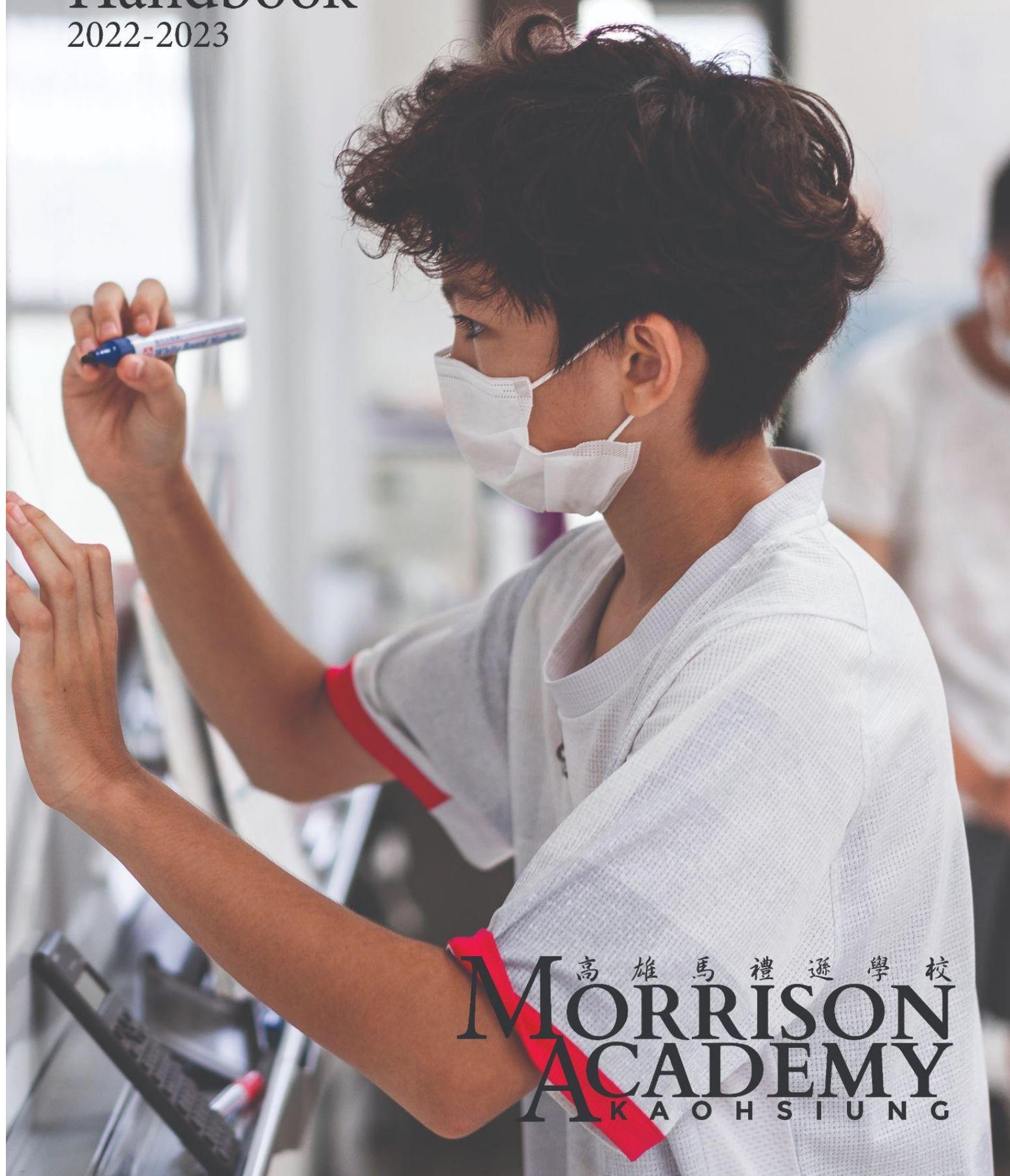


# High School Parent & Student Handbook

2022-2023



高雄馬禮遜學校  
**MORRISON**  
**ACADEMY**  
K A O H S I U N G



# MORRISON ACADEMY

Established 1952

## KAOHSIUNG CAMPUS

Established 1974

### High School Parent & Student Handbook 2022-2023

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Morrison Academy is accredited by:

The Association of Christian Schools International (ACSI)

Western Association of Schools and Colleges (WASC)

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# INTRODUCTION

Dear Students and Parents,

Welcome to the 2022-2023 school year! Morrison Academy Kaohsiung welcomes you to our student handbook. I am confident you will find purposeful information in this helpful handbook to learn more about our amazing school community.

Morrison Academy Kaohsiung is an excellent school with amazing teachers, staff, and parents who serve together to support every child. Throughout this year, we will continue to educate the whole child by providing meaningful opportunities for students to follow Christ, think critically, and effectively communicate their creative ideas. MAK is also committed to a safe school environment where students' social-emotional health is supported, and students can grow and thrive in a positive school learning environment. I have no doubt that our students will make an impact both now and in the future. As our students grow at MAK, I hope every student will explore their curiosity, take responsible risks, embrace diversity, and practice empathy.

The theme for the new school year will be **“The Morrison Family”** from **1 Peter 3:8**, which says, *“Be of one mind. Sympathize with each other. Love each other as brothers and sisters. Be tenderhearted, and keep a humble attitude.”* At Morrison, the word “family” is more than simply a matter of heritage and genealogy. As part of Morrison, we are a tightly connected family of students, parents, and staff members whose goal is to glorify God. In being part of the Morrison Family, I hope every student, parent, and staff member would feel a genuine connection and a true sense of belonging within our school community. As we grow in community, the goal for this year is to foster a spirit of unity by caring, sharing, helping, and showing kindness to one another. As students connect through performances, competitions, and classroom experiences, my hope is that all of us will find lifelong kindred spirits at MAK.

As your principal, I am committed to working together to provide the best education and school experience for every child. I believe in open communication, and I encourage you to reach out whenever you have questions or want to collaborate. I look forward to getting to know every family more and building a partnership that benefits our children. Together we will sustain and build upon the excellent work that has already been established. Thank you for your continued support of our school and staff. Here’s to an amazing year of growth and success at MAK!

Go Sharks!

Respectfully,  
Dr. Dan Kim  
Principal 校長

# MORRISON'S HISTORY

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

Founded primarily as a school for the children of missionaries, Morrison Academy began in September, 1952, in a bamboo building on the compound of the Oriental Mission Society in Taichung, Taiwan, with five students enrolled. With the number of children increasing, the need became acute for more adequate facilities and support. A group of four missionary societies agreed to assume the responsibility from Taiwan Missionary Fellowship for the school, organizing the Morrison Christian Association which officially established Morrison Academy. The four missionary organizations are: World Venture, the Southern Baptist International Mission Board, The Evangelical Alliance Mission, and OMS International. As a private institution these four organizations have responsibility for the operation, control and finances of Morrison Academy.

The name Morrison was adopted in November of 1953 in honor of Robert Morrison, the first modern missionary to China. He came to Asia as a clerk with the Butterfield and Swire Shipping Firm and, during his off hours, translated the New Testament into Chinese. His example of faith, discipline, and scholarship has been the school's ideal.

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

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

In 2013, the board of trustees authorized the addition of high school, grades 10-12, at the Kaohsiung campus. In 2016, MAK graduated its first class of seniors.

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

# PHILOSOPHY STATEMENT

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

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

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

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

*Revised by the Board of Trustees November 16, 2009*

# VISION FOR OUR LEARNERS

## A Statement of School-Wide Learning Expectations

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

### As a **Christ follower**,

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

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

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

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

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

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

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

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

- make ethical decisions from a Christian 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

# CORE VALUES

Jesus Christ is central to Morrison Academy's values.

