

Facility and Security (ES, MS, HS)

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Stairwell and Hallway Use

Animal / Pet Policy

Due to safety and allergy concerns, no animal or pet may be brought on campus, even for brief periods, without prior permission from the principal.

Before and After School

After entering campus elementary students are only allowed to leave when picked up by a parent/guardian or to go home. Elementary students are not allowed to leave campus and return to school unless they are accompanied by a parent or guardian.

Outside of the hours of 8:00-3:30, secondary students are free to leave campus and return to campus while the facility is open. If parents do not want their child to leave campus before or after school, they should clarify that expectation with their child.

Before and after school supervision is provided on school days from 7:25-7:50 am (7:25-8:50 am on Thursdays) and 3:30-4:30 pm on the playground (5:20 pm on Wednesdays). Students who do not get picked up immediately after school at 3:30 pm will be supervised on the playground until they are picked up. **All students must be picked up by 4:30 pm unless participating in a school-sponsored activity. Students who have permission to leave on their own must also exit campus by 4:30 pm.**

Closed Campus

Morrison maintains 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 to check out through the office.

Drinking Water

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

Elevator Usage

The stairs are the designated route for students to travel between floors. However, if a student has a medical reason why walking up and down the stairs is not possible, parents can request an "Elevator Pass" from the office for their child to use the elevator for a limited period of time. If an injury occurs while at school, the school nurse can also issue an "Elevator Pass" to a student if deemed medically necessary.

The elevator should only be used by students who hold a valid "Elevator Pass" and perhaps one student helping the "Elevator Pass" holder (when needed to help carry school supplies). Any other students using the elevator will receive a blue slip for being in a place on campus that they are not allowed to be.

Emergency Drills

Preparation is essential to a safe school environment. Emergency drills will be conducted periodically throughout the school year. These may include but are not limited to fire, earthquake, lockdown, and air raid drills. **All individuals on campus must participate in these drills.** These drills are unannounced. The classroom teacher will train the students in the procedures used for these drills.

In case of an evacuation after which students are not able to return to the school building, parents will be notified and asked to pick up their students at an alternative location.

Facility Stewardship

Misuse or defacement of buildings or property is an abuse of the resources God has entrusted to us. A student may be held financially responsible for any repairs or replacements needed.

Waste materials, foods, and recyclable materials (bottles, cans, paper) are to be discarded in the appropriate trash containers provided. No open flames are permitted on campus.

Hours

Morrison works to prevent school violence and strives to create a safe environment for all students. Students, staff, and parents play an important role in promoting school safety by following procedures and reporting unusual or concerning individuals or behavior. It is also Morrison's aim to provide an important balance between sufficient building security and providing students a healthy and nurturing school environment.

Before School (7:25-7:50 am/7:25-8:50 am Thursdays)

1. Students are allowed to enter the supervised playground at 7:25 am and will be dismissed to class at 7:50 am (8:50 am on Thursdays).
2. Secondary students may remain in the MPR between 7:25-7:50 am but must engage in quiet activities and abide by appropriate technology usage guidelines.
3. Students should not arrive before 7:25 am. School does not assume liability before and after posted hours.
4. Beginning at 7:56 am (8:56 Thursdays), the guard will be available at the guard desk to sign in any late students.

During School (8:00 am-3:30 pm/9:00 am-3:30 pm Thursdays)

1. All parents and visitors need to sign in with the guard. All unknown visitors without a Morrison ID card can exchange a photo ID (license, National ID, ARC, etc.) for a visitor's badge. All visitors must have official business to be on campus during school hours.
2. School doors will remain locked.

After School (3:30-4:30 pm)

1. Front doors are opened for pick up.
2. Check-in/out desk is stationed at the entrance of the school. **The guard checks all individuals entering for pick up.** Adults with school IDs may enter when displaying their badge. Guard directions are to be followed by all community members.
3. Visitors must check in with the guard and exchange a photo ID for a visitor pass before they go upstairs to pick up students or carry out business. All visitors must have official business to be on campus after hours.
4. **At 4:30 pm (5:30 on Wednesdays) school doors will be locked, the campus is officially closed and students should go home unless they are involved in an after school activity.** