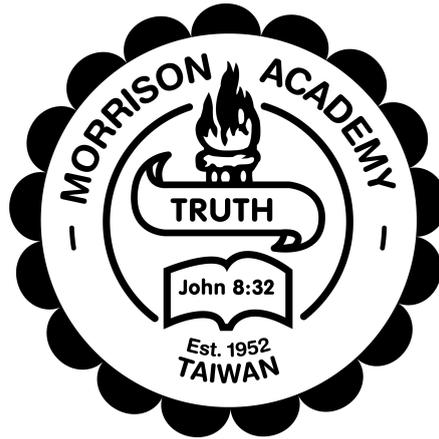


# Elementary School

## Parent & Student Handbook

2023-2024

高雄馬禮遜學校  
MORRISON  
ACADEMY  
KAOHSIUNG



# MORRISON ACADEMY

Established 1952

## KAOHSIUNG CAMPUS

Established 1974

# Elementary School Parent & Student Handbook 2023-2024

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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 2023-2024 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.

At MAK, we pride ourselves on being a school community focused on educating the whole child while finding innovative ways to make learning relevant and meaningful for our students. We believe in creating safe learning environments to ensure that students' academic, behavioral, social-emotional, and spiritual needs are met while also providing students with the opportunity to demonstrate the love of Jesus Christ to one another throughout the learning process. Our vision statement echoes these core values: The MAK school community engages “all students to experience a quality, biblically-integrated education so that each one will be equipped to impact the world dynamically for Christ.”

I am so thankful to be a part of a school community that strives to love God and love people. For this reason, I am excited about our school theme, as our goal will be to REACH OUT to our community and city. This year's school theme is “**Let's MAKE a Difference,**” based on **Matthew 5:16**, which says, “*In the same way, let your light shine before others, that they may see your good deeds and glorify your Father in heaven.*” Indeed, my hope is that we will make an intentional impact both within and outside the classrooms that honors God and encourages one another. Whether big or small, may all our good deeds glorify Jesus!

I believe that MAK has the best school community, and I am committed to fostering a culture of listening, trust, respect, and collaboration. I am confident we will achieve great things this year and beyond with our collective effort and dedication. I look forward to serving alongside you as we continue to support one another and make our school a place where everyone can thrive and grow. Let's go, Sharks!

In Him,  
Daniel Kim, Ed.D.  
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, Chiayi, 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, 2010

# 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.

# 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.

## 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).

# CURRICULUM & INSTRUCTION

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

At MAK our elementary program gives students a strong academic and social foundation that will help them as they grow and develop into maturing students. Our goal is to provide each student with quality academics and a caring community.

### **Academic Excellence**

Elementary students at MAK study the following core courses: Language Arts, Math, Science, Social Studies, and Bible. In addition, students also take special classes such as Library, Art, Music, Physical Education, and Chinese that help students to become well-rounded individuals. Our teachers diligently work to assist students in reaching their academic goals each year.

### **Learning Beyond the Classroom**

To reinforce the academic content learned in class, teachers often take students on field trips so that students can have a first-hand look at the world around them. Some places that our students have gone on trips include: Tainan Zoo; Meinong; Kaohsiung Science Museum; Love River for the lantern festival; an area of rural Taiwan to explore farming life; an active mud volcano; Sontenkan, a living ideas farm; and Wushulin, a sugar refinery and old railway! We also have a very exciting after school activities program that meets twice a week for elementary students. Students can choose from a wide variety of extra-curricular activities including cooking, martial arts, sports, computer, string ensemble, and much more. Students enjoy using this time to explore their gifts and talents.

### **Character Development**

In addition to academics, we also emphasize character development. Each fall our elementary students participate in CommUNITY Week, which focuses on behavioral standards and strategies for making good choices. Additionally, daily Bible classes focus on what it means to follow Jesus, and students memorize Bible verses to help them remember important biblical truths. Students are able to further their spiritual and character growth through our weekly chapels.

### **Building Community**

To promote a caring community, our elementary teachers often rally together for joint events in which all elementary students and parents can participate. Past elementary school programs include the Character Parade, Thanksgiving Dinner at School, Reading Day, and Spiritual Emphasis Week. Our helpful parent volunteers work together with teachers to create these meaningful experiences for our elementary students.

Our elementary school at MAK is deeply committed to helping students grow and develop by providing them with both quality academics and a caring community.