Morrison Academy's core values are:

**To follow Jesus Christ – *John 8:32; Psalm 25:5***

- By recognizing that there is absolute, universal Truth.
- By teaching that the truth is revealed in the Word of God.
- By experiencing the truth that can be known in the person of Jesus Christ.

**To proclaim God's Truth to the world – *Matthew 28:16-20; Acts 1:8***

- By understanding Morrison Academy's role in supporting missionaries.
- By providing opportunities for staff and students to engage in missions as a bridge to the broader community.

**To pursue excellence in student learning – *Ecclesiastes 9:10; Colossians 3:23***

- By using research based knowledge about teaching and learning to actively engage all students at high levels.
- By providing generous educational resources, professional development, and modern facilities.
- By humbly striving to do our best for the glory of God.

**To educate the whole person – *Luke 2:52; James 1:4***

- By fostering academic, physical, social, emotional and spiritual growth.
- By providing co-curricular activities that enable students to develop the gifts He has given them.
- By organizing holistic outreach programs that encourage a lifestyle of service.
- By learning to serve others generously and compassionately.

**To partner with parents – *Deuteronomy 6:4-9; Proverbs 22:6***

- By supporting parents in their God-given role of training their children.
- By valuing a dynamic relationship between staff and parents.
- By encouraging all parents to engage in their children's school activities.

**To cultivate a caring community – *John 13:34; Philippians 2:2***

- By recognizing that the best context for learning is within authentic caring relationships.
- By fostering nurturing relationships between staff, students, and parents.

# STUDENT CODE OF CONDUCT

Morrison Academy is committed to the Word of God and its authority regarding all matters of Christian faith and living. The school promotes biblical standards of Christian conduct, including a loving and respectful attitude toward God and others, honesty, respect for others property, and high moral standards. Students are expected to adhere to the laws of Taiwan.

While on campus or at school-sponsored functions the following activities are prohibited:

- Bullying
- Profanity
- Provocative sexual behavior
- Premarital sex
- Promotion of or involvement in unbiblical sexual conduct
- Harassment (See [Policy #1650 HARASSMENT](#))
- Child abuse (See [Policy #1651 CHILD ABUSE](#))
- Possession or use of pornographic materials
- Promotion of or involvement in the occult
- Promotion or use of excessive violence
- Possession, use, or promotion of unauthorized controlled substances, illegal drugs, tobacco products, or alcoholic beverages.
- Possession or use of potentially dangerous items including, but not limited to, fireworks, knives, guns, and other weapons. The Principal may grant exceptions for adult-supervised use of potentially dangerous items.

Involvement in any of these activities off campus may result in school probation.

Sending or forwarding messages, photos, or images that violate this code of conduct via cell phone, computer, or other digital devices is also prohibited (Policy #5400).

# EDUCATIONAL PURPOSES

## **Morrison Vision Statement**

The vision of Morrison Academy is that every student will experience a quality, biblically-integrated education, so that each one will be equipped to impact the world dynamically for Christ.

## **Distinctives of MAK High School**

Morrison Academy High School is a four-year academic institution serving the international missionary and business community. Students will acquire skills in a variety of required academic subjects and electives. They will be able to choose a curricular program that allows them entry into institutions of higher education, especially in the United States of America, but also in other countries. The following elements are an integral part of our high school.

## **Academic Rigor**

At MAK we set the bar high academically. The high school's staff is fully certified with degrees from relevant fields, and the majority of our high school staff members have advanced degrees. More importantly, our teachers are excellent, combining high expectations with dynamic and creative instruction. MAK's excellent elementary and middle school ELL program and the school's admissions policy are such that student language level is fairly homogenous, allowing students to challenge each other in a healthy, collaborative environment.

## **Project-Based Learning**

In addition to more traditional classroom learning, MAK high school classrooms are regularly working on dynamic projects to apply their knowledge. Our teachers ask students to wrestle with, to write about, and to discuss difficult questions that demand high-level thinking, which causes students to go beyond memorizing and engage in real, applied learning.

## **Technological Integration**

In the MAK high school, students are required to bring their own laptop or chromebook for learning in the classroom. Technology is widely used in the classroom by students to challenge themselves through the use of educational media in a variety of projects. Students in the high school can also choose from a vast number of online courses.

## **Personalized Instruction**

One of MAK high school's strengths is its size. Small grade-level sizes allow our faculty to know each one of our students personally, and parents are afforded with detailed and accurate information in our conferences. Moreover, most students can participate in a very wide range of activities.

## **Authentic Audience**

MAK high school teachers believe that a genuine motivator for real student learning is performance before a real audience. Students participate in debates, speeches, performances, and competitions in front of audiences of peers, teachers, and parents. This adds a flavor or authenticity to student work.

# CURRICULUM & INSTRUCTION

## Academic Integrity

Morrison Academy's *Vision for Our Learners* states that a maturing Morrison student will develop into a moral and ethical citizen. An essential part of this process is when teachers and students work towards high standards of academic integrity.

Cheating in any form is unacceptable behavior at Morrison. Random House Dictionary defines cheating as "*embracing any action wherein a person defrauds, deceives, or violates regulations unfairly.*" In a school context, cheating may include copying homework, sharing information about tests, cheat sheets, having a friend, parent, brother or sister do the assigned task, buying or sharing former notebooks and tests, and sharing study guides that are not explicitly allowed by the teacher. Morrison recognizes that some teachers, disciplines and learning situations allow sharing of information. If in doubt, it is the student's responsibility to clarify what behaviors are acceptable for a specific teacher.

Plagiarism is also unacceptable in an academic setting. Random House Dictionary defines plagiarism as "*the act of stealing the language, ideas, or thoughts of another and representing them as one's own original work.*" A variety of teachers include the skill of properly referencing and quoting materials as part of their course work. Students can also learn more about how to reference their sources from the school librarian.

Morrison Academy understands that intent matters. The proper citation of sources is a skill that needs to be taught and sometimes mistakes are made. Alternatively, the willful deception or knowing fraudulent use of material not of a student's own creation is a clear violation of Morrison Academy's standards for academic integrity.

There are academic and behavioral consequences for cheating and plagiarism. As a general principle, Morrison expects the entire educational process to reflect each student's own work.

## Discipline for Cheating and/or Plagiarism

1st Offense while in high school	<ul style="list-style-type: none"><li>● Team Leader and administrator notified</li><li>● Communication with parents</li><li>● Assignment must be corrected or re-done</li><li>● Student half-page essay defining plagiarism/cheating &amp; explaining violation</li><li>● Student will receive a one-point deduction in quarterly Responsibility score in that course</li></ul>
2nd Offense while in high school	<ul style="list-style-type: none"><li>● Consequences from first offense</li><li>● One week of lunchtime detention</li><li>● One week of athletic ineligibility</li><li>● <i>NOTE: Team Leader and administrator may reduce severity depending on type of offense.</i></li></ul>
3rd Offense while in high school	<ul style="list-style-type: none"><li>● Conference with parents</li><li>● One week of lunchtime detention and/or Saturday detention</li></ul>

school	<ul style="list-style-type: none"> <li>• One week of athletic ineligibility</li> <li>• Ineligible for all remaining academic awards for that year</li> <li>• May be reported to future university</li> </ul>
4th+ Offense while in high school	<ul style="list-style-type: none"> <li>• Conference with parents</li> <li>• Further, more severe administrative discipline</li> <li>• Probation plan</li> <li>• May be reported to future university</li> <li>• Possible discontinuation</li> </ul>

**Academic Probation and Retention**

Students who receive at least one failing grade in a subject grade on a report card will be subject to academic probation, remaining there until there are no failing grades on a quarterly report card. If on probation for 3 consecutive quarters, he/she may be terminated from enrollment.

