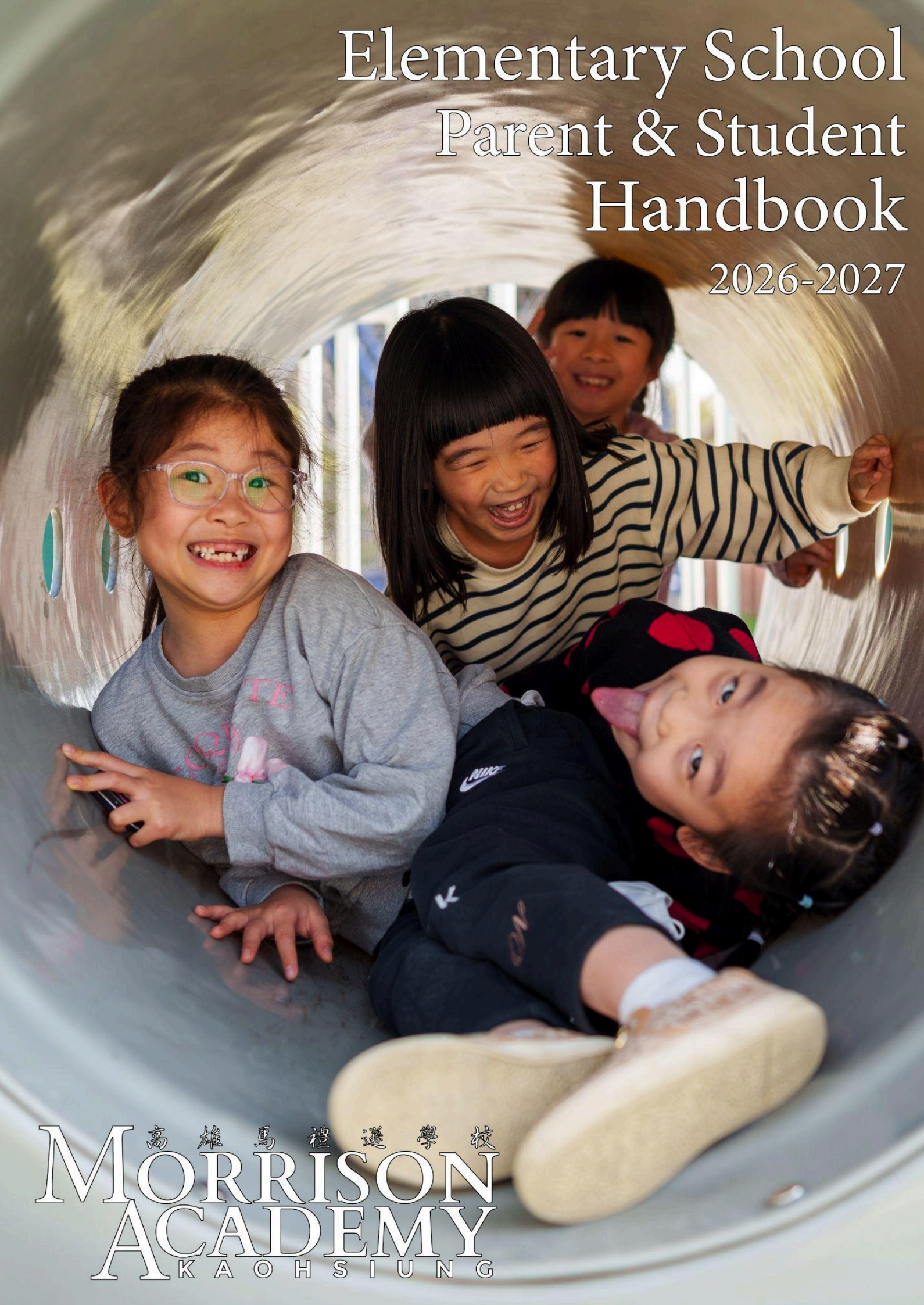
Elementary School Parent & Student Handbook

2026-2027



高雄馬禮遜學校

MORRISON ACADEMY

KAOHSIUNG

MORRISON ACADEMY

Established 1952

KAOHSIUNG CAMPUS

Established 1974

Elementary School
Parent & Student Handbook

2026-2027

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Morrison Academy is accredited by:
The Association of Christian Schools International (ACSI)

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INTRODUCTION

Dear Parents and Students,

Welcome to the 2026–27 school year! I am genuinely thrilled to begin this journey with you, and I feel deeply grateful for the privilege of serving as your principal. As a proud Shark, there is nothing quite like the energy of a new school year, and I can't wait to see the wonderful ways God will work in and through our community as we seek Him together in the months ahead.

