

MORRISON ACADEMY TAICHUNG CAMPUS

Elementary and Middle School Parent / Student Handbook

Founded 1952

**136-1 Shui Nan Road
Taichung, TAIWAN 40679**

Mr. Seppie Myburgh, Principal
Main Office.....(04) 2292-1171 ext 301
Office Fax.....(04) 2295-6140
Admission Office.....(04) 2292-1171 ext 501

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

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Introduction

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, the World Venture, and the International Mission Board of the Southern Baptist Convention. The school is registered with the Chinese government as a foreign school and is accredited by the Western Association of Schools and Colleges in the United States.

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

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

The Taichung campus has eighteen acres with classrooms, libraries, an auditorium, a gymnasium, a swimming pool, athletic fields, tennis courts, playgrounds, dormitories with dining facilities, and faculty residences.

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, Kaohsiung and Chia Yi. On the Taichung campus there are three divisions: the elementary school which includes grades kindergarten through five; the middle school, which encompasses grades six through eight; and the high school, with enrollment in grades nine through twelve. There are dormitories operated by Morrison's Boarding Division which are primarily for students in grades nine through twelve.

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.

Purpose Statement

The purpose of Morrison Academy is to meet the educational needs of the children of missionaries throughout Taiwan.

*Revised by the Board of Trustees
Jan 12, 2010*

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

Vision for our Learners

A Statement of School-wide Learning Expectations

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

Spiritual Discerner
Effective Communicator
Critical and Creative Thinker
Life-long Learner
Moral and Ethical Citizen
Wise and Responsible Steward

Revised by the Board of Trustees

March 25, 2014

Curriculum / Instruction

Elementary

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

Middle School

The middle school, grades six through eight, utilizes a semi-departmentalized program. Students move to several different classrooms each day where they meet with the respective teachers for Bible, language arts, math, social studies, science, physical education, Chinese, and guidance. Five periods a week are devoted to exploratory electives that allow students to choose from various courses including music, art and computer. The school utilizes USA- adopted textbooks and classroom resources.

Bible Instruction

As a Christian School, Bible instruction is a regular part of the curriculum at Morrison Academy. Therefore, Bible classes are required for all students. The school generally uses the New International Version (NIV) for the sake of uniformity and ease of understanding. The school provides each new student with a personal Bible. During your child's course of study he/she will be confronted with the following concepts:

1. There is one true God.
2. All things were created by God.
3. We come into this world and we leave this world only once.
4. Because of our infidelity to God, we have a broken relationship with God.
5. Because God is righteous, He cannot overlook our infidelity. There **MUST** be punishment for our infidelity. 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, living by an established standard.
7. Because of His love for us, God has intervened on our behalf.
8. God became a man in the person of Jesus Christ.

9. When Jesus was executed on the cross, He (God) was being punished on our behalf. He rose again and defeated death.
10. The only way to have a right relationship with God is by first, accepting that we have been selfish and that we have not sought what God wanted but what we wanted; secondly, accepting the forgiveness that God offers us through Jesus' death and resurrection; finally, turning to God, no longer seeking what we want, and accepting what He wants for our lives.
11. If we choose not to accept God's provision for righting our broken relationship with Him, that in itself is a decision to remain eternally separated from God.
12. When our relationship with God has been restored, God's spirit indwells us and enables us to live a life according to His purpose.
13. When we have a right relationship with God we have meaning and fulfillment in this life and in life after death.

Chinese (Mandarin) Class

Chinese language instruction is required for all students grades one through eight, except in special circumstances. Four levels of instruction, beginner to advanced, are provided for each grade Kindergarten through second, and there are six levels of instruction for third through eighth grades. Student entrance into the program is through a placement test and teacher evaluation. The program's emphasis is on developing/using a practical conversational base and on gaining some knowledge of Chinese culture. The program focuses on Mandarin as a second language and does include some writing of characters. Parents who question their child(ren)'s placement level may contact the principal and request consideration of a re-test and possible trial placement at a different level. Among the aspects involved in the Mandarin language instruction are regular language instruction, singing, games, and aspects of Chinese culture and history.

Co-Curricular Activities

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. We encourage (and often invite) parents to go with us on these trips. Care is taken to use as safe a means of transportation as possible.

Elementary Activities

AFTER SCHOOL SPORTS—After school sports for elementary grades are coordinated and coached by parent volunteers. Arrangements and scheduling are done through and with the approval of the EMS athletic director.

AFTER-SCHOOL STRINGS—A strings class for elementary students is conducted after school.

Middle School Activities

DRAMA—The middle school often produces a play in the spring for the public. Most rehearsals are scheduled several days a week immediately after school.