## **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.

## **Mandarin Chinese Class**

Mandarin language instruction is required for all students in kindergarten through grade eight, except in special circumstances. In the elementary grades, Mandarin is taught 30 minutes each day.

## 1. Philosophy of Mandarin:

- a. Morrison's Mandarin program is a foreign language program, rather than a bilingual program. This is similar to an American taking Chinese or Spanish in a US school. b. It is a standards-driven and themed-based curricular program that teaches all students (as a foreign language)
  - i. the Fives Cs (Communication, Cultures, Connections, Comparisons, and Communities)
  - ii. four basic tenets (listening, speaking, reading, and writing) of language learning as well as Christian concepts.

## 2. One Track System:

- a. **NO more Heritage and Discovery: We no longer have Heritage and Discovery tracks in Mandarin.** Now it is all one track that can be moved up easily with no concerns about when and how a student can “cross over” to Heritage. Now a student at Morrison can clearly see their destination as they move through the program.
- b. **Proficiency-Based:** Students will move to the next course at the end of the year if they are proficient on standards and placement assessment for that course. Proficient is “Mastery” in K-8 and “Proficient (6)” in HS with most/all course standards. There will be times that students will remain in that course for additional school years if they are not meeting the standards and able to pass the placement test.

## 3. Textbooks:

- a. We do not ask any curricular area to follow a textbook solely. Mandarin teachers have been asked to teach the standards and will not be having students work through any texts or workbooks. Practice and classwork will be worksheets, notebooks, and technology and not a single textbook or workbook.
- b. Our primary resource will be [Level Chinese](#) which will be a combination of independent practice and resources for whole-class instruction.

## Music

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

## Physical Education

The goal of the Physical Education program is to engage students in a variety of physical activities and teach them skills appropriate to their age and maturity level. Our purpose is to

help them discover areas of activity that they enjoy and can further explore as a means of maintaining personal physical fitness. At the elementary level, Physical education classes are offered every day for 30 minutes each day, at the middle school level students take PE every other day, and it is a credit requirement in high school.

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

### **After School Activities**

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

### **Athletics Philosophy**

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 elementary and middle school levels, and competition becomes the stronger theme for high school athletics.

### **Academics and Behavior**

Restriction from sports or ASA activities is not an encouraged form of discipline. However, in cases of behavioral or academic difficulty, the principal, with parental notification, may restrict participation.

### **Field Trips**

Well-planned class field trips are an important part of our learning experiences. They enable students to see, apply, explore and/or experience what is being studied in the classroom. Teachers plan for these carefully and parents are informed about them beforehand. All school rules apply on all field trips and on all school-sponsored events on the school campus and away from it. We encourage (and often invite) parents to go with us as well. Care is taken to use as safe a means of transportation as possible.

### **Personal Devices**

MAK elementary students are expected to keep all personal devices at home. If students have a personal device for communicating with parents before and after school, this should be turned off and kept in the student's backpack throughout the day, except with teacher

permission and supervision of use. Wearable devices such as Apple Watches are considered personal devices, and ES students should keep these at home. If a personal device is used during school without the explicit permission of a teacher, the device will be confiscated and consequences given.

## Grading

### Monitoring Student Achievement & Success

Student progress is reported to parents throughout the school year. The school sends formal Report Cards home each quarter. Parents of those students who are not achieving at a satisfactory level at the midpoint in each quarter are notified using Progress Reports. Every parent will be expected to attend a conference with his or her child’s teacher twice a year—at the end of the first and third quarters.

### Elementary Grading Symbols

Elementary students receive both a process grade and a product grade. The following explains the symbols used on elementary report cards for product and process grades:

#### Elementary Grading Symbols (K-5)

Product Symbols	Process Symbols
<b>M</b> = Mastery	4 Always
<b>NM</b> = Near Mastery	3 Usually
<b>M</b> = Developing Mastery	2 Sometimes
<b>R</b> = Remediation	1 Rarely

### Glossary of K-5 Report Card Terms

- **M (Mastery)** = The student usually understands and can apply the concepts/skills of this subject area at the benchmark expectation.
- **NM (Near Mastery)** = The student is learning the basic concepts/skills of this subject at a developing level; he/she is working to reach the benchmark expectation.
- **DM (Developing Mastery)** = The student is beginning to show understanding of a concept or skill, but still needs to spend more time in instruction and practice of this skill/concept.
- **R (Remediation)** = The student does not yet exhibit an understanding of the necessary concepts/skills and/or does not complete tasks; he/she is below the needed level of accomplishment.