**Advanced Placement Courses**

The high school offers a limited 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 exam score and the policy of the individual college. 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 (including online courses). Normally, students are limited to one AP course in 10<sup>h</sup> grade, two in 11<sup>th</sup>, and three in 12<sup>th</sup>.

**Advisory**

Each MAK secondary student takes part in the school’s advisory program, which enhances Morrison’s mentorship culture by intentionally connecting each student with a godly mentor. Advisory serves students by addressing key areas including academics, social-emotional development, and spiritual life. The advisory community also provides an opportunity for every student to personally engage with the school’s vision and core values in the context of a mentoring relationship. The program’s logistics, schedule, and training is run by the school’s Advisory Coordinator.

**Athletic Competition**

Athletics is co-curricular and an integral part of the balanced educational approach of Morrison Academy that helps educate the whole child. The ultimate purpose is to glorify God, so student-athletes are expected to maintain Christian values during practice and competition while competing at a high level. Athletics are to contribute to the development of biblical character traits such as good sportsmanship, leadership, teamwork, discipline, and self-control. Morrison believes that student-athletes should enjoy their involvement in athletics while growing physically, emotionally, socially and spiritually. Athletics should also foster positive school spirit within the school community. Participation is the focus for athletics at the middle school level and competition becomes the stronger theme for high school athletics.

MAK’s high school aims to offer a full range of athletic competitions, but this will depend on the interest and participation level of the students. Athletic contests are generally held between Morrison and local Chinese schools as well as with teams from other international schools. The priority sports are men’s and women’s volleyball, soccer, basketball, and track and field.

Student requirements for participation in athletics will be as follows:

- **Personal Commitment:** Students will be required to attend practices and all scheduled games. This record is monitored by the coaches. Parents and teachers are encouraged to provide assistance in the areas of coaching.

- **Physical Examinations:** Students are required to have an annual physical examination to participate in high school sports. This physical must be completed prior to practice or competition.
- **Athletic Insurance:** Students participating in the high school sports program are required to have medical insurance coverage.
- **Behavior:** Students must follow Morrison's Code of Conduct. In cases of behavioral difficulty, the principal, with parental notification, may restrict participation.

#### *GPA and Attendance Requirements for Eligibility in Athletics:*

Acknowledging that academic education should be the primary focus of the students' attention, those wishing to participate in athletics must follow the following criterion:

- A student must carry a current 2.0 grade point average (see point below) and not be failing or have an incomplete in any subject.
- The quarterly progress reports, and each report card will determine eligibility.
- To be eligible for athletic participation that requires students to miss classes, the following number of days of allowed absences (both excused and unexcused) and GPA requirements have been approved: Limited to 15 days with a cumulative 2.0 - 2.49 GPA, limited to 20 days with a cumulative 2.5- 2.99 GPA, and limited to 25 days with a cumulative 3.0 or higher GPA.
- If a student becomes ineligible at report card time, he/she will remain ineligible for 10 school days (two weeks). If after this period of time the student still is below a 2.0 GPA, is failing any classes, or has an incomplete in any subject he/she will remain ineligible until grades are raised or work is completed. If the student receives a progress report with an F, a teacher can submit a note clearing the student when the grade becomes a passing grade and there is evidence that the student has a 2.0 cumulative GPA in all classes. Students with incompletes are ineligible until the work is turned in.
- During this period, the students will not be allowed to play in games or participate in performances. Practice and rehearsal time can also be limited to allow students time to work on academic course.
- Eligibility appeals (by coach/sponsor with parent permission or by the parents themselves) may be made to the principal within 3 days of notification. An Eligibility Committee appointed by the principal will make a decision about the appeal

### **Awards**

An Awards Ceremony is held each May to honor student effort and achievement in academics, extracurricular involvement, character, and service.

### **Academic Awards**

#### *Annual Awards*

- *Honors* - Awarded to students with a GPA of 3.3-3.79 for the semester plus Process scores of all 3 or 4 and no more than two 2s. This award will be recognized at the end of every semester.
- *High Honors* - Awarded to students with a GPA of 3.8 and higher for the semester plus quarterly Process scores not falling below a score of 3 in any course. This award will be recognized at the end of every semester.

#### *Cumulative Awards*

- *Principal's Award* (awarded to juniors and seniors) - Awarded to students obtaining High Honors for five consecutive semesters

- *Robert Morrison High Honors Award* (awarded to seniors) - Awarded to students obtaining High Honors for seven consecutive semesters

#### *Department Awards*

- *Distinction in English Award* (full high school award) - Awarded to the high school student who demonstrates the greatest dedication and highest excellence in English language and literature
- *Distinction in Foreign Language Discovery Award* (full high school award) - Awarded to the high school student who demonstrates the greatest dedication and highest excellence in a non-English language not spoken at home
- *Distinction in Foreign Language Heritage Award* (full high school award) - Awarded to the high school student who demonstrates the greatest dedication and highest excellence in a non-English language learned and spoken at home
- *Distinction in Mathematics Award* (full high school award) - Awarded to the high school student who demonstrates the greatest dedication and highest excellence in mathematics
- *Distinction in Science Award* (full high school award) - Awarded to the high school student who demonstrates the greatest dedication and highest excellence in science
- *Distinction in the Performing Arts Award* (full high school award) - Awarded to the high school student who demonstrates the greatest dedication and highest excellence in the performing arts
- *Distinction in Social Studies Award* (full high school award) - Awarded to the high school student who demonstrates the greatest dedication and highest excellence in the social studies
- *Distinction in the Visual Arts Award* (full high school award) - Awarded to the high school student who demonstrates the greatest dedication and highest excellence in the visual arts

#### **Athletic Awards**

- *Niko Ijas Outstanding Athlete Award* (full high school award) - Awarded to the school's most outstanding male athlete who has demonstrated excellence through commitment, character and distinction in a variety of sports
- *Isabella Lee Outstanding Athlete Award* (full high school award) - Awarded to the school's most outstanding female athlete who has demonstrated excellence through commitment, character and distinction in a variety of sports

#### **Character and Community Awards**

*Note: These awards may not be awarded each year.*

- *Ian Ullstrom Leadership Award* (awarded to a freshman or sophomore) - Awarded to a freshman or sophomore who exhibits through leadership the characteristics of courage in life that Ian Ullstrom demonstrated
- *Building Community Award* (awarded to a freshman, sophomore, or junior) - The Building Community Award is given to the freshman, sophomore, or junior who demonstrates tireless work to better the MAK community and the experience of fellow students at Morrison Academy Kaohsiung. This recipient best demonstrates "Shark spirit."

- *Community Service Award* (full high school award) - Community Service Awards are given to students from each class who commit 150 or more hours to public service. Community service hours must be approved by the Guidance Counselor or Bible Department.

## **Commencement Awards**

*Commencement awards are presented at MAK's annual commencement ceremony.*

*Commencement awards are given only to seniors.*

- *Valedictorian* - An award and 500 USD will be granted to the graduating senior with the strongest academic achievement. To be eligible for consideration as Valedictorian, a student must have completed no fewer than four semesters at Morrison Academy and is required to complete the 8th semester at Morrison. The student must also have a cumulative GPA of 4.0 or higher. Qualified students are ranked according to four categories: GPA, academic breadth, academic rigor, and academic strength. Each of these categories carries 25% of the weight. A team of teachers and guidance counselors with the use of rubrics assess and rank the students according to each category. These rankings are combined for an overall ranking. In the case of a tie, the student with the higher GPA will be awarded Valedictorian.
- *Salutatorian* - An award and 500 USD will be granted to the graduating senior with the second highest academic achievement ranking at the end of eight semesters. The criteria for determining achievement ranking is the same as for Valedictorian.
- *Outstanding Citizen Award* - The Morrison Board of Trustees presents an award and 500 USD to the senior who best typifies the ideals and expectations of Morrison Academy. This student demonstrates commitment to MAK's unique culture.
- *Impact Award*- The Impact Award is presented to a graduating senior who has exceptionally fulfilled the goals of one of the high school Impact Program themes during his or her time at MAK's high school.
- *The Service Award* - This award is presented to a senior for demonstrating a lifestyle of service at MAK and the surrounding community, both as an individual and as part of school organizations and activities, by:
  - Exemplifying a commitment to Christ-like service in daily life
  - Finding and creating opportunities for others to serve
  - Using skills and passions to benefit the community, both at MAK and beyond

*Procedure 249 (Updated August, 2015)*

## **Bible Instruction**

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

1. There is one true God.
2. All things were created by God.
3. We come into this world and we leave this world only once.