At Morrison Academy Kaohsiung (MAK), our dedicated teachers and staff put their hearts into everything they do. We care deeply about the whole child, nurturing not just academic growth, but every student's social, spiritual, physical, and cognitive well-being. From foundational learning in language arts, math, science, social science, foreign languages, and Bible classes, to personalized experiences tailored to each student's unique needs, our

goal is to create a safe, engaging space where your children can discover their strengths, push past their limits, and blossom into who God uniquely created them to be.

The heart at Morrison Academy Kaohsiung is to walk alongside your children with Jesus. We believe true growth comes through meaningful, caring relationships. Our teachers intentionally create spaces for open, thoughtful conversations, helping students recognize Christ's presence in their daily lives and build healthy, loving relationships with Him, with others, and with themselves. We pray that through personal spiritual formation and character development, each student comes to know Jesus Christ in a personal way, so they can shine His light and make a dynamic impact on the world.

This school year, our theme at Morrison Academy Kaohsiung is **Progress Over Perfection**. In a world that increasingly demands quick answers and instant results, especially in this age of AI, we want to gently steer our students' hearts and minds toward appreciating the journey of a task. We want them to know their worth is not tied to a single outcome or result, but discovered in the hard work, personal growth, and care poured into the process itself.

The school theme is inspired by Philippians 3:13–14 (The Message):

> "By no means do I count myself an expert in all of this, but I've got my eye on the goal, where God is beckoning us onward to Jesus. I'm off and running, and I'm not turning back."

God does not ask His children to be perfect, but rather, He invites us to keep growing, learning, and pressing forward. Together, the aim is not the outcome, but rather the process that nurtures the human qualities such as discipline, honesty, perseverance, responsibility, a coachable spirit, patience, and a loving attention to detail. Every student who walks through our doors is gifted and uniquely talented. However, it is character and a consistent discipline in the "little things" that will truly carry them far in life.

The staff and I consider it a joy and an honor to partner with your family. Please take some time to explore our parent and student handbook as a helpful guide to life at Morrison Academy Kaohsiung this year, and never hesitate to reach out if you need anything at all.

I am praying for a meaningful school year!

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 International Mission Board of the Southern Baptist Convention. The school is registered with the Taiwanese 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 responsibility for the school from Taiwan Missionary Fellowship, 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.

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, 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 English as the language of instruction. Although many 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 inspired and infallible 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
September 12, 2024

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 to life situations
- accept their 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 work 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 the values of Morrison Academy.

Morrison Academy's core values are:

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

- By recognizing that there is an 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.

Kindergarten Purpose Statement

Kindergarten is a time for your child to grow academically, socially, and emotionally throughout the year. We focus on the kindergarten curriculum as well as working on learning to share, showing respect to one another, doing things independently, solving our own problems, using common sense, taking initiative, and growing in integrity.

Elementary Purpose Statement (Grades 1-5)

The Elementary School curriculum provides a continuum in each core content area as the basis for the development of perceiving, thinking, and problem-solving skills. In this curriculum continuum, the child moves from concrete experiences to increasingly more complex levels of abstraction in critical thinking. Skills related to each area will be built upon previous learning and measurable performance objectives. Since students come from a variety of educational backgrounds, effort is made to identify the instructional level of each

student in relation to the subject continuum, including alternative instruction when necessary, so as to motivate the pupil to achieve at an optimum level.

STUDENT CODE OF CONDUCT

Policy 5400 states that 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
- 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 provides students with a strong academic and social foundation that will support them as they grow and develop into mature students. Our goal is to offer each student a high-quality academic experience and a caring community.

Academic Excellence

Elementary students at MAK study the following core courses: Language Arts, Math, Science, Social Studies, and Bible. Additionally, students take special classes such as

Library, Art, Music, Physical Education, and Chinese, which help them 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 our students have visited include: Tainan Zoo, Meinong, Kaohsiung Science Museum, the Love River for the lantern festival, a rural area to explore farming life, an active mud volcano, Sontenkan, a living ideas farm, and Wushulin, a sugar refinery and old railway. We also offer an 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 help students understand what it means to follow Jesus, and they memorize Bible verses to reinforce important biblical truths. Students also 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 that all elementary students and parents can participate in. 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 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, they will be engaged with the following Christian concepts:

1. There is one true God.
2. God created all things.
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 we can do, within our power, to right this broken relationship, i.e., being good or 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 Holy 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 life after death.