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

The season for each sport ranges from five to seven weeks. Practices will be coordinated and run by volunteer coaches. Practices are generally from 3:15-4:30, two or three times a week. There will be a tournament at the close of each season.

Student requirements for participation will be as follows:

- ❑ **Parental Permission:** Signed parental approval of student participation in the middle school sports program will be required prior to practice or competition.
- ❑ **Personal Commitment:** Students will be required to attend 60 % of all practices and all scheduled games. This record is monitored by the coaches. Parents and teachers are encouraged to provide assistance in the areas of coaching.
- ❑ **Physical Examinations:** Students are required to have an annual physical examination in order to participate in middle school sports. This physical must be completed prior to practice or competition.
- ❑ **Athletic Insurance:** Students participating in the middle school sports program are required to have medical insurance coverage.

Grading

Monitoring Student Achievement & Success

The progress of each student should be reported to parents of the student periodically throughout the school year. At the present time we are formally reporting to parents at least once per quarter using **Report Cards**. In addition, parents of those students who are not achieving at a satisfactory level at the midpoint in each quarter are notified using **Progress Reports**. Moreover, every parent will be expected to **Conference** with his/her child(ren)'s teacher twice a year—once at the end of the first quarter and again at the end of the third quarter. The bell curve is used to rank large samples of students which reflect the achievement of the general population. Morrison Academy's small student body is not reflective of the general population, and as a result achievement is skewed to the upper end of the normal bell curve. **Therefore, the use of the bell curve, at Morrison, is an inappropriate tool for determining grades.**

The report of student achievement parallels the development of students at various stages in their school career. In addition, the reporting of student achievement is intended to reflect an assessment system that is based on **rubrics that describe levels of attainment**. This is consistent with the research found in *Enhancing Instructional Practice*, which serves as the basis of our Teacher Assessment Program.

ELEMENTARY Grading Scales: Kindergarten - 5th

| Kindergarten Grading Scale | 1st-5th Grading Scale | Additional Key for Kindergarten - 5th |
|-----------------------------------|------------------------------|--|
| | E = Excelling | NA = Not Assessed |
| S = Secure | P = Proficient | + = Subcategory Satisfactory |
| B = Basic | B = Basic | - = Subcategory Unsatisfactory |
| U = Unsatisfactory | U = Unsatisfactory | * = Modified program |

Grade Calculation for Elementary Classroom and Middle School Quarter/Selective Courses:

| | |
|---------|----------------|
| 90-100% | Excelling |
| 77-89% | Proficient |
| 60-76% | Basic |
| 0 - 59% | Unsatisfactory |

Glossary of K-5 Report Card Terms

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

S (Secure) (...only used with Kindergarten and replaces the 'excelling' and 'proficiency' ratings) = The student understands and uses the concepts/skills of this subject at a satisfactory level.

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

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

U (Unsatisfactory) = The student does not yet exhibit an understanding of the necessary concepts/skills and/or does not complete tasks; he/she is below the needed level of accomplishment.

Additional services = When noted on the report card, this indicates that there is a provision of LEP (Limited English Proficiency) and/or Special Needs services for which the parent pays additionally. Enrollment is based on school identification of need and parent approval. When marked, a copy of the IEP evaluation is included with the report card.

Modified Program = When noted on the report card, this indicates that in this area of study, the student's program has been adjusted from the standard school expectations in order to meet individual need(s) and/or circumstances. This is done and indicated only with principal permission and will normally be limited to those receiving additional special needs services.

MIDDLE SCHOOL GRADING SCALE: The following is an explanation of the scale that will be used on the report cards.

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

Quarter/Selective Courses:

Conduct:

| | | |
|---------|----------------|--------------------------------------|
| 90-100% | Excelling | 1 = Excellent Behavior |
| 77-89% | Proficient | 2 = Satisfactory Behavior |
| 60-76% | Basic | 3 = Unsatisfactory Behavior at times |
| 0 - 59% | Unsatisfactory | 4 = Unsatisfactory Behavior often |
| | | * = modified program |

Homework

Homework is a cost-effective instructional technique. It can have positive effects on achievement and character development and can serve as a vital link between the school and family.

Purpose

Homework should have different purposes at different grades. There is a consensus that: Kindergartners benefit from being read to and having involvement with skills which expand their horizons but do not involve independent study.