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

## **Field Trips**

Well-planned class field trips are an important part of our learning experiences. They enable students to see, apply, explore and/or experience what is being studied in the classroom. Teachers plan for these carefully and parents are informed about them beforehand. All school rules apply on all field trips and on all school-sponsored events on the school campus and away from it. Parents can contact individual teachers if they are interested in attending. Care is taken to use as safe a means of transportation as possible.

*(Policy #5365)*

## **Grading & Reporting**

### *Monitoring Student Achievement & Success*

Student progress is reported to parents throughout the school year. The school sends home grade updates each quarter and formal Report Cards each semester. Parents of those students who are not achieving at a satisfactory level at the midpoint in each quarter are notified using Progress Reports. Formal conferences with teachers are available twice a year—at the end of the first and third quarters.

### *Separating Process and Product*

High school report card scores are divided into Product and Process elements. Product elements reflect achievement in a particular academic standards. Process elements reflect *how* a student learn; namely, Being Responsible, Being Respectful, and Being Engaged. Generally, practice work (homework) should not be included in the final Product grade; however, in high school, if it is included, it must be connected to a learning target, and its

weight should not exceed 10% of the final grade.

Process Scores will be given based on the following criteria:

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

*High School Grading Symbols, Scale, and Calculation*

The following scale will be used on the high school report cards for process grades:

<b>Process Grade</b>	<b>Description</b>
4	Consistently
3	Usually
2	Sometimes
1	Rarely/Never

Regarding Product scores, as a standards-based school, MAK high school teachers will grade students not on broad categories such as practice work, participation, tests, and quizzes, but rather on student performance on each individual academic standard for each course. The following grading symbols will be used by teachers to record student performance on each academic standard:

<b>Descriptor</b>	<b>Definition</b>	<b>Standards-Based Grade</b>
Exemplary	Demonstrates an advanced level of knowledge and understanding of the standard and clearly integrates higher level thinking skills. Independently applies	9 8

	learning in other contexts.	
Proficient	Meets grade level standard. Demonstrates solid knowledge and understanding. Can apply learning in other contexts.	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 grade level standard. Showing minimal progress. Additional support needed to develop knowledge and understanding.	3 2
Failure	Little or no evidence of learning	1 0

Student performance on each standard will be averaged together to achieve final grades for the semester. This average of standard performance will give students a final course product grade of A, B, C, D, or F. The following ranges define each letter grade.

### **SBG Ranges Final Grade GPA Points AP Scale**

<b>SBG</b>	<b>Ranges</b>	<b>Final Grades</b>	<b>GPA Points</b>	<b>AP Scale</b>
8.5	9	A+	4.0	5.0
7.56	8.49	A	4.0	5.0
7	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	3
3.67	4.21	C	1.7	2.7
3.11	3.66	D+	1.3	2.3

2.56	3.10	D	1	2.0
2.00	2.55	D	0.7	1.7
0	1.99	F	0	0

To avoid artificial inflation of GPA, online courses will not be counted when determining awards, scholarships, valedictorian, or other recognitions from Morrison Academy.

### Standards-Based, Mastery-Focused Grading Practices

#### Late/Missing Work

How late work is handled depends on whether an assignment is intended as a product grade (e.g. projects) or a process grade (e.g. reading assignments). Late practice work, for example, is limited to process grades, while projects or other summative assignments are handled as a response to intervention (RTI), where an “I” (incomplete score) is the placeholder, and completion is required. High school teachers may use “0” as a placeholder. If an assignment is not completed, despite intervention, within two weeks of the original due date, the teacher may score relevant standards as a zero. Student with late or missing work may be required to complete that work during the school day, at lunch or during after school activities.

#### Re-assessment

Offering reassessment is an important part of standards-based grading. Teachers must allow for at least one reassessment opportunity per power standard. Students with a grade of 5 or below on an assessed standard must be encouraged to participate in reassessment. This is typically done through a *Re-assessment Form*.

Re-assessments should replace original assignment scores without deduction. Teachers should require students to demonstrate learning by completing additional practice before having the opportunity to reassess a standard. Reassessment must be done before the end of the quarter or date designated by the teacher within two weeks of the original due date.

#### Grading in AP Courses

AP course teachers are allowed to limit the use of reassessments with principal permission. Teachers of AP courses must follow all other grading procedures.

#### Extra Credit

Extra credit is not offered by teachers. This is because the purpose of grading is to assess learning standards. The only form of “extra” credit available to students is to redo an assessment.

(Procedure #260)

### Graduation Requirements

Twenty-four units of high school credit are required for graduation. These credits must include the following:

SUBJECTS	CREDITS	NOTES
Bible	0.5 / sem	0.5 credits are required for each semester of attendance at Morrison high school.
English	4.0 credits	

Social Studies	3.0 credits	Required courses are World History, US History (or substitute), and Government.
Science	2.0 credits	This must include biology and one other lab-based science. Many colleges want three years of science.
Mathematics	3.0 credits	This must include Algebra 1. Many colleges require Algebra 1, Geometry, and Algebra 2.
Physical Ed.	2.0 credits	This must include .5 Fitness, .5 Lifetime Sports, Team Sports, or Racquet Sports, and .5 Health, .5 PE Elective.
Visual and Performing Arts	1 credit	1 credit of VPA is required.
Electives	6.5 credits	These can be in any area, including the departments above.

Students must be enrolled in a minimum of 3 credits each semester. Credits will be granted on the basis of acceptable grades for class time spent. Any exceptions to this policy will be made by the Principal with the Superintendent’s approval.

*Homework (Practice Work)*

Practice work (homework) is typically used for independent, guided practice of a learning goal (standard). Generally, practice work (homework) should not be included in the final Product grade; however, in high school, if it is included, it must be connected to a learning target, and its weight should not exceed 10% of the final grade.

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

*Practice work should focus on:*

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

*Practice work is not appropriate for:*

- Discipline
- Vacations which are longer than three days. *Long term projects due dates should not fall one or two days after a vacation.*
- 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

### *Purpose*

High school students should be given practice work to:

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

### *Suggested Amounts*

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

<b>Grade</b>	<b>Minutes per 45 minutes of instructional time</b>
9 & 10	30
11 & 12	45 (AP courses 70)

*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.*

### *Roles and Responsibilities*

*Principals* are responsible to:

- Communicate the practice work policy.
- Monitor the practice work policy.
- Coordinate implementation as needed.

*Teachers* are responsible to:

- Communicate due dates verbally and through the practice work pages.
- 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 practice work.
- Should be asked to create a home environment that facilitates student self-study.

### *Late Practice Work*

If practice work is late, it should affect that student's Process score and should be made up immediately as any other assignment. Point penalties should not be deducted from Product Scores for late practice work.