Mandarin Chinese Class

Morrison Mandarin Course Pathways

<table>
<tr><th colspan="11">A Roadmap to AP</th></tr>
<tr><td>Morrison Levels</td><td colspan="4">ES tracks K-5</td><td colspan="4">MS Tracks 6-8</td><td colspan="2">HS Tracks 9-12</td></tr>
<tr><td>M8 (AP)</td><td>AP 10th</td><td>AP 10th</td><td>AP 11th</td><td>AP 9th</td><td>AP 11th</td><td>AP 11th</td><td>AP 12th</td><td>AP 9th</td><td>AP Year 4</td><td>AP</td></tr>
<tr><td>M7</td><td>9th</td><td rowspan="2">9th</td><td rowspan="2">10th</td><td>8th</td><td rowspan="2">10th</td><td rowspan="2">10th</td><td rowspan="2">11th</td><td>8th</td><td rowspan="2">Year 3</td><td rowspan="3">Year 1</td></tr>
<tr><td>M6</td><td>8th/9th</td><td>7th</td><td>7th</td></tr>
<tr><td>M5</td><td>7th</td><td>8th</td><td>9th</td><td>6th</td><td>9th</td><td rowspan="2">9th</td><td rowspan="2">10th</td><td>6th</td><td rowspan="2">Year 2</td></tr>
<tr><td>M4</td><td>6th</td><td>7th</td><td>8th / 9th</td><td>4th & 5th</td><td>8th / 9th</td><td></td></tr>
<tr><td>M3</td><td>4th & 5th</td><td>6th</td><td>7th</td><td>2nd & 3rd</td><td>7th</td><td>8th</td><td>9th</td><td></td><td></td><td rowspan="3"></td></tr>
<tr><td>M2</td><td>2nd & 3rd</td><td>4th & 5th</td><td>6th</td><td>K & 1</td><td rowspan="2">New 6th</td><td rowspan="2">New 7th</td><td rowspan="2">New 8th</td><td></td><td></td></tr>
<tr><td>M1</td><td>New K & 1</td><td>New 2 & 3</td><td>New 4 & 5</td><td></td><td></td><td>New HS</td></tr>
<tr><td></td><td></td><td></td><td></td><td>Highly Proficient</td><td></td><td></td><td></td><td>Highly Proficient</td><td></td><td>Highly Proficient</td></tr>
</table>

The Morrison Mandarin Course Pathway is a K–12 roadmap that shows how students may move through Morrison's Mandarin program across Elementary School, Middle School, and High School. The pathway makes AP Chinese accessible before graduation for students

who enter the program with sufficient time and meet placement expectations. Since AP Chinese is offered in high school, a student who enters Morrison by Grade 9 has the minimum four-year high school window needed to follow a pathway toward AP Chinese before graduation. For more information, please click here to view the Mandarin Curriculum Guide.

Music

In addition to classroom music instruction in grades K-5, Morrison Academy provides private lessons and/or class instruction on musical instruments if instructors are available. Lessons are typically scheduled during regular school hours, and students are responsible for completing any missed regular classwork.

Physical Education (PE)

The goal of the Physical Education (PE) 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, PE classes are offered every day for 30 minutes.

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

After-School Activities (ASA)

After-school activities (ASA) 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 take place 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 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 primary focus for athletics at the elementary and middle school levels, while competition becomes a 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 Dean of Students, with parental notification, may restrict participation.

Field Trips

Field trips are an important part of the MAK 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 to all field trips and all school-sponsored events on and off campus. Teachers encourage (and often invite) parents who are child safety certified to attend and participate in the field trip. Care is taken to use the safest means of transportation 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 smartwatches are considered personal devices, and elementary 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 will be 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 their 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
M = Mastery	4 Always
NM = Near Mastery	3 Usually
M = Developing Mastery	2 Sometimes

R = Remediation	1 Rarely

Glossary of K-5 Report Card Terms

- **M (Mastery)** = The student 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; they are 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; they are 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 that 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 project due dates should not fall one or two days after a vacation*

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 reinforcing skills and class lessons.
- Monitoring of assignments for all students is necessary 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 not proven to result in substantial benefits that justify the additional teacher time required.
- Practice work should be evaluated soon after completion.