(Procedure #260)

## **Practice Work (Homework)**

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

## **Purpose**

Middle and 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

## **Research Findings**

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

- It is more positive for learning to distribute material across several smaller assignments than to concentrate on larger units of material over a short time.
- Practice work assignments for students with identified learning disabilities should be short and focused on reinforcement of skills and class lessons.
- Monitoring of assignments for students is necessary for all and critical for those with identified learning disabilities and/or an English language deficiency.

- Individualization of basic practice work assignments for those without an approved modified program has proven not to result in substantial benefits which justify the amount of additional teacher time required.
- Practice work should involve parents' encouragement, oversight, and monitoring of study management by their student. Practice work assignments should keep required parental involvement in the academic content to a minimum.
- Practice work should be evaluated soon after completion.

**Suggested Amounts**

Keeping these considerations in mind, Morrison suggests the following maximum average<sup>1</sup> 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. These extension opportunities could be in the form of extension worksheets or links to relevant educational websites.

<b>Grade</b>	<b>Maximum Average* Minutes Per Grade Per Night**</b>
K	10
1	20
2	30
3	40
4	50
5	60

*Notes:*

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

\*\*"Per night" means outside of the actual class time period even if/when practice work is started during class.

## **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:

- 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.
- Should be willing to listen to students read or practice presentations, help students with memorization, etc. if needed, especially in the early grades.
- Should be monitoring completion of practice work for students in Grades 1-8.

## **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.

# ADMISSIONS/ATTENDANCE REQUIREMENTS & PROCEDURES

## Enrollment Policy

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

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

- First Priority: Children of missionaries (definition in policy #1613)
- Second Priority: Children of Christian Workers (definition in policy #1614)
- Third Priority: Other Children

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

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

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

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

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

Upon initial entrance into the elementary school, parents are requested to present proof of age. It may be in the form of a birth certificate, a passport, or some other appropriate official government document (*Policy # 5205, 5210, 5220*).

### **Registration Procedure**

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

Acceptance for continuing students is official, and registration complete, only after the Re-registration Form has been submitted via Power School AND the Registration Fee has been paid.

### **School Fees**

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

## **Grade Placement**

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

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

Students identified as having special needs or ELL needs will be placed according to [Policy #5240](#) (Special Needs Students) or [Policy #5250 \(English Language Learner\)](#), respectively. In cases of high achievement, students normally will not be placed ahead of their age appropriate grade (*Policy #5230*).

## **Learning Needs/English Language Learner (ELL)**

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

## **Referral**

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

- observations to be done by someone other than the teacher making the referral comparison of the student's work with other students in the class
- a conference with the classroom teacher, ELL teacher, observing teacher, and others as needed
- the administration of screening tests

*(Procedure #287)*

## **Attendance**

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) (see more below). 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. (makoffice@mca.org.tw)

## **Absence**

### **Absence for Reasons of Illness**

Parents should call the school office to report that their child is sick. In cases of extended illness, the school may request a note from the attending physician.

### **Absence for Reasons Other than Illness**

Except for absences caused by illness, students are expected to attend classes when school is in session. Requests to be absent are to be made to the school principal in writing or by telephone early before the absence occurs. This procedure gives opportunity for the school to reflect to the parents the possible effects of the absence and/or together make some alternative study arrangements. Knowing class work and assignments ahead often enables the student to turn in made-up work when he/she returns. All secondary students should complete a Student Absence Form prior to a planned absence. Students whose work is marginal should be aware of the possible consequences of missing school—such as poor or non-passing grades as a result of missed instructional time. In most cases simply completing practice work missed may not result in as high a grade since vital classroom participation is missed.

If a student's unexcused absences exceed eight (8) days in a semester, a recommendation for termination of enrollment may be made by the Principal to the Superintendent. Generally, excused absences are given for sickness, doctor's visits, necessary trips to government offices and approved school trips. Most other absences are unexcused. Parent notes will not necessarily result in an approved excused absence. The Principal may excuse a student's absence due to special events or extenuating circumstances. Regular attendance is basic to a child's ability to learn successfully in school (*Procedure #250*).