## *Conclusion*

When teachers and parents work together to implement these recommendations, practice work can be useful and generally free from a high level of frustration. These parameters can and should receive broad support from both parents and teachers. Morrison's teachers should make whatever adjustments are necessary to live within these general parameters and parents should support these efforts to make practice work beneficial (*Policy #5364 and #260*).

## **Impact Program**

The Impact Program is a unique component of MAK's high school. It aims to provide a developmentally appropriate and challenging task to each year of high school. Ultimately it is our hope that the program will train and inspire our students to have a greater impact on the world after they graduate from MAK. Each component of the program is required for each grade level. Students can be excused from an experience only if parents provide a compelling religious, medical, or ethical reason. If students do not attend a program event, an equivalent amount of course time and effort should be spent on a related academic assignment while that student is at school during the program.

### **9<sup>th</sup> Grade: *Choose Responsibility***

#### **Trip to Green Island**

##### **Goals:**

1. To grow in maturity and class unity
2. To engage in real relationships with peers
3. To observe changing ecosystems
4. To experience Taiwan's diverse environment

### **10<sup>th</sup> Grade: *Lead with Character***

#### **5-Day Mountain Trek**

##### **Goals:**

1. To more clearly and firmly establish identity and purpose in life
2. To accomplish physical and emotional challenges that will build personal character
3. To rely on the help of God and of peers in accomplishing difficult goals
4. To grow in leadership ability
5. To experience the beauty of nature and of Taiwan

### **11<sup>th</sup> Grade: *Serve Others***

#### **Overseas Service Trip**

##### **Goals:**

1. To examine issues of social justice in Taiwan & the world
2. To cultivate a service-centered heart and mind
3. To serve the broader community as well as the local community
4. To foster feelings of responsibility in solving problems in a community
5. To positively influence others through Christian service and mission

## **12<sup>th</sup> Grade: *Leave a Legacy***

### **Student Leadership on 6th-11th Grade Trips, Senior Externship, & Senior Retreat Goals:**

1. To intentionally leave behind a positive legacy at MAK
2. To further cultivate leadership skills and mentorship abilities
3. To begin to transition from high school to university
4. To experience working and communicating in the real world
5. To explore a personal vision on how, through college and career, one might have a positive impact on the world

### **Student Clubs**

Student Clubs are student organized and led extracurricular groups. Clubs may not operate on campus without prior approval from the school. Student Clubs must have a staff sponsor and register with the High School Team Leader and Student Life Coordinator at the beginning of the year. It is expected that student clubs will follow all school rules regarding use of school facilities and resources.

### **Student Productions and Publications Standards**

Morrison Academy seeks to maintain standards for student productions and publications that will provide for freedom in creative expression while not being unduly offensive to those in our community from diverse, ethnic, theological, and lifestyle backgrounds. The keynote of any production or publication must be wholesomeness. Therefore, the following should be omitted:

1. All references to speech or materials that are encouraging immoral conduct.
2. Blasphemy, profanity, vulgarity, or any misuse of God's name.
3. Any material that might be contrary to upholding a Biblical position.
4. Anything that focuses on or encourages practices of a questionable nature, such as smoking, vaping, drinking, drunkenness, drug abuse, etc.
5. Anything that would be considered culturally offensive and unbiblical.
6. Articles and editorials that may be too sensitive for political or public relations reasons.

All productions or publications are subject to prior administrative review according to established regulations. The publication or distribution of unauthorized materials on campus is prohibited.

### **Transcripts**

Transcripts are permanent record files showing semester grades, GPA for each semester, cumulative GPA for all semesters, and standardized test scores. Current and former student transcripts may be ordered through the Counseling Center. Transcript copies may be sent to the first three colleges at no cost.

# ADMISSIONS/ATTENDANCE REQUIREMENTS & PROCEDURES

## **Attendance**

Morrison students should be in attendance as much as possible. An absent student cannot make up class time and class interaction. Students and parents should expect that a student's educational experience will be somewhat affected by that absence. Parents should be aware that the school has defined what absences they will consider excused (See Excused/Unexcused Absences and Discipline).

Parents are expected to call or email the school office as soon as possible whenever their child is absent. If a student who takes the bus plans to miss the bus, parents should also notify the front office. In the case of planned absences, parents should also contact the appropriate classroom teacher(s). All students who come late to school must present themselves at the front office to notify of their presence and to obtain a Late Pass to bring to their current teacher. Parents withdrawing their child early for the day, for any reason, must sign-out their departure by completing and submitting a Student Early Dismissal Form at the front office.

## *Returning after Absence*

Students are expected to attend school each day. The parent or guardian of any student who is absent for any reason must contact the school office by phone, email or written letter, signed by a parent / guardian or boarding parent, explaining the reason for the absence. The office will determine if this absence is excused (See Excused/Unexcused Absences). Teachers will be notified by the office if the absence is excused. Make up work may be required. 1-4 periods of absence constitute a half-day absence. 5-8 periods' absence is tallied as a full day absence.

### *Planned Absence*

Students making advanced arrangements for absence should obtain assignments from each of their teachers and make arrangements for the completion of practice work by completing the Student Absence Form. Students should realize that in most cases, simply completing missed practice work may not result in as high a grade since vital classroom participation is missed. To have an absence excused, requests need to be made to the school principal in writing or by telephone at least one week before the absence occurs. This procedure gives opportunity for the school to reflect to the parents the possible effects of the absence and/or together make some alternative study arrangements.

### *Excused/Unexcused Absences*

Generally, excused absences are given for sickness, doctor's visits, necessary trips to government offices and approved school trips. Most other absences are unexcused. Parent notes will not necessarily result in an approved excused absence. (Studying for AP tests or other classes and sleeping in after studying late for other schoolwork are not approved reasons for missing school). Students are expected to make up all class work missed during excused and unexcused absences. The number of days assignments are due after absence should equal the number of days missed. Student will not be penalized for work that cannot possibly be made up.

If work is not turned in on revised due date, student will receive lunch and/or after school detention until it is made up.

Unexcused absences should be reflected in Process Grades. An unexcused absence is given if a student is tardy for more than 15 minutes of a class. Excessive unexcused absences may result in a recommendation for termination of enrollment made by the Principal to the Superintendent (see discipline chart).

## **Discipline**

### **Discipline for Unexcused Absences**

1 unexcused absence in a year	Notification/warning issued to student and family In-school consequence issued by principal
2 unexcused absences in a year	Notification issued to student and family In-school suspension
3 unexcused absences in a year	Principal meeting with family Saturday suspension
4+ unexcused absences in a year	Notification issue to student and family Saturday suspension Possible termination of enrollment

### **Discipline for Unexcused Tardies**

4 unexcused tardies in a quarter	In school consequence
7 unexcused tardies in a quarter	In school consequence and letter to parents

9 unexcused tardies in a quarter	1 day of in-school suspension and parent notification
11+ unexcused tardies in a quarter	Saturday suspension and/or other administrative discipline

**Discipline for Skipping Class**

1st Offense	School consequence and letter sent home
2nd Offense	1 day of in-school suspension; parent conference within 2 school days
3rd Offense+	Administrative discipline

*Skipping Class*

“Skipping class periods” (a student deliberately choosing not to attend a class) will be followed up with disciplinary action. Depending on the situation and past history, further action may be taken. A student leaving any class or study hall during class time or before it is properly dismissed may receive an unexcused absence. If a student accumulates five (5) or more unexcused absences, he/she may be subject to the continuing enrollment policy for the next semester.

**Class Load**

Each student is to be enrolled in at least six courses (a minimum of 3 credits) and one study hall per semester; exceptions are made by the counselor and/or principal. Except for transfer students from other schools, students are not permitted to enter a course after the first two weeks of each semester. Students may not drop a course after the fourth week without an “F” for the semester, unless permission is granted by the High School Principal.

**Early Withdrawal**

**Notify the school office or the principal of the withdrawal as early as possible.** Students may be withdrawn at any time following the completion of a withdrawal form available in the school office. **This is a parental responsibility.** All texts, workbooks, library books and materials, music, instruments, P.E. equipment, and financial accounts must be settled. In order to obtain clearance for each of these items, the appropriate individual must initial the withdrawal form which is to be turned in to the school office on the student’s last day of school. The records of withdrawing students will be withheld until this form is received with all the required initials filled in. **School charges continue until the withdrawal form is completed and filed in the school office.**

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

Refunds on tuition, building and other fees for students withdrawing from the school will be calculated as follows:

Prior to the end of the fifth week before the semester	90% refund
Prior to the end of the first week of the semester	75% refund
Prior to the end of the second week of the semester	50% refund
Prior to the end of the third week of the semester	25% refund
Prior to the end of the fourth week of the semester	10% refund
After the fourth week of the semester	No refund

### Enrollment Policy

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

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

1. First Priority: children of missionaries (definition in policy #1613)
2. Second Priority: children of Christian workers (definition in policy #1614)
3. Third Priority: other children

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

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

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

*(Policy # 5205, 5210, 5220)*

### Final Examinations

Students are expected to take all required examinations. Examinations are rescheduled for those students who, because of illness, emergency or class conflict were unable to take them at the scheduled time.

Seniors **may** be exempt from taking second semester final examinations if they have teacher approval and a 3.0 or better in the course by May 1.

Examinations should not exceed 15% of a courses final product grade (Procedure 260).

## Grade Placement

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

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

Students identified as having special needs or ELL needs will be placed according to [Policy #5240](#) (Special Needs Students) or [Policy #5250 \(English Language Learner\)](#), respectively. Typically, high school students with ELL needs will not be admitted into Morrison's high school because of the high level of academic language required for this level of study. In cases of high achievement, students normally will not be placed ahead of their age appropriate grade (*Policy #5230*).

## Illness or Injury

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

## Registration Procedure

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

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

## School Fees

1. A non-refundable annual registration fee is charged for each student.
2. Fees are quoted in NT dollars and payable in NT or US dollars.
3. Fees are payable in advance for each semester. Where circumstances require, parents or the student's sponsor, guardian, or sponsoring organization may discuss an alternate method of payment with the Principal or Director of Operations.
4. Payments are due as follows:
  - a. At the time of registering for the school year, the full registration fee is required. The registration fee must accompany a registration form.
  - b. On the published dates, the balance of all school fees and charges will be due for all students. Accounts not paid by this day will be charged a late fee plus interest.

5. New students who register after the fourth week of school will have the tuition prorated by weeks remaining in the semester.
6. Tuition and fees are refundable prior to the end of the fourth week of each semester according to the school's stated refund schedule. No refund for tuition and fees may be made after the first four weeks of each semester.
7. It is recommended that payments be made through the Cooperative Bank, payable to Morrison Academy. Payment at other banks, the Post Office, ATM or check is also acceptable.
8. As a service, statements will be mailed to the address stipulated by custodial parents/guardians upon their request. Accounts are due and payable as previously specified whether a statement has been received or not.

### **Tardiness**

Classes begin promptly at 8:00 am each day. Tardiness is recorded at the beginning of each class period by the teacher. All students are to be prepared for class and be in the room by the time the bell rings. When tardiness is anticipated, a student should secure a written excuse before proceeding to the next class. Up to three (3) unexcused tardies / absences are allowed per quarter before discipline is applied. *A continuing tardy pattern may result in the student being placed on probationary status.*

### **Termination of Enrollment**

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

# **GUIDELINES**

### **School Expectations**

1. Students should arrive at school no earlier than 7:30 a.m. High school students may enter the high school wing at 7:30 to go to their lockers or the student lounge.
2. Students are expected to respect the position and authority of teachers and administrators.
3. Students are expected to conduct themselves in a responsible manner. This includes NOT lying, cheating, or stealing, and NOT threatening or taking unfair advantage of others.
4. Students are expected to come to class prepared.
5. Students are expected to respect the rights and property of others.

6. Students are to refrain from any written or oral language, gestures, or drawings that violate the moral standards of the school (vulgarity, immorality, swearing, etc.).
7. Students are to resolve their frustrations and their disagreements with one another by means other than fighting or physical violence.
8. Students are to walk, not run, on the courtyards, walkways and indoors.
9. Students are to stay off walls, trees, basketball standards, and roofs.
10. Students are to be properly dressed according to the dress standard.
11. Students are to refrain from deliberately marking, defacing, or damaging any school property.
12. Students are to park their bicycles and scooters in the designated area provided—preferably locked—and should not ride in the courtyards.
13. Students needing to leave the school grounds during school hours must obtain permission from the office and sign out prior to leaving. Non-senior students are not permitted to leave school without parental permission received in writing or by phone, or with the principal’s permission. Students leaving the campus must be dismissed from campus by the office.

## **Discipline**

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

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

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

- Consequences and teacher behavior should be administered in a way that focuses on heart transformation and keeps in mind that each student is made in the image of God
- Consequences and teacher behavior should maintain the dignity of the student
- Consequences and teacher behavior should be logical and appropriate
- Consequences and teacher behavior should be fair, equitable and consistent

## **Cell Phone Policy**

MAK is a cell phone free campus for all students during school hours. School hours in this case are defined as the time between bus arrival in the morning to bus departure in the afternoon (approximately 7:45-3:30 MWF; 7:45- 4:30 TTh).<sup>\*</sup> Students may not have cell phones visible or in use during that time anywhere on campus, outside or in buildings. If a student chooses to bring a cell phone, it should remain in their backpack or locker. Any cell phone

visible or in use during school hours will be confiscated. Students may retrieve it at the end of the school day. Students MAY be allowed to use their cell phone with the permission and under the supervision of a staff member on a case-by-case basis.

\* Note that school hours do NOT include afternoons after school when there are sports practices or other events. Students on campus outside of school hours as defined above may use cell phones.

## **Choices and Consequences**

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

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

## **Continuing Enrollment**

Student acceptance is based on the assumption that programs being offered meet the needs of the student.

Students are readmitted on a continuing basis, if they meet the following stipulations:

1. Compliance with policies and procedures regarding passport requirements
2. Age-equivalent academic progress, or enrollment in a modified instructional program
3. Conduct which is consistent with school policies and procedures and Christian principles
4. Attitude which contributes to the school's atmosphere and mission
5. Compliance with policies and procedures regarding students' living arrangements

When, in the judgment of the school administration, programs and personnel resources do not adequately meet the needs of a student, or when one or more of the above mentioned stipulations are not met, enrollment may be discontinued by the Superintendent (*Policy #5540*).

## **Care of Campus**

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

## **Child Abuse / Harassment**

Morrison Academy is committed to protecting all children within the Morrison Academy community from abuse experienced at home or within the academic, boarding or extra-curricular environment of the school. Harassment means unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a nature that denigrates or shows hostility or aversion toward an individual because of his/her race, color, national origin, religion, gender, disability or age, made by someone from or in the educational or work setting. Child abuse is a general term to describe inappropriate, immoral and/or unethical behavior by a person toward a child where there is a difference in power based on age, or physical, intellectual or emotional capacity.

Such abuse may include staff/student, student/student, non-staff adult/student, parent/child, or sibling/child. The Academy is prepared to investigate all allegations of child abuse and to take corrective action within the limits of its organizational jurisdiction. It will comply fully with the laws of the ROC with regards to any suspected case of child abuse. Violation of this policy by anyone associated with the Academy will result in discipline, up to and including termination of employment or enrollment. It is the responsibility of all employees, adult volunteers and students to report any suspected cases of child abuse to the principal or the school counselor.