Suggested Amounts

Keeping these considerations in mind, Morrison suggests the following maximum average[1] 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.

Grade	Maximum Average* Minutes Per Grade Per Night**
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 instead 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 them.

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

Roles and Responsibilities
Teachers are responsible for:

- 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 the teacher clearly communicating assignment criteria and expectations at the beginning of the assignment.
- 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 the completion of practice work for students in Grades 1-5.

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 any necessary adjustments to accommodate these general parameters, and parents should support these efforts to make practice work beneficial.

ADMISSIONS/ATTENDANCE REQUIREMENTS & PROCEDURES

School Fees

1. A non-refundable annual registration fee is charged for each student.
2. Fees are quoted in NT dollars and are payable in NT or US dollars.
3. Fees are payable in advance for each semester. Where circumstances require it,

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:

    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 date will incur a late fee and interest.

5. New students who register after the fourth week of school will have their tuition prorated by the number of weeks remaining in the semester.

6. Tuition and fees are refundable before the end of the fourth week of each semester according to the school's stated refund schedule. No refund for tuition and fees may be made after the first four weeks of each semester.

7. It is recommended that payments be made through the Cooperative Bank, payable to Morrison Academy. Payment at other banks, the Post Office, ATM, or by check is also acceptable.

8. As a service, statements will be mailed to the address stipulated by custodial parents/guardians upon their request. Accounts are due and payable as previously specified, whether a statement has been received or not.

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 the 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 is below proficiency, 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
Morrison Academy views every school day as a critical opportunity for growth. Research shows that consistent attendance is directly linked to academic success and social-emotional well-being. Because all lost instructional time impacts learning, Morrison Academy does not distinguish between “excused” and “unexcused” absences in terms of their impact on a student’s record. Morrison Academy’s goal is to partner with families to ensure students are present and engaged (Procedure 250).

Absence for Reasons of Illness
To report a student absent due to illness, parents must notify the school office or homeroom teacher prior to the start of the school day. For extended illnesses, a doctor's note from an attending physician may be requested upon the student's return. Additionally, parents of bus-riding students are responsible for notifying the bus company directly if their child will miss their route.

Attendance Thresholds & Support
Attendance is monitored cumulatively. If a student's absences exceed twelve (12) days in a semester, a recommendation for discontinuation of enrollment may be made by the Principal to the Superintendent.

Extended Absences (Planned)
Morrison Academy recognizes that unique family or health circumstances arise. In order to accommodate a planned absence exceeding 3 consecutive days, parents must submit a request to the school by completing an Extended Planned Absence Request Form at least two weeks in advance.

For approved extended absences, the student’s grade may be “held” at its current state. Teachers are not required to provide real-time online instruction or alternative assessments. Families are responsible for staying updated via the school’s Learning Management System. If an absence is prolonged and the student cannot meet core standards, the Principal may recommend temporary withdrawal and re-enrollment at a later date.

Make-Up Work & Assessment
Because we prioritize learning over punishment, all students are permitted and expected to

make up missed work to demonstrate mastery of learning standards. Students generally have a window equal to the length of the absence (up to a maximum of one week) to submit missed work. At the elementary and middle school level, teachers work with parents; at the high school level, the primary responsibility shifts to the student to coordinate with teachers.

Tardiness

Students are considered tardy if they are not in their classrooms when the bell rings at the beginning of the school session, or the start of any class period. An excused tardy requires a note from the teacher of the preceding class or the office. If a student is frequently tardy, their parent will be notified.

Students arriving late to school must check in at the front office to receive a Late Pass to present to their teacher. If a student needs to leave early for any reason, a parent or guardian must visit the front office before departure (makoffice@ma.org.tw).

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, they may, after making special arrangements for completion of the semester's work, receive full credit for the semester.
- A student who departs earlier than ten days before the semester's end will be given grades only for work 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 ensure 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 the event of an accident or 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 ensure the child's well-being. It is vital that the school has the parents' current home and work telephone numbers, as well as those for an emergency contact if the parents cannot be reached. 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 and may return to school only after their fever or vomiting has stopped for 24 hours without the aid of medication.

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.
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 expected to be appropriately dressed in accordance with 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, 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.
- Students may only eat snacks their parents or teachers 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 Arrival Rules

- Students are to remain in the back field or covered play area 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 them at other students. Eating is 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 the 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 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 emphases 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 temper their communication and consequences with love, understanding, and addressing the underlying reasons for students' hurtful behavior, thereby nurturing 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 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 determine the best type of consequence.

Finally, MAK believes in the value of positive and negative reinforcement. Our elementary teachers typically use a classroom management system that establishes clear procedures, expectations, and routines to create a structured and efficient learning environment.

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:

	Offense **(including but not limited to)**	**Consequences**
Level 1 (Common Misbehaviors)	• Unkind words • Rude behaviors • Physical contact with another student resulting in little or no harm to the other person • Breaking classroom rules • Disrespecting teachers or peers with words or actions • Running in the halls • Inappropriate use of Chinese or English in class	• The student will receive an in-class consequence
Level 2	• Any offense from Level 1 that becomes a pattern of behavior • Swearing or other perverse language with intent • Stealing • Intentionally cruel verbal behavior that purposefully shames • Malicious physical contact resulting in serious physical harm to another person (punching, kicking, pulling, biting) • Telling another student to do one of the above actions	• The reporting teacher will email the team leader and principal with a brief write-up about the infraction • The consequence will be determined and given by the team leader and/or Dean of Students • The classroom teacher will send an email to the parents letting them know what happened and the consequences for the student

Level 3	• Any serious offense from Level 2 that becomes a pattern of behavior (i.e., more than 2x) • Bullying, either physical, verbal, or • Online • Inappropriate touching of private parts	• Parent meeting with teacher, Dean of Studnets, and/or team leader may be arranged • Student may receive a suspension, either in school or out of school

Probation

In the event that a student fails to meet the stipulations for continuing enrollment, the Dean of Students may choose to place the student on probationary status for a specified period, normally no more than nine weeks, before conducting 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 a recommendation of discontinuation of enrollment. The student's probationary status will be reviewed at the end of the specified period.

The Principal and/or Dean of Students will document any such action and will inform the Superintendent when and why a student is placed on or taken off 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 Dean of Students 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 Dean of Students 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 ongoing threat or disruption to the academic process, and/or it is deemed to be in the student's best interest.

The Dean of Students 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 Dean of Students will also be responsible for determining the conditions of reinstatement. The Dean of Students 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 Dean of Students is required to document the reasons for the suspension, conditions of reinstatement, and the record of

parent notification. The Dean of Students is required to keep a file of all pertinent documentation.

Students who receive an out of school suspension will be recorded as an absence. In collaboration with the student's teacher, the Dean of Students 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 using obscene language, gestures, or drawings that violate the moral standards of the school. Repeated offenses can result in a extended suspension or a recommended of discontinuation of enrollment.

The following, whether occurring on or off campus during school sponsored activities, may result in an immediate suspension and/or recommendation of discontinuation of enrollment: 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 the 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.

AI-generated content can be a useful educational tool like other web-based programs or content, but only when used according to school guidelines and within the bounds of specific teacher instructions. AI-generated content presented as a student's own work will likely be considered a violation of MAK's cheating and plagiarism policy.

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.

Since elementary students are growing in their understanding of 'sharing work,' and need lots of guidance, cheating and plagiarism will generally be treated as a "Level 2" offense. Most teacher and administrative disciplinary actions 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 midriff will not show.
- Sandals may be worn to school as long as the child has sneakers to change into for PE.

If a student is found to violate the dress code, the classroom teacher will notify the parents by email to ensure they are aware of the situation.

These standards are applicable on all school days (from 7:30 a.m. to 4:30 p.m.) 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 cooperation in this area. Students who are dressed inappropriately may be required to change into suitable clothing. If any part of this dress code causes uncertainty, it is the student's 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 who do not follow 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, except seniors, are not allowed to leave the school grounds during the school day without 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. 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, food, 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 5:30 p.m. 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 8 a.m.-12 p.m. 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 are not permitted to 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 regard 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

According to Procedure 464, students who feel that they have been subjected to conduct of a harassing nature, as well as individuals who observe such conduct, 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
- Dean of Students
- 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 the National schools in the Kaohsiung area cancel school. If school does not close, the ultimate decision

to keep children at home or 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 1st of this year and continues until July 31st 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 that 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).