Elementary (grades 1-5) school students should be given homework to:

- ❖ Develop good study habits
 - Foster positive attitudes toward school
 - Communicate that learning takes place at home as well as at school
 - Provide time to practice and extend learning begun in school

Middle school students should be given homework to:

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

Homework is assigned learning experiences intended to be completed outside of that class's scheduled time. It usually focuses on one of four major goals:

- ❖ Practice of skills introduced in class
- ❖ Extension of skills into new areas of study
- ❖ Preparation of new material to be introduced in class
- ❖ Integration of skills that are applied to a single project

Research Findings

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

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

Suggested Amounts

Keeping these considerations in mind, Morrison suggests the following average* student/grade-level amounts of focused homework outside of class with the recognition that a student who is struggling will need to take more time and/or a lighter load:

| | |
|---------------|---|
| Kindergarten: | 0-20 minutes per night** |
| Grades 1-3: | 10-45 minutes per night, covering all subjects |
| Grades 4-6: | 35-90 minutes per night, covering all subjects |
| Grades 7-8: | 60-120 minutes per night, covering all subjects |

Notes:

Individual music lesson practice is not included in these academic totals.

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

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

Roles and Responsibilities

Principals are responsible to:

- ❖ Communicate the homework policy.
- ❖ Monitor the homework policy.
- ❖ Coordinate implementation as needed.

Teachers are responsible to:

- ❖ Clearly indicate to students how the assignment is related to the topic under study.
- ❖ Indicate the purpose of the assignment.
- ❖ Define how the assignment might be best carried out.
- ❖ Stipulate what the student needs to do to demonstrate successful completion of the assignment; this involves communicating carefully at the beginning of the assignment the criteria which clarify the teacher's expectations.
- ❖ Evaluate and give prompt feedback.

Parents:

- ❖ should rarely be asked by the teacher to play a formal teaching role in homework.
- ❖ should be asked to create a home environment that facilitates student self-study.
- ❖ with the primary grade children, may have direct involvement in listening, memorizing, etc.
- ❖ should be monitoring completion of homework for students in Grades 1-8.

Miscellaneous

Short-term, required homework is not to be given over calendared vacation times which are two (2) school days or longer (i.e. Thanksgiving, Spring vacation, etc.). Students need the break and family times. It is a good time for the students to work on make-up and/or long-term projects if needed. It is wise to remind students of incomplete work before these vacation times. Students may decide for themselves as to working on long term assignments during these times. Teachers should also consider tournament and retreat weekends when these affect a large segment of their students. Additionally, long-term projects should never be due a day or two after a vacation.

Homework should not be seen as a primary way of completing the textbook and/or used as a method of discipline.

Conclusion

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

Music

For a full description of all music offerings, please refer to the music brochure included in your child's registration packet and available from the campus business office.

In addition to classroom music instruction, the following beginning group lessons are available:

Head Start Strings – grades 2-3 (after school instruction; a fee is assigned)

Beginning Strings – grades 4-8 (free instruction during the school day)

Beginning Band – grades 5-8 (free instruction during the school day)

Classical Guitar Class – grades 6-8 (elective course offered some years)

Private lessons on piano are offered to students beginning in grade 4. Private lessons on all other instruments are available after students complete one of the above beginning group classes (students are encouraged to take lessons for at least 1-2 years after completing group lessons). All middle school students taking private music lessons participate in one of the performing classes (choir, band or orchestra). Because most of our teachers are not available after school, lessons are taught during the school day (students are taken out of a class chosen by parents for one half-hour lesson per week). There is an additional fee for lessons, which will be added to your bill after submitting the Music Registration Form. Students will be informed of their teacher and lesson time at the end of the first week of school, with lessons beginning the second week of school.

Concerts are presented twice yearly at Christmas and in the spring. Middle school students take part in the annual Middle School Music Festival in the spring along with students from Bethany and MAK. All students enrolled in performing groups are expected to participate in these events. Parents are encouraged to support their children by attending concerts.

Middle school students enrolled in choir, band or orchestra need the following uniform items: **Guys** White long-sleeved dress shirt with collar, long dark dress pants (black, dark navy blue, dark gray, dark brown; no jeans or sports pants), dark socks (no white socks), dark shoes (dress shoes, if possible). We provide a long blue tie.

Girls White long-sleeved blouse that can be tucked into a skirt, dark closed-toe dressy shoes (no sandals), flesh-colored hose (optional—no white socks). We provide long blue skirts.

Physical Education

The goal of the Physical Education program is to engage the student 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.

All students are required to participate in Physical Education classes unless they are excused by a physician, the principal, or the school nurse. Students who are excused from P.E. classes, due to sickness, or injury, may not be allowed to participate in recess. All students should wear non-scuff tennis shoes for their P.E. classes. Seventh and eighth graders are required to dress out in P.E. uniforms for class. These students purchase uniforms at the beginning of the year from the P.E. department. To promote personal cleanliness, middle school students, at teacher discretion, are also required to shower following P.E. Towels are provided.

Exploratory Courses

Exploratory Courses are offered every quarter, six periods a week, to students in grades six through eight. The course electives are varied and most are exploratory in nature. This allows students to choose from a variety of classes based on their interests.