For more information please refer to policies 1650, 1651, 3131, 5460, and 5705.

## **Closed Campus**

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

## **Dress and Appearance Standards**

The purpose of the dress code is to demonstrate respect for our host country and our school community, as well as create an environment conducive to learning. Clothing worn to school should be school-appropriate.

Clothes must be worn in a way such that the body — from armpit-to-armpit to upper thighs — along with undergarments are fully covered with opaque fabric including when a student is sitting, walking/running, or performing any movement necessary for full participation in school activities. Tops must have shoulder straps. Additionally, any article of clothing with a printed message, word, phrase, or graphic may not contain profanity, obscenity, or the promotion of any illegal activity or violence.

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

Faculty and/or administration will contact students who are not following the dress code; students who are not dressed in alignment with the above guidelines will be required to change into suitable clothing. This might require the student to call a parent, return home to get clothes, borrow clothing from a friend, or wear clothing MAK provides for the rest of the day. If a student is unclear about any part of this dress code, it is the student's responsibility to ask.

## **Fire and Earthquake Drills**

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

classroom.

### **Off-Campus Privileges**

Seniors are permitted to leave campus during study hall periods (not online periods). To do so, they must (a) get parent consent at the beginning of the year; (b) sign out at the front office with name, destination, and time of departure; and (c) sign back in on the same document when they return prior to the end of the period. Students must give clear and complete information on this document or have this privilege revoked.

If students have a study hall at the end of the school day, they may sign out and leave campus for the rest of the school day. Alternatively, they could sign out and return for extracurricular activities. No freshmen, sophomores, or juniors are allowed off campus outside of school programming.

### **Playground & Facilities After School**

The school is not responsible for students after dismissal unless they are involved in an official school function. Normally, all students and parents are asked to leave the school building by 5:30 pm, and the campus closes at 6:00 pm.

### **Public Displays of Affection**

Morrison Academy is a conservative Christian school that adheres to a conservative viewpoint when it comes to public display of affection. Anything beyond holding hands is considered inappropriate and may be subject to discipline.

### **Reporting Harassment**

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

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

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

*(Policy #5460)*

### **School Schedule and Hours**

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

The school week is Monday through Friday. Some school activities may take place on Saturdays and/or after school. These activities are part of the regular school program. The school day for all students is 8:00 a.m. to 3:15 p.m. Students should arrive no earlier than 7:30 a.m. Classrooms will be open for students to enter at 7:50 a.m.

On Saturday mornings, the MAK campus is typically open to families with students enrolled in the school. Families should follow all school rules during this time in addition to the following special rules for 8am-12pm on Saturday mornings:

- Any family with students enrolled in the school may use the outdoor school grounds (track, fields, playground, outdoor courts, etc.) and guard house bathroom.
- MAK families should sign in and out with the gate guard.
- High school students and alumni can independently and responsibly use the outdoor school grounds and guard house bathroom.
- MAK students younger than grade 9 must be accompanied by their high school sibling or an adult.
- All students and alumni should sign in and out at the gate house.
- MAK parents, students, and alumni may not enter the school buildings unless accompanied by a staff member.
- Non-staff MAK parents, students, and alumni will be asked by the guard to leave the school at 11:45 and should exit by noon.

## **Suspension**

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

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

Parents are to be notified as soon as possible regarding the reason for the suspension and the conditions of reinstatement. If notification is done verbally, then a follow-up letter to the parents, documenting the conversation, is to be sent. The Principal is required to document the reasons for the suspension, conditions of reinstatement, and the record of parent notification. The Principal is required to keep a file of all pertinent documentation.

Absences due to out of school suspensions are unexcused. In collaboration with the student's teacher, the principal will determine if any missed and made up course work may be counted as credit. A student will not be counted absent and credit will be given for work completed during an in-school suspension.

The following may result in a regular suspension: cheating, stealing, threatening another person, fighting, or any obscene language, gestures, or drawings that violate the moral standards of the school. **Repeated offenses can result in a severe suspension or expulsion.**

The following, whether occurring on or off campus during school sponsored activities, may result in an immediate suspension and/or expulsion: smoking, vaping, drinking alcohol, taking or supplying illegal drugs, being under the influence of alcohol or drugs, possessing or using paraphernalia of the above (ie vape pens, cigarettes, etc) premeditated maliciousness and/or destruction, immoral conduct including the supplying and/or possession of pornographic materials, or a disregard for authority and insubordination (*Procedure #255 and Policy #5400*).

### **Typhoons**

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

### **Use of English**

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

### **Visitors**

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

# SERVICES

## **Accident Insurance**

Student accident insurance is purchased for all students. Coverage includes accidental death (NT\$1,000,000 maximum coverage) and dismemberment (NT\$200,000 maximum coverage) and accidental medical reimbursement (NT\$30,000 maximum coverage). This policy begins August 1<sup>st</sup> of this year and continues until July 31<sup>st</sup> of the next year. The coverage is for 24 hours per day. All claims must be processed with a doctor's certificate and receipts for benefits to be paid. Claim forms are available in the school business office. All claims must be processed within 30 days of the accident.

## **Computer Use**

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

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

MAK high school students are required to bring their own electronic educational devices, such as laptops and Chromebooks, to class for educational purposes. Students who make good use of laptops and Chromebooks in class have a higher degree of information literacy and can participate in a variety of digital environments to further their learning. Using a device for educational purposes and with self-control is also a crucial skill for college preparation.

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

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

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

## **Counseling/Guidance**

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

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

## **Drinking Water**

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

## **Health Services**

A health history, immunization record, and current physical examination is required of each student upon initial registration at school. A physical examination is also required for students in grades six and nine. If these

requirements are not met within 30 days of enrollment, the Principal may prevent a student from attending school until completed.

**Health Screening**

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

**Immunizations**

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

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

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

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

The following immunizations are not required, but they are **recommended**:

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

**Illness or Injury**

If a student becomes ill at school, the school nurse, secretary or principal will determine if the student needs to be sent home. If a student is to be sent home, he/she will be checked out from the school office, and parents will be asked to pick the child up. Until such time that the student can be picked up, the student will remain in the clinic, sick room, or office. A student who has a contagious illness is not to be allowed to attend school until the illness is no longer contagious. In the case of fever, the health room will evaluate students on a case-by-case basis. Generally, if a child feels too unwell to remain in school, parents will be asked to come pick the child up. The child will be required to stay home the rest of the day, including after school sports/activities. If the student feels well enough to return the following day, they may. A student who has a contagious illness is not to be allowed to attend school until the illness is no longer contagious, i.e. no fever or symptoms for 24 hours.

## Medications

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

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

- Aspirin/Ibuprofen for muscle aches, sprains, toothaches, etc.
- Tylenol for headaches
- Ibuprofen for menstrual cramps, muscle aches, and sprains
- Antihistamines for allergic reactions/cold symptoms (only administered under the direction of medical personnel)
- Decongestant (Sudafed) for nasal congestion, ear aches
- Pepto Bismal for stomach aches or nausea
- Antacids for stomach aches
- Pi Pa Gao for sore throats, coughs

*(Procedure #463)*

## Library

- Every student is issued a library number to be used by the student as long as he/she is a student at MAK.
- Library hours are posted in the library.
- There should be no food or drinks in the library. Generally the library requires the removal of shoes before entering, but exceptions can be made by the librarian.
- Library materials may be borrowed for two weeks and renewed one time

## Overdue materials

Any student with materials and/or fines two weeks overdue will not be allowed to check out any additional materials.

## Lost/damaged materials

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

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

The copy machine is to be operated **ONLY** with the supervision of an adult. If a teacher requires a student to have a copy for instructional purposes, there will be no charge. The cost of copying for personal use is NT\$2 per black and white page, and NT\$6 per color page.