All users must also abide by the 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 on the internet may contain items that are illegal, defamatory, inaccurate, or offensive. While the school seeks to

educate students about the safe use of technology, this responsibility primarily lies with parents to teach their children about proper internet use and the responsible use of technology.

Counseling/Guidance

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

- **Avoiding destructive behaviors** (e.g., 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 Adult** (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 are 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. Vision and Hearing screenings are conducted for kindergarten, 2nd, 5th, 8th, and 11th graders (Vision Screening Only), as well as new students, as part of the school's annual health screening.

Immunizations

Morrison follows the immunization guidelines set by the Centers 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 Centers 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, rubella) 2 required	MMR (measles, mumps, rubella) 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, they will be checked out from the school office, and parents will be asked to pick up the child. Until the student can be picked up, the student will remain in the clinic, sick room, or office. A student with 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 and 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 do so. Students who had a fever or had been vomiting may return to school only after their fever or vomiting has stopped for 24 hours without the aid of medication.

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), along with a filled-out Medication Administration Form, 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 do not need to 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:

- Tylenol for headaches
- Ibuprofen for menstrual cramps, muscle aches, and sprains, etc
- Antihistamines for allergic reactions/cold symptoms (only administered under the direction of medical personnel)

- Pepto Bismol/ Antacids for stomach aches or nausea
- Probiotics for stomach aches and indigestion
- Cough Lozenges for sore throats, coughs

(Procedure #463)

Library

- Every student is issued a library number to be used as long as they are 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.

Lunch Program

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

Pollution Policy

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

Pollution levels will typically be checked in a 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	**Level 1** 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.	**Level 2** 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	**Level 3** All active outdoor activities moved indoors i.e., (recess and PE classes)
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	**Level 4** School cancellation

Telephone

Students may not be called out of class for a telephone call. If a parent calls, the message will be conveyed to the student, and they 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 does not operate or contract school bus services. Parents are responsible for arranging daily transportation for their children to and from campus.

While Queen Bus previously partnered with MAK, it now functions as an independent entity, independently determining its own routes, schedules, and fee structures. For registration, route details, or pricing information, please contact Queen Bus directly.

Please note that MAK does not endorse Queen Bus or any specific transportation vendor. However, the safety of our students remains our highest priority. If any transportation-related concerns or disputes arise, the school is available upon request to assist families in reaching a resolution.

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 Bus Coordinator. Bus schedules attempt to maximize the safety and convenience of passengers and to minimize the cost. To view the current bus routes, please visit the bus company website or the MAK website.

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

Bus Rules and Behavior

Bus rules are provided on the bus company website and are created in collaboration with MAK. Bus drivers transporting students to and from school have received child safeguarding training through Morrison. Upon 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. If misbehavior occurs and rules are broken, your child will receive a verbal warning and an email from our Bus Coordinator. If the problem persists and no improvement is seen, parents will be notified by the Elementary Team Leader. If the child continues to break bus rules and causes problems on the bus for

themselves and others, the Dean of Students will be involved, and the privilege of taking the bus may be revoked.

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 Committee (PAC)

The Parent Advisory Committee is appointed annually and is typically composed of the Principal, the PR manager, and five to ten (5-10) members selected by and inclusive of the administrator (Procedure 403). Members of this committee are selected by the principal in collaboration with the PR Manager:

- 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 other month from 1:30 pm-3 pm in the Garden Conference Room.

Calendars of Events

In August of each year, parents can expect to receive a printed calendar with the upcoming 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 that 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 means of* communication 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 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 at 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

"Progress Reports are a tool used by teachers to communicate with parents and students regarding a student's learning progress, work habits, and/or behavior. Progress reports typically communicate concerns but may also be used when a student has shown stellar work or when noticeable improvement has been made (Procedure 270)."

