. Only staff/staff kids and students with official school business (practice, RG, appointments, etc.) may remain on campus.

local conditions. Each Morrison campus determines this separately.

Identity Badges

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

Visitors

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

Weapons on Campus

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

Weather

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

1. Morrison Taipei's Facebook page
2. Email from Morrison Office Staff

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

Services

Accident Insurance

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

Computer Technology

The use of school-provided or BYOD (bring your own device) electronic devices are carefully woven into the educational experience. Students at Morrison are provided with an individual email account and storage space through Morrison's G-Suite (Google resources). Students in grades K-8 are provided appropriate devices for school use. In high school students are expected to bring their own device (BYOD) that meets Morrison expectations for our learning environment. All devices must be checked by the technology staff and display a Bronco sticker. 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 is especially important for, though not limited to, being online. Students must get permission from the teacher before they use their computers or devices in class. Students found to be abusing the Morrison computer system or school resources should expect significant consequences. Please also see Electronic Devices and Phones, Personal (page 28).

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

- Being polite, respectful, and kind in all communications

- Using appropriate language
- Using discernment about the amount and type of personal information to share online
- Not sharing personal information about another person that they would not want shared

Students and families must be aware that some material accessible via the Internet will contain items that are illegal, defamatory, inaccurate, offensive, or dangerous. While the school does seek to educate students about the safe use of technology and actively filters content, this responsibility needs to be primarily placed on parents to talk with and teach their children at home about the proper use of technology and the Internet.

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

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

Counseling and Guidance

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

- Instruction (e.g. human reproduction, avoiding sexually transmitted diseases, avoiding destructive behaviors-drugs, alcohol, following God's advice, etc.)
- Crisis counseling (e.g. death of a relative or classmate, the divorce of parents, parents' loss of employment, etc.)
- Conflict resolution (e.g. arguments and/or fights among students, disagreements with parents, disagreements with teachers, etc.)
- Resource provision (e.g. parenting advice, observation of students in class at teacher's request, etc.)
- Trusted friendship (e.g. adolescent's need to confide in a "secure" and reliable person)
- Transitions (handling Third Culture Kid issues)

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

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

Library hours

8:00 a.m.-4:30 p.m. every day except Thursdays when it is 9:00 a.m. to 4:30 p.m.

See the librarians for updated procedures on overdue, lost, or damaged materials.

Lockers

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

Lunch Program

Morrison Taipei partners with local vendors to deliver hot lunches to students. Bi-monthly signup information will be posted in the school newsletter, the Bronco Bulletin, before each lunch cycle.

The school does provide warmers for students who choose to bring their own lunches. Students should arrive early enough to deposit lunches in the warmers to avoid being tardy to class. All lunches placed in the warmers need to be in an approved metal or glass container; plastic containers are prohibited.

Student Health Services

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

Flu Vaccines

Students in Grades 1-12 will have the option to receive free flu shots in the Fall. Parental agreement and signature will be obtained before the vaccination. Parents can bring students in Kindergarten to a healthcare provider or the local district health center for the shot.

Health Screening

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

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 on the first day of school.

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

The following immunizations are not required, but recommended:

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

Medication at School

See notes on Illness or Injury at school (page 25).

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

- On-campus medication administration is **ONLY** meant for medicine that must be given during the day under the assumption that the student has been symptom-free for 24 hours and is physically well enough to attend school. Medication meant to reduce fever will not be administered as the student shouldn't be at school. The school reserves the right to not administer medication to students who are too sick

to be at school and will send those students home.

- A Request for Administration of Medication form must be filled out and approved by the health coordinator for each medication to be administered. 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 are not allowed to carry medication with them in school.** Students must bring the form and medications to the office upon arrival in the morning.
- Students with **prescription** asthma or anaphylaxis medication (i.e. inhaler or Epi-pen) may possess and self-administer their medication with special permission from the school health coordinator.
- Should a student need medication for pain, headache, or other mild ailments while at school, the health coordinator is able to administer an over-the-counter medication after communication and approval from the parent / guardian.

Supplies

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

Telephone Messages

Students may not be called out of class for a telephone call. If a parent calls, the message will be relayed to the student and he or she may call home at a later time. (See Cell Phone Usage on page 28.) Students will not normally be allowed to use the office phone.

Textbooks

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

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

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

Communications

Bronco Bulletin

Each week, the school shares the Bronco Bulletin via email to all parents. This is our primary communication tool with parents to share important school information or upcoming events. It is important that the school has an accurate email address for all parents so that they do not miss out on important information. **In order to stay informed, it is highly recommended that parents / guardians read this newsletter weekly.**

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 at the administrative level, the problem should be brought before the superintendent. The principal should communicate the problem to the superintendent, who is responsible for the method of presentation to the Board.

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

Grade Reporting, Online

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

Parent Advisory Committee (PAC)

The Parent Advisory Council is appointed annually and is composed of the principal, a staff member, and parent representatives from each section level (elementary and secondary). Members of this council are identified in the 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
- Clarify how questions and issues raised may be addressed
- Identify annual fund priorities based on parent input

PAC convenes once per quarter in the conference room.

Parent-Teacher Conferences

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

Parental Visits

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

Social Media

Morrison Taipei regularly maintains a Facebook page (Morrison Academy 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. We also have an Instagram account where school-related pictures are posted (@morrisonacademytaipei).

Website

The school website includes a lot of 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

Special Programs and Events

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

Advisory

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

After-School Music Lessons and Recitals

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

Chapels

Every week chapels will be held at Morrison Taipei to teach students about biblical truths and values. Middle and high school chapels are held on Thursday mornings in the pod areas. A few times each semester there are all secondary and all school chapels held in the MPR. Parents and guests are encouraged to attend any chapel services.

Chinese Culture Week

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

Christian Service Learning (CSL)

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

Christmas 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.

Drama Production

One of Morrison Taipei's highlights is its yearly drama production. This involves cast and crew of many ages.

Experiential Learning, Secondary (Compass Program)

Each year, secondary students participate in our Compass Program which includes multi-day experiences of learning without walls. This includes Grade 6's WOW trip, Grade 7's Chinese Culture trips, Grade 8's Leadership Camp, Grade 9's Bio Trip, Grade 10's hiking trip, Grade 11's mission trip, and Grade 12's externship or senior leader experience. During these trips, students learn about culture, history, and God's creation. Students also participate in many activities like swimming, hiking, camping, rock climbing, community service, outreach, and much more.

Grade 8 Recognition

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

Last Hurrahs

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

Middle School Festival

All middle school students from the Morrison campuses attend this day-long event on the Taichung campus. This festival combines the rehearsal and performances of the band, choir, and orchestra with a day of innovative, hands-on sessions and fellowship with students from other campuses.

Music Concerts

Elementary and secondary concerts are held at Christmas and in the spring. For these concerts, elementary students typically sing and play instruments; periodically they will put on a full musical. Secondary concerts feature our choir, orchestra, and bands.

Olympic Day

Morrison students participate in a fun track and field day in the fall. This day is preceded by Spirit Week in which students are split up into teams identified 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. Parents and volunteers are welcome. This is considered a school day and attendance is required. Last-minute communication may occur regarding cancellation due to weather, in which case it will just be a normal school day.

Reading Celebration

Each October, the library hosts a reading celebration event filled with many fun activities included intended to create enthusiasm for reading and literature.

Spiritual Life Week

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

Sports Award Banquet

Hosted each spring in May, this event is held to recognize the achievements of high school student-athletes throughout the school year.

Thanksgiving Feast

Morrison Taipei hosts an annual Thanksgiving feast to celebrate and remember this American tradition. Community members, parents, and volunteers are encouraged to participate and help at this event.

World Scholar's Cup

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

Other Information

Change of Personal Information

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

Home and School Partnership

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

Internet Access at Home/Outside of School

Middle and high school students are required to have internet access (preferably monitored) available after school hours so that they can complete assignments online. For students in Grades 3-5, it is strongly recommended. Usage at home should be closely monitored by parents.

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.

Lost Student ID

The fee for replacing a lost student ID is 300NT.

Music Lessons (After School)

If students are not able to participate in after school music lessons due to illness, parents should call or email. The music teacher may

ask for a doctor's note regarding the medical condition of a student.

Office Hours

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

PE Uniforms

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

School Day

The school day begins at 8:00 a.m. and ends at 3:30 p.m. on Mondays, Tuesdays, Wednesdays, and Fridays. On Thursdays the school day begins at 9:00 a.m. for students and finishes at 3:30 p.m. Students may not enter the hallways or their classrooms until 7:50 a.m. on Mondays, Tuesdays, Wednesdays, and Fridays and 8:50 a.m. on Thursdays. 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 campus immediately. 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.

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

Morrison Academy is a member of CSPN (see CSPN requirements on page 31). **All volunteers are required to receive training and observe the CSPN guidelines.** Contact the office for more details.

STUDENT AGREEMENT FORM

MORRISON ACADEMY TAIPEI

Please sign and return this agreement form to your class teacher by **August 21st, 2020**.

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 _____, 2020

Grade _____

PARENT AGREEMENT FORM

MORRISON ACADEMY TAIPEI

Please sign and return this agreement form to your class teacher by **August 21st, 2020**.

For Parents or Guardians:

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

Parent/Guardian Signature _____

Printed Name _____

Date _____, 2020

Child's Name/Grade

_____ / _____