**Lockers**

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

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

*Violations of these guidelines may result in the student’s loss of locker use privilege.*

**Lunch Program**

A hot lunch program and milk program are available for students. Payment is made each semester, prior to the beginning of the semester, in the business office. No refunds are made for either the hot lunch or the milk program if a child is absent.

**Pollution Policy**

MAK bases its pollution day policy on the AQI readings from Nanzi and Renwu. AQI measures multiple pollutants: ground level ozone, particle pollution, carbon monoxide, and sulfur dioxide. If the AQI exceeds 150 (Unhealthy) in both Nanzi and Renwu, all outdoor activities will be moved indoors for the day. If the AQI exceeds 150 in only one of the two measurement stations, the principal (or MS or HS AD, if the principal is absent) will use an independent device to read PM2.5 (small particle) and PM10 (large particle) levels. If the PM2.5 reading is 59µg/m<sup>3</sup> or higher or the PM10 reading is 150µg/m<sup>3</sup> or higher, all outdoor activities will be moved indoors.

Pollution levels will typically be checked in reasonable time prior to morning recess (9:30), lunch recess (11:15), and after school activities (3:10) as conditions may change throughout the day.

AQI	Air Quality Level	Health Implications	MAK Response
0 - 50	Good	Air quality is considered satisfactory, and air pollution poses little or no risk	<b>Level 1</b> Periodic monitoring
51 - 100	Moderate	Air quality is acceptable; however, for some pollutants there may be a moderate health concern for a very small number of people who are unusually sensitive to air pollution.	

101 - 150	Unhealthy for Sensitive Groups	Members of sensitive groups may experience health effects. The general public is not likely to be affected.	<b>Level 2</b> Regular monitoring; students with health conditions such as asthma may be excused from outdoor activities
151 - 200	Unhealthy	Everyone may begin to experience health effects; members of sensitive groups may experience more serious health effects	<b>Level 3</b> All active outdoor activities moved indoors
201 - 300	Very Unhealthy	Health warnings of emergency conditions. The entire population is more likely to be affected.	
300 +	Hazardous	Health emergency alert: everyone may experience more serious health effects	<b>Level 4</b> School cancellation

### Telephone

Students may not be called out of class for a telephone call. If a parent calls, the message will be conveyed to the student and he/she may call home at a later time. Students normally will not be allowed to use the office phone. Exceptions may be made in case of emergencies. Cell phones cannot be used during class time without teacher permission.

### Textbooks

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

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

A new Bible is issued to each student in Kindergarten, grade 2 and grade 6 and to all new students entering MAK. This belongs to them and is the Bible class textbook. It is expected to last. If the Bible is lost, a replacement Bible can be purchased through the school.

### Transportation

MAK partners with a local bus company for its bus services, which provides transportation to major areas of Kaohsiung and Tainan. This company provides transportation on all days that school is in session for students. Buses are clearly marked with Morrison Academy Kaohsiung signs in the front of the bus. All registered school bus riders are covered by the insurance provided by the bus company for trips to and from school, as well as all field trips for which they are contracted.

## **Bus Routes and Stops**

The scheduling of bus routes and placement of stops is the responsibility of the bus company, which regularly communicates with MAK's General Manager. Bus schedules attempt to maximize the safety and convenience of passengers and to minimize the cost. To view the current bus routes, please visit the bus company website or the MAK website.

In most cases, students' returning stops will be located on the opposite side of the street from the pickup location. Parent changes to pick-up locations should be communicated to the bus company, and student absences should be communicated to the front office. Students must only ride the bus to which they are assigned unless a change is communicated with the company. **Any temporary change of bus or stop location must be arranged 24 hours in advance by parents through the company website by filling out the "Change of Service".**

## **Bus Rules and Behavior**

Bus rules are provided on the bus company website, and are created in collaboration with MAK. Bus drivers transporting students to and from school have received child safeguarding training through Morrison. In receiving child safety training, the bus drivers will monitor and enforce bus rules. At school dismissal, bus drivers will take attendance each afternoon, submitting attendance forms to teachers on bus duty. Each bus is equipped with a camera system that monitors student and driver behavior during school routes while also recording the external environment. Any student violating the bus rules will be reported to the school and will be enforced through our "Strike" system.

## **Bus Service Handbook**

The Student/Parent Bus Service Handbook provides a comprehensive overview of bus practices, rules and regulations on the bus company website. Those using our services are expected to be familiar with its contents and supportive of its restrictions. Failure to read the handbook is the assumed risk of inattentive parents.

# **HOME & SCHOOL COMMUNICATIONS**

## **Parent Advisory Council (PAC)**

The Parent Advisory Council is appointed annually, and is typically composed of the Principal, the PR manager, and two parent representatives for each grade level (PAC and Class Parent). Members of this council are selected by the principal in collaboration with PR Manager and identified in the MAK Messenger:

- Act as a liaison between the school community and the Principal
- Assist in planning and/or running school social events
- 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

The PAC generally meets every month from 1pm-3pm in the Garden Conference Room. Meetings are open to the public, but participation in decisions is limited to Council members.

## **Calendars of Events**

In August of each year, parents can expect to receive a printed calendar with school events. The most up-to-date information, however, is available on the school's Google Calendar. Parents are encouraged to use these tools to plan ahead for our many school functions.

## **Complaints and Grievances**

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

A student or parent who feels that the teacher has not satisfactorily addressed their grievance may appeal to the principal. If there is no resolution, an appeal may be made to MAK's confidant, who will report all appeals to the Superintendent. We believe that this procedure of beginning at the lowest possible level clears up misunderstandings quickly and follows the Biblical principle stated in Matthew, chapter eighteen.

## **Email Lists**

Parents are each assigned to class email lists in the fall. Teachers frequently email these lists to communicate pertinent information. If parents are not getting these emails, they are encouraged to contact the front office to ensure their correct email address is on file.

## **Messenger**

Each week, a news bulletin of the school's news will be sent home to parents and posted on the MAK website. This is our *primary* communication tool with parents.

## **Parent-Teacher-Student Conferences**

Conferences will be held with the parents of each student at the end of the first and third quarters. Often, students are required to attend. They may be held at other times if desired by the teacher or parents and should be held as soon as possible when a need arises. Parents may contact the teacher in writing or by calling the school office to arrange a conference.

## **Parental Visits**

Parents are encouraged to visit the school to confer with the teachers and/or the principal. They are expected to make an appointment before coming to school in order to avoid disrupting the regular schedule and to enable them to observe the desired subject(s) being taught. Parents and guests are encouraged to attend chapel and assembly programs any time.

## **Report Cards**

All student report cards are issued at the end of each quarter and made available to parents at that time either electronically or in paper form.

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

## **Student Progress Reports**

Student Progress Reports are email notifications sent by the Principal to the parents of all students not doing acceptable work. This email will include instructions for how to access teacher comments in PowerSchool on how to improve. Students are usually included in this communication. This is generally done at the halfway mark of each quarter.

## **Volunteering**

MAK enjoys a great deal of support and help from parents. There are opportunities for one-time and ongoing assistance. Some of the ways parents might provide a helping hand include serving on the Parent Advisory Council, substitute teaching, chaperoning field trips, serving as an after school coach or activity supervisor, helping with classroom clerical tasks, helping teachers with class parties, being a library aide, being a lunch room assistant, guest speaking in a class or chapel, helping with health screening, or working with the school administrative assistants.

## **Website**

The school website includes much important information including the school calendar, contact information, admissions information, the MAK messenger, and the parent-student handbook. It also includes links to our vibrant social media outlets. The school's website is located at: [kaohsiung.mca.org.tw](http://kaohsiung.mca.org.tw).

# MAP TO MAK