Admissions

General Information

Morrison Academy focuses on the needs of the children of missionaries and stresses a Christ-centered perspective, a quality education, and a nurturing school culture. There are schools in Taipei (K-9), Taichung (K-12), and Kaohsiung (K-12). Boarding facilities are provided only in Taichung. Details of admissions policy and priorities are found at the admissions web page: <http://admissions.mca.org.tw>

Payment of 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 on the date shown on the billing statement. Where circumstances require, parents or the student's sponsor, guardian, or sponsoring organization may discuss an alternative method of payment with the Principal or Director of Operations.
4. Payments are due as follows:
 - At the time of registering for the school year, the full registration fee is required. The registration fee must accompany a registration form.
 - On the date published on the statement, the balance of all school fees and charges for each semester will be due for all students. Accounts not paid by the due date will normally 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. As a service, statements will be mailed to the address stipulated by the custodial parents/guardians upon their request. Accounts are due and payable as previously specified whether a "statement" has been received or not.

7. Payments are payable to Morrison Academy at the Business Office in Taichung, Bethany or Kaohsiung. Payment through the Postal System is recommended.
8. 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 |

Grade Placement

Students are ordinarily placed into the appropriate grade as indicated by their previous schooling. When students are transferring from another system of education and placement may be questionable, the following factors are considered in deciding grade placement: past school records, chronological age, evidence of maturity, results of entrance or other standardized tests, English language ability, and personal interview.

Attendance

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

Absence for reasons of illness:

- Parents are asked to call the school office to report that their child is sick.
- A student who has a fever is to remain at home until the temperature has returned to normal for 24 hours.
- A student reentering school after being absent must bring a written explanation from the parent, guardian, or dormitory parent, and give it to the homeroom teacher.
- 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 10 days 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.
- Parent notes will not necessarily result in an approved excused absence and may affect a student's grades.
- Knowing class work and assignments ahead often enables the student to turn in made-up work when he/she returns.
- Homework not turned in by the due date will normally receive a reduced or zero-percent (0%) grade.
- Students whose work is marginal should be aware of the possible consequences of missing school—such as poor or non-passing grades.
- In most cases simply completing homework missed may not result in as high a grade since vital classroom participation is missed.
- If absences for reasons other than illness exceed five days per semester, the principal may recommend termination of enrollment to the superintendent.

Tardiness

Kindergarten through 5th grade

- 1 – 4 tardies: teacher reminders
- 4 – 6 tardies: parents notified via email
- 6 – 8 tardies: parent conference

6th grade- 8th grade

- 4 – 6 tardies: team leader conversation
- 6 – 8 tardies: parents notified via email
- 9th tardy and beyond: parent conference

Withdrawals

Notify the EMS 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 EMS 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 EMS 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 EMS 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.

Termination of Enrollment

Student acceptance is based on the assumption that programs being offered meet the needs of the student. When, in the judgment of the school staff, programs and personnel resources do not adequately meet the needs of a student, parents are notified and a conference may result. A recommendation for termination of enrollment will be made by the principal to the Superintendent. The principal will notify the parent(s) after receiving authorization. Parents may appeal to the Morrison Board in writing within one week after notification.

Student Illness or Injury

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

Guidelines

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's 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 ones own original work.*" Many 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.

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.

Child Abuse and Harassment

Morrison Academy is committed to protecting all children and adults within the Morrison Academy community from abuse experienced at home or within the school's jurisdiction. Harassment means unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a nature that denigrates or shows hostility or aversion toward an individual because of his/her race, color, national origin, religion, gender, disability or age, made by someone from or in the educational or work setting. Child abuse is a general term to describe inappropriate, immoral and/or unethical behavior by a person toward a child where there is a difference in power based on age, or physical, intellectual or emotional capacity. It is the responsibility of all employees, adult volunteers and students to report any suspected abusive behaviors to a Morrison Academy administrator or counselor. If individuals believe that their harassment or abuse report has not been addressed then they may contact David McDermott (04-2422-5325 or david.mcdermott@mcdermottsales.com) for the Taichung community. For more information please refer to policies 1650, 1651, 3131, 5460, and 5705 at www.mca.org.tw

Closed Campus/ School Check Out

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

Discipline

Morrison's goal is training which leads students to walk with God so that, by submitting willingly to His control, their lives become more and more conformed to the image of Christ. Our desire is to develop character traits that will help them through life and will enable them to be used by God to their full potential.

We believe that all students have a desire to be accepted among their peers and to participate in their classroom/school community in a positive and constructive manner. We perceive a well-disciplined classroom as one in which students are relaxed and are free to operate freely within a structured framework which they understand clearly, accept, and cooperate with—without the need for constant reminders and punishment.