Student Progress Reports are email notifications sent by the classroom teacher. This email will include the different specific areas where the student can improve, extra support that the teacher can provide at school, and suggestions for the parents on how they can help at home

Volunteering

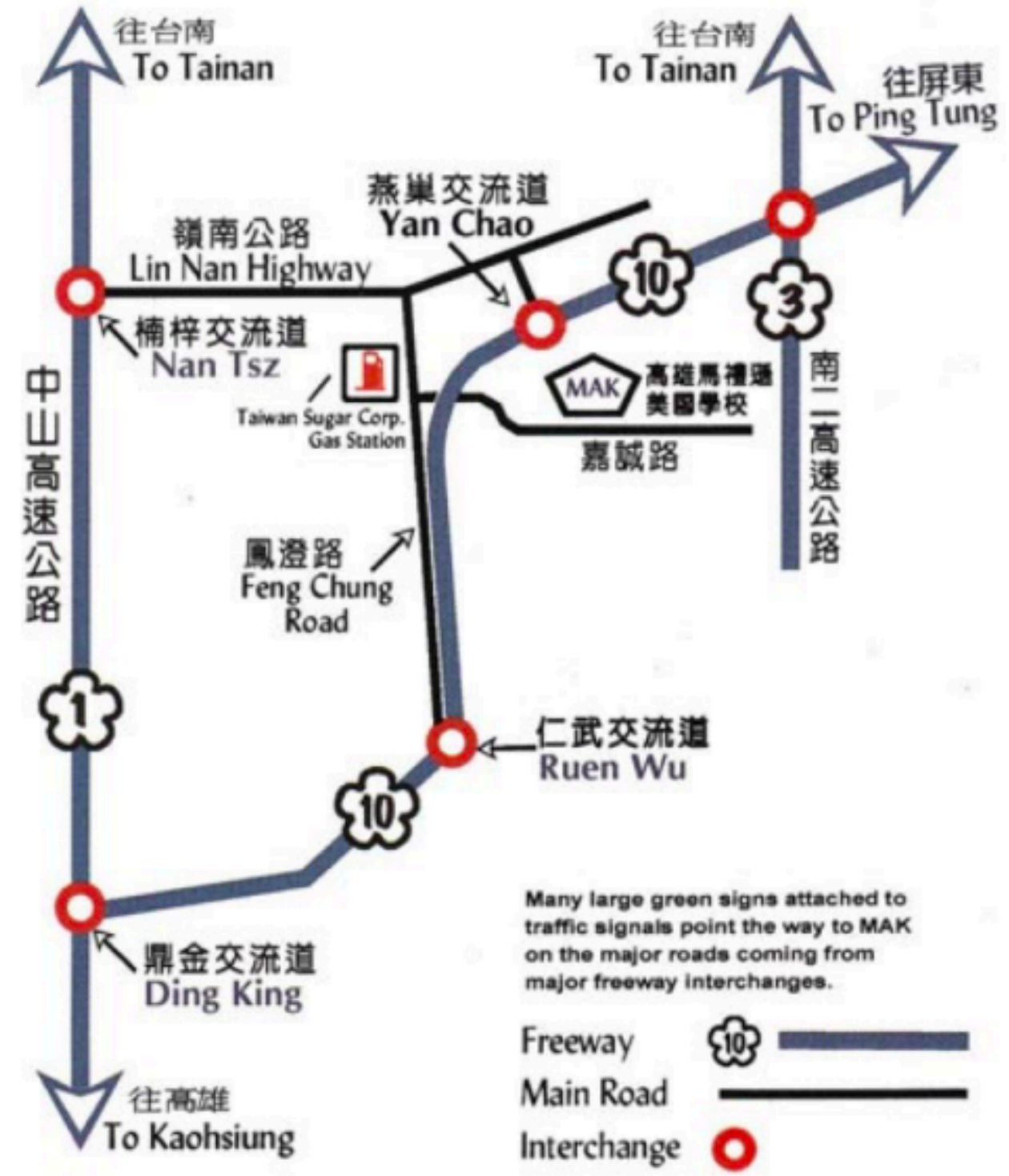
Morrison Kaohsiung enjoys a great deal of support and help from parents. There are opportunities for one-time and ongoing assistance. Some of the ways parents might

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.

MAP TO MAK


往台南
To Tainan
往台南
To Tainan
往屏東
To Ping Tung
蒸巢交流道
Yan Chao
嶺南公路
Lin Nan Highway
楠梓交流道
Nan Tsz
Taiwan Sugar Corp.
Gas Station
MAK
高雄馬禮遜
美國學校
嘉誠路
南二高速公路
中山高速公路
鳳澄路
Feng Chung
Road
仁武交流道
Ruen Wu
鼎金交流道
Ding King
往高雄
To Kaohsiung
10
3
1
10
Many large green signs attached to traffic signals point the way to MAK on the major roads coming from major freeway interchanges.
Freeway
10
Main Road
Interchange