### **Tardiness**

Students are tardy who are not in their classrooms when the bell rings for the beginning of the school session, or the beginning of any class period. An excused tardy requires a note from the teacher of the preceding class or from the office. If a student is frequently tardy, his/her parent will be notified.

### **Withdrawals**

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

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

### **Discontinuation of Enrollment**

The Superintendent, after a referral from the Principal, may discontinue a student's enrollment for the reasons outlined in Policy #5351 CONTINUING ENROLLMENT. The administration will insure that all aspects of discontinuation 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 discontinued. Parents may appeal to the Board of Trustees in writing within one week after official notification of discontinuation of enrollment (*Policy #5540*).

### **Student Illness or Injury**

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

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

# GUIDELINES

## General 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.

## Elementary School Expectations

### General Rules

- Toys and other valuables should stay at home.
- Students (K-5) may use their student ID to buy snacks and drinks at the vending machines after school only. The vending machines do not accept cash.

- Students may only eat snacks their parents have provided for them.
- Students may share a birthday treat with the class if parents have made prior arrangements with the classroom teacher.
- Students may bring a water bottle filled with water to drink from during class.

### **Morning Courtyard Rules**

- Students are to remain in the elementary courtyard (grades K-3) or covered play area (grades 4-5) from arrival at school to morning dismissal
- Play safely and no rough play

### **Playground Recess Rules**

- Play safely and no rough play
- Include others, and display good sportsmanship
- Use Kelso's Choice if you have a problem with your friends
- Share equipment, and clean up at the end of recess (balls in the ball bin at the end of recess)
- Keep pebbles in the playground; do not throw pebbles at other students - Eating only allowed on the sidewalk adjacent to the building. After students exit the building for recess, you may not enter again without the permission of a teacher (Use the outside bathroom)
- Do not adjust or hang on basketball or soccer nets
- Do not climb on the trees or jump over the hedges during recess time
- Only two students are allowed on each swing at one time.
- Keep your shoes on at recess

### **Lunchroom Rules**

- Wash your hands before eating
- Stay in your seat and eat your lunch quietly
- Keep your hands and feet to yourself
- Ask for permission from the lunch supervisors before leaving MPR
- Put all dishes, garbage, recycling, and leftover food neatly in proper bins - Do not run in the MPR

### **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.

### **Discipline Philosophy**

Discipline is a vital part of a school environment. Under-discipline creates chaos, bad habits, and even danger. Over-discipline incites fear, short-term fixes for more significant problems, and even rebellion. Both create an unhealthy learning environment. MAK seeks to find the right balance in discipline through a philosophy that has our faith at its center.

One of our primary emphasis in discipline at MAK is to implement restorative practices, which is our major goal as a Christian school. We believe in clear consequences for poor choices, but it is vital that these consequences are given with good communication and follow up. Teachers and administrators are expected to be firm but to temper their communication and consequences with love in understanding and addressing the underlying reasons for students' hurtful behavior and nurture their intrinsic desire to treat others with care and respect. Consequences should be logical, fair, appropriate, and consistent.

Our second emphasis in discipline is the belief that students are bearers of the image of God. Discipline should maintain the dignity of the student, and communication should be clear and respectful. Discipline should be clearly about judgment of behavior rather than about judgment of a student's soul; the Gospel should be at the heart of these conversations.

Additionally, our staff tries to separate "common misbehavior," like talking out of turn or being rude, from "serious misbehavior," like bullying or vandalism. Doing so helps us to decide on the best type of consequence.

Finally, MAK believes in the value of positive reinforcement. Our elementary classes typically use reward systems for good behavior, and our middle school uses its House System for encouragement in good behavior.

### **Behavior & Discipline in the Elementary School**

Behavioral expectations in the elementary school are framed through the 3 Bs:

1. **Be Safe** (Moral and Ethical Citizen)
2. **Be Responsible** (Wise and Responsible Steward)
3. **Be Respectful** (Moral and Ethical Citizen)

When a child behaves properly, staff are encouraged to note how that positive behavior fits within this paradigm; when a child behaves negatively, students are asked to consider how their behavior falls outside one or more of these "3 Bs." Parents are encouraged to use this same framework at home.