When students do not respond to positive techniques, refuse to cooperate, and/or disrupt the classroom, teachers should feel free to use outward pressure and punishment with a view to developing self-control and inward acceptance of the standards set by the teacher. If a pattern of misbehavior develops, parents will be notified.

In-school and out-of-school suspension, and expulsion may be used in serious cases and only at the discretion of the principal. When a student has in-school suspension, he/she is out of the classroom, but remains at school and is assigned a place to do school work.

The following can 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, can result in an immediate severe suspension and/or expulsion: smoking, drinking alcohol, or taking or supplying illegal drugs, premeditated maliciousness and/or destruction, immoral conduct including the supplying and/or possession of pornographic materials, or a disregard for authority and insubordination.

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. Specific details for each campus are outlined in the Teachers' Handbook. Directional routes for exiting a room/building are posted in each classroom.

Middle School Movie Procedure

The primary use of movies shown in the classroom is for instructional purposes. Teachers are to have previewed all movies and clips from the internet prior to showing them in class. Apart from titles included in the Morrison student or teacher library catalogs, any movies or parts of movies above an American PG rating require prior consent from the EMS Principal. A movie that will be shown in its entirety in class will be mentioned in the EMS Express, class newsletter or parent letter sent home by the teacher at least one week prior to showing.

Should a movie not meet with a parent's approval, an alternate assignment will be provided for the student to complete. Every effort will be taken to protect students from objectionable material. It is not the intent of Morrison teachers to desensitize students by unnecessary exposure.

Playground Guidelines

Students must remain within the designated playground area—the grass area behind the tennis courts. Leaving this area during recess time requires permission of the playground supervisor.

School Expectations

1. Students should arrive at school no earlier than 7:30 a.m.
2. Students are to be properly dressed according to the dress code.

3. ONLY with prior specific permission of the teacher or the office are students to bring knives, guns, martial arts weapons, playing cards, firecrackers, toys, and pets. If brought, these (and similar items) may be confiscated. Electronic devices including all phones and MP3 players should remain inactive and in the student's locker from 7:30 until school is dismissed. (Middle School)
4. Students are to park their bicycles in the designated area provided—preferably locked—and should not ride on the plaza.
5. Students are expected to come to class prepared.
6. Students are expected to respect the position and authority of teachers and administrators.
7. Students are expected to respect the rights and property of others.
8. Students are to walk, not run, on the plaza and walkways.
9. Students are to refrain from deliberately marking or defacing any school property.
10. 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 another person.
11. 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.).
12. Students are to resolve their frustrations and their disagreements with one another by other means than fighting and/or throwing stones, sticks, or dirt.
13. Students needing to leave the school grounds during school hours must obtain permission from the office and sign out prior to leaving. Students are not permitted to leave school without parental permission received in writing or by phone, or with the principal's permission. The student leaving the campus must be dismissed from campus by the office.
14. Students are to stay off walls, trees, basketball standards, roofs of buildings, and the water tower.
15. Students should walk on the sidewalks on all sides of the EMS building in order to protect the lawns.

School Year/Hours

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

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

The school day for all students is 8:00 a.m. to 3:15 p.m. on Monday, Tuesday and Friday. On Wednesdays and Thursdays, students are dismissed earlier at 2:50 pm due to teacher professional development meetings. Students should arrive no earlier than 7:30 a.m. Classrooms will be open for students to enter no later than 7:55 a.m. Unless engaged in a school-sponsored activity, students are urged to leave the school premises immediately after dismissal. There is no formal supervision after school dismisses.

Student Dress and Appearance Standard

Cleanliness, neatness, good grooming, modesty and a willing observance of our host country's customs/ regulations are standards we uphold. Bizarre or revealing styles such as see-through, tank tops (that reveal undergarments, and/ or are less than 2 inches in width across the shoulder), undergarments showing, minis, bare midriff/bare back styles, spaghetti straps, etc. are not acceptable. Spaghetti straps are allowed only for 8th grade recognition night, but strapless evening gowns are not permitted.

Revealing styles can result from how the garment is cut, the material which is used (thin and/or light-colored material through which undergarments can be seen), and how something is

worn. Some athletic shorts have a much looser leg cut and can also be revealing depending on how a student is sitting.

Shorts must be within 5" from the top of the knee. At no time should underwear be revealed.

Dresses and shorts are measured differently because they are different styles. Therefore, an appropriate dress/skirt length is when the hemline is within 2" from the top of the knee. If wearing tights, leggings, jeggings, or athletic leggings, the skirt, dress, shorts or top must *still* meet the dress code rule for dresses and shorts.

Shirts or tops are required for students at all times (other than in regular boys' sports practices). Slogans on clothing must be in good taste and complement the standards of our school.

No visible body piercing jewelry, other than on the ears, is to be worn during the school day.

