

Communications (ES, MS, HS)

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Change of Personal Information

If there is any change in passport, ARC, or contact information (including email and mailing addresses, telephone/cell phone, and emergency contact numbers), please update your information via your [PowerSchool account](#) as soon as possible. It is important that the school has an accurate email address and other contact information for all parents so that they do not miss out on important information. If you need assistance updating your information, please contact the school office.

Bronco Bulletin

Each week, the school sends the Bronco Bulletin to all parents via email. This is our primary communication tool with parents to share important school information or upcoming events. **In order to stay informed, it is highly recommended that parents & guardians read this newsletter weekly.**

Grade Reporting, Online

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

Parent Advisory Committee (PAC)

The Parent Advisory Council is appointed annually and is composed of the principal, a staff member, and parent representatives from each section level (elementary and secondary). Members of this council are identified in the Bronco Bulletin during the first quarter. The primary function of the PAC is to:

- Act as a liaison between the school community and the principal
- Serve as a school improvement committee, receiving and responding to suggestions from parents, students, staff, accreditation surveys, and community members
- Clarify how questions and issues raised may be addressed
- Identify annual fund priorities based on parent input

PAC convenes once per quarter in the Community Room.

Parent-Teacher Conferences

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

Parental Visits

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

Peacemaking (Conflict Resolution)

This Biblical model for peacemaking and resolving differences is characterized by a commitment to Christ-like love, regardless of the wrong committed. Reconciliation as the ultimate goal.

Any student, parent, or employee that feels he or she has been offended by being subjected to any unjust act, policy, or procedure is encouraged to seek peaceful reconciliation by following this process. Morrison Academy uses the [Peace Pursuit](#) model. All employees are trained in the following Peace Pursuit terminology and process ([See complete process here](#)).

Stage 1 involves a series of steps to avoid making the situation worse and to evaluate your role in the situation as well as your personal response.

Stage 2 involves arranging a meeting with the other person, if appropriate, and only after following the preparation in Stage 1.

Stage 3 is for if the other person does not listen or reconciliation is not achieved at Stage 2. It involves using a mediator to provide a safe, respectful environment to address the situation.

Stage 4 is for when reconciliation is still not reached. A Morrison SAC level administrator becomes involved. A discipleship plan is developed and a mentor or guide may be appointed to help the parties work through the plan and Stage 5.

Stage 5 is where the administrator approved mentor lovingly and patiently helps the party or parties complete the discipleship plan which was decided upon by the leader at Stage 4. If the discipleship plan is not completed, the administrator can move the process to Stage 6.

Stage 6 provides one more chance to complete the discipleship plan and, if it is not, consequences including being formally dismissed from the community are applied.

If anyone believes they have been subjected to any unjust act, policy, or procedure involving the Superintendent or a member of the Superintendent's family, then the party may communicate this to the Board Chair in writing. If the Board Chair, at his or her discretion, believes that the Superintendent may have violated their duties as defined in [policy #3613](#), then the Board may investigate the Superintendent's performance.

Social Media

Morrison Taipei regularly maintains a [Facebook page \(Morrison Academy Taipei\)](#). Periodic updates on school events and learning are posted. Visiting or liking the school page is a good way to keep current with school occurrences. We also have an Instagram account where school-related pictures are posted ([matbrancos](#)).

Telephone Messages

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

Website and Contact Information

The school website includes a lot of important information including the school calendar, contact information, admissions information, and this parent-student handbook. The school's website is located at: taipei.ma.org.tw Additional information and MAT webpages are available here: [Contact Information](#)

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