When it comes to consequences, our elementary staff uses the following protocol:

	<b>Offense</b>	<b>Consequences</b>
<b>Level 1 (Common Misbehaviors)</b>	<ul style="list-style-type: none"> <li>• Unkind words</li> <li>• Rude behaviors</li> <li>• Physical contact of another student resulting in little or no harm to the other person</li> <li>• Breaking classroom rules</li> <li>• Disrespecting teachers or peers with words or actions</li> <li>• Running in the halls</li> <li>• Inappropriate use of Chinese or English in class</li> </ul>	<ul style="list-style-type: none"> <li>• The student will receive an in class consequence</li> </ul>
<b>Level 2</b>	<ul style="list-style-type: none"> <li>• Swearing or other perverse language</li> <li>• Stealing</li> <li>• Intentionally cruel verbal behavior that purposefully shames</li> <li>• Harmful physical contact resulting in serious physical harm to another person (punching, kicking, pulling, biting)</li> <li>• Telling another student to do one of the above actions</li> </ul>	<ul style="list-style-type: none"> <li>• Reporting teacher will email the team leader and principal with a brief write up about the infraction</li> <li>• The consequence will be determined and given by the team leader or principal</li> <li>• The classroom teacher will send an email to the parents letting them know what happened and the consequence for the student</li> </ul>
<b>Level 3</b>	<ul style="list-style-type: none"> <li>• Any serious offense from Level 2 that is repeated more than once</li> <li>• Bullying, either physical, verbal, or</li> <li>• Online</li> <li>• Inappropriate touching of private parts</li> </ul>	<ul style="list-style-type: none"> <li>• Parent meeting with teacher, principal, and/or team leader may be arranged</li> <li>• Student may receive a suspension, either in school or out of school</li> </ul>

### **Probation**

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

The Principal will document any such action and will inform the Superintendent when and why a student is placed on or taken off of probationary status. Furthermore, the parent/guardian will be notified verbally and by registered letter at the time their child is placed on probation. If the parent does not read English, then whenever possible a translation in the parent's mother tongue will be provided (Policy #5532).

## **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 how the student's Process Scores will be affected for that grading period. 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, 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*).

## **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. It is the student’s responsibility to clarify what is acceptable for a specific teacher, if they are in doubt.

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.

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.

Because elementary students are growing in their understanding of ‘sharing work,’ in need of lots of guidance, cheating and plagiarism will generally be treated as a “Level 2” offense. Much teacher and administrative disciplinary action will be affected by context.

## **Student Dress & Appearance Standard**

At MAK we seek to promote cleanliness, neatness, modesty, and respect for the host country and western cultural customs in our dress. Because appropriateness depends on age, we separate elementary and secondary dress standards.

### **Elementary School Standards**

#### **K-5 Policies:**

- K-2 Girls wearing dresses and skirts of any length must wear shorts under them. 3-5 Girls wearing dresses and skirts above knee length must wear shorts under them.
- Shirts and dresses must have at least 3 cm straps at the shoulders.
- Shirts must be long enough that stomachs will not show.
- Sandals may be worn to school as long as the child has sneakers to change into for PE

If any students break the dress code, a written warning will be sent home. The warning must be signed by parents and returned the next day.

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

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

### **Use of Playground & Facilities After School**

Parents are encouraged to pick their children up from school immediately after school dismissal unless they are involved in an after school activity. The school is not responsible for students after dismissal unless they are involved in an official school function. If EMS students are on campus after school hours and not attending a school activity, they are expected to follow school rules and should remain in the office. Students not following school rules may lose their privilege of being on campus after school. The campus closes at 4:30, and all students will be required to leave the campus at that time.

### **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.

### **Visitors**

**All visitors to the school, including parents and former students, are required to check in and out through the school gate guard and 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.

### **Care of Campus**

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

### **School Schedule & 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 EMS students to enter at 7:50 a.m. The campus closes each day at 5:30pm with the exception of planned school events in the evenings.

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.

### **Child Abuse / Harassment**

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

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

### **Reporting Harassment**

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

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

- Principals or their designee
- Counselor

- Superintendent
- Board of Trustees Chair

*(Policy #5460)*

### **Fire & Earthquake Drills**

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

### **Typhoons**

In the event of an approaching typhoon, school may be canceled. Parents will be notified by Line or 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.

# 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.

## 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  $59\mu\text{g}/\text{m}^3$  or higher or the PM10 reading is  $150\mu\text{g}/\text{m}^3$  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
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## 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 fro to 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