These standards are applicable on all school days (from 7:30am-6:00pm), 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 will be required to change into suitable dress if called into the office. 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: the decision is the administrator's. If any part of this dress code causes uncertainty it is the students responsibility to ask.

Typhoons

In the event of an approaching typhoon, school may be canceled. Announcements of school closings will be broadcast on International Community Radio Taipei (ICRT) on FM 100. 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 as often as possible in order to create an English speaking environment at Morrison.

Use of Playground & Facilities After School

After school hours, or during vacations and holidays, unless students are engaged in a school sponsored activity, day students are urged to leave the school premises immediately upon dismissal. The official position of the school is that ***children who remain on campus after dismissal, or who go home and then return to play, do so at their own risk***. The school is not responsible for day students after dismissal unless they are involved in an official school function. If a parent is planning an after school activity of any kind a facility use form should be filled out and returned to the office.

School Services

Accident Insurance

Student accident insurance is provided for every student. This insurance is covered by Taiwan Life Insurance Company, Ltd. The maximum benefit for medical reimbursement is NT \$50,000 for a hospital stay and NT \$200,000 for surgery. The maximum medical reimbursement for regular medical cases is NT \$5,000 and NT \$1 million for death insurance.

All claims must be processed within 30 days of the accident and must include a doctor's certificate and receipts. Claim forms can be picked up from the business office. Completed forms with proper receipts should be returned to the business office for processing. The current insurance fee is paid by the School.

Computer Lab & Computer Center

The EMS Computer Lab is equipped with computers at individual student stations and a teacher work station. The technology teacher is responsible for both student and teacher access and training. Students are scheduled into the lab in classes, and are also permitted to use the lab on an individual basis. Students may also use the EMS Computer Lab for research or projects.

EMS Guidance & Counseling

The guidance/counseling program of Morrison Academy provides a bible-based program that is available to all students, teachers/staff and parents helping them to recognize their uniqueness as individuals in Christ. Morrison seeks to provide a primarily proactive and preventative program which enables students to fulfill God's purpose in their lives by maturing spiritually, emotionally, academically and socially.

Morrison Academy's guidance & counseling services on the Taichung campus consist of two components. The first is weekly guidance classes in the classroom at each grade level. Guidance classes are designed to promote the academic, personal, social, and emotional developmental growth of all students and prevent buildup of maladaptive behaviors. The curriculum includes lessons and discussions in study skills, personal responsibility, conflict resolution, decision making, problem-solving, interpersonal relations, handling emotions, dealing with fears, friendship, vocational planning, stranger awareness, sexual abuse prevention and character education. In addition, middle school students also study adolescence and maturation, boy-girl relationships, drugs and alcohol, peer pressure, stress, suicide, prejudice and stereotypes, and "third-culture kid" issues. Parents are welcome to discuss these topics with the counselor as well as review materials used in the curriculum.

The second component consists of individual or group counseling on an "as-needed" basis. This counseling may be initiated by parents, teachers, support service staff, or students themselves. Individual sessions may include meetings with students and/or parents designed to help understand and deal with the situation of concern for the student. Initial counseling sessions with a student help the counselor to better understand the concern of the student. Subsequent sessions may focus on helping the student to deal with the situation. With a significant concern at the elementary level, the counselor will contact the parents and obtain permission to see the student over a period of time. The counselor may sometimes make a recommendation to the parents to seek ongoing assistance from an outside resource. If any situation involves clear and imminent health risk or danger, the counselor will notify the parents, administration, and appropriate community agencies if dictated by law.

The issue of confidentiality in counseling is important to both parents and students. There are occasions, especially at the middle school level, where students may seek assistance from counselors for concerns they may not feel comfortable talking about with their parents. In such cases, that confidentiality is honored by Morrison Academy counselors. However, Morrison Academy recognizes the primary role of parents in the lives of their children, and both teachers and counselors are committed to urging students to confide in and seek counsel and support from their parents as their most valuable resource. Again, in cases where there is a danger or health risk to the student, parents would be immediately notified. If parents desire to be contacted and given the opportunity in advance to either give or deny permission for their child to see the school counselor, they should write a note to the principal expressing this desire.

Morrison counselors, like administrators and teachers, desire to work together with you as a team to help all students achieve to their utmost potential. If you have any questions or concerns regarding either the guidance or counseling components of the program, please contact the EMS counselor or principal.

Drinking Water

All water on the campus is potable and is tested in accordance with standards established by the USPHS Drinking Water Standards.

Elementary/Middle School Library

The Elementary/ Middle school library is located in the science building basement. It contains a great selection of fiction and non-fiction books, as well as a large selection of audiovisual material for students in Elementary and Middle School. Also available are a large selection of books for Parents on a variety of parenting issues as well as a collection of resource materials for teachers.

The following procedures pertain to both the EMS students and parents:

1. Library hours are 7:45am to 4:00pm Monday, Tuesday, Thursday, and Friday. Wednesday 7:45am to 4:30pm. Parents may use the library during the day, but ask that they be sensitive to the class schedule.
2. Parents may check out 10 books for 2 weeks.
3. As non-fiction books need to be available to students and teachers for particular units of study, there may be times when certain non-fiction books will be placed on special reserve and will not be available for parental use.
4. Students in Grades K-2 may check out 5 books, Grade 3 may check out 7 books, Grades 4-5 may check out 10 books, Grades 6-7 may check out 20 books, Grade 8 may check out 30 books for 2 weeks.
5. All students and parents may check out 2 videos for 1 week not to exceed 4 per family. An overdue fine of NT\$5 per video is charged for each day a video is late.
6. Students are welcome to come to the library on their own to exchange books any time the library is open during the week.
7. The High School Library has a fine selection of current magazines available for parents to read and check out. Current magazines in the EMS Library will be limited to teacher check out only. There are back issues of the magazines that can be checked out by students and parents.
8. Library users are responsible for all the materials they check out. Care of the materials is expected so they are not damaged. They should be protected from the rain, kept away from pets, and not written or drawn in. Undue damage or loss is costly; a fine or replacement charge will be assessed for any damaged or lost materials.
9. The Library is a place for reading, studying and/or using library materials. Please speak softly at all times.
10. Please feel free to ask the Librarians for assistance at any time.

Instrumental Music Lessons

It is the intention of Morrison Academy to provide private instruction on musical instruments usually during regular school hours. Interested students need to fill out the Music Application Form and return it to the business office when registering for the school year. The office will inform the music department and the student will then be scheduled for lessons. There is an added fee for this service.

Lockers

Middle 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. When closing the locker(s), hands only—no feet! Do not slam shut. They need to last and are a costly investment.
3. The locker should not be used for overnight food storage due to ant problems.

4. A locker is assigned and used by only one student; other students' lockers are off-limits.
5. A student's combination is his/her personal information and should not be shared with others.
6. The principal (or his/her agent) may enter/check an assigned locker at any time.

Lunch

Elementary students in grades one through five eat their lunch in the dormitory dining room. A hot lunch program is available for these students. Students have the option of being on a five-day hot lunch program or a two-day hot lunch program. Tea and juice are provided with the hot lunch program. Payment is made each semester, prior to the beginning of the semester, in the business office.

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

Most middle school students carry a lunch. There is also a limited opportunity for middle school students to purchase items from fast food restaurants or other vendors which deliver to Morrison. Snacks may also be purchased at the student store. They may purchase milk by the semester. Milk orders and payments are to be made in the business office prior to the beginning of each semester.

Middle School Student Council

Representatives from each middle school grade are elected by their classmates to assist in planning and conducting middle school affairs.

Student Health Services

Annual enrollment forms

Students enrolling are required to complete a Health Record Form, and Consent/Medical Update. They are also required to provide a copy of up-to-date immunization records and to have physical examinations.

Continuing students are required to complete the "Consent/Medical Update" section of the Continuing Enrollment Registration Form. All students entering grades six and nine are required to have sports physical examinations.

Health Screening

Morrison will provide health screening in the fall. This will include height and weight on all students, as well as vision and hearing for kindergarten through grade three.

Immunizations - Required

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.

The following immunizations are required:

| Vaccine | 2 mo. | 4 mo. | 6 mo. | 15-18mo.. | 4-6 yr.. | 11-12 yr.. |
|----------------|--------------|--------------|--------------|------------------|-----------------|-------------------|
| DTaP | #1 | #2 | #3 | #4 | #5 | Td./Tdap |
| Polio | #1 | #2 | #3 | #3 | #4 | |
| MMR | | | | #1 | #2 | (or) #2 |

Evidence of required immunizations must be presented within 30 days of the beginning of school. Students not complying may be prevented from attending classes until these requirements are met, or until a family waiver has been signed and is on file with the school nurse.

Immunizations - Recommended

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

- Japanese Encephalitis B series
- Hepatitis A series
- Hepatitis B series
- TB test (annually)
- Varicella Series (Chickenpox)

Illness or Injury

If a student becomes ill or is injured at school the student must check with the school secretary/nurse before leaving the campus. In the case of emergencies, the school will act in the best interest of the student until the parent or guardian can be contacted. Students who are ill will be sent home after parents or emergency contacts have been notified. Students who have a fever or vomit at school will automatically be sent home and may not return to school that day. Students who have been sent home from school with a fever and/or vomiting should not return to school until they have been fever and symptom free for 24 hours (without the use of anti-fever medication).

Medications at school

Only medications that are pre-approved and properly labeled will be administered by the school nurse. We will no longer be able to give Chinese medicines or herbal supplements at school. The following are guidelines established for medication administration in the clinic:

1. A Request for Administration of Medication form must be completed by the parent or guardian for each medication to be administered, and approved by the school nurse.
2. Parents are to drop off and pick up medication in the clinic. Students are not allowed to carry medication with them in school.
3. Medication must be properly labeled, with a clear list of the name/names of the medication being administered. If mixtures (powder packets) of medication are brought in, they must be clearly labeled with the names of each medication that is in the powder, with clear instructions on how to mix and administer the medication. Please make arrangements so the medication can be left in the clinic until the last day the medication is to be given. If the pharmacist is unable to prepare a separate container for home and school, keep enough medication for home use and bring the rest to the school in the prescription bag or bottle.

Students with prescription asthma or anaphylaxis medication (i.e. inhaler or epi-pen) may possess and self-administer their medication after filling out the request form and approval from the school nurse.

Should a student need medication for pain, headache, or other mild ailments while at school, the school nurse is able to administer an over-the-counter medication after the appropriate permission is given by checking the designated box in the medical section of PowerSchool.

Medical Advice

If you require medical advice you may contact our System Health Coordinator, Wenling Wang, RN. The Health Clinic hours are: Monday through Friday, 8:00 AM to 3 PM at (04) 2292-1171, extension 460.

Student Store

School supplies and snack food items will be available in the store run by high school students. Stock will be determined by student needs. The store is located next to the Commons under the high school library.

Supplies

The school provides consumable school supplies for students in grades Kindergarten through five. Students in grades six through eight furnish their own paper, writing instruments, and notebooks. Needed supplies may sometimes be purchased through the student store.

Telephone

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

Textbooks

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

Books lost through neglect or carelessness, or that are not in good enough condition to reuse because of misuse, will have to be paid for. 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 his textbooks, a student should write his name clearly in the proper place in the front of each textbook. Teachers keep a record of textbooks assigned to students by textbook numbers.

A Bible is issued to each student in Kindergarten, grade 2 and grade 6 and to each student in the other grades who is new to Morrison. This belongs to them and is the Bible class textbook. It is expected to last. If the Bible is lost for over one week, or needs replacing, another Bible is sold to the student.

Home / School Communications

Assignment Notebooks

Assignment notebooks are used to help students build responsibility in completing assignments, to communicate to parents the work assigned, and to help teachers monitor the amount of work given. All middle school students will be issued assignment notebooks at the beginning of school. Elementary students are issued assignment notebooks at the teacher's discretion.

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 bookkeeper. Other items should be handled through the principal.

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

EMS Express

Each week, the office sends home—via the student—a news bulletin on elementary/middle school happenings. This is our primary communication tool with parents.

Email

The campus principal sends emails to all parents who sign up for his mailing list. This is used to notify parents of important updates and during typhoons or other emergencies.

Meet the Teacher Night

Early in the school year parents are invited to spend an evening on campus visiting their child's classroom and teachers.

This meeting—for parents only—is a time when the teachers in their classrooms outline goals, expectations, curriculum, grading and classroom procedures. This is an extremely informative session for parents.

Parent-Teacher Conferences

Conferences will be held with the parents of each child in grades kindergarten through eight at the end of the first and third quarters. They may be held earlier if desired by the teacher or parent. Conferences 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 periods of testing and to enable them to observe the desired subject(s) being taught. Parents and guests are encouraged to attend chapel and assembly programs at any time.

Report Cards

Kindergarten through eighth grade report cards are issued at the end of each quarter. The first report card is given to the parents at the parent-teacher conference. Others will be sent home with the students—usually at the end of the fourth school day after the end of the quarter. The report card is kept by the parent; the report card envelope is signed by a parent and returned to the teacher. The card is kept by the parent at the end of the year (after the fourth quarter).

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

Student Progress Reports

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

Special Programs and Events

Christmas Project

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

Drama

The middle school produces a play in the spring for the public. Most rehearsals are scheduled several days a week immediately after school.

Eighth Grade Recognition Service

A service is conducted at the end of the school year to recognize the eighth graders' completion of middle school.

Elementary/Middle School Music Concerts

The elementary has two music concerts per year—at Christmas and the spring. One concert is presented by grades K-2 and the other by grades 3-5. The middle school students present a Christmas concert and a spring concert. All evening events at Morrison start at 7:30 pm, except for Elementary concerts which begin at 7 pm.

Morrison Middle School Music Festival

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

Spiritual Life Week

During Spiritual Life Week, special chapels and programs are held for students at all grade levels.

Track and Field Day

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

Updated 9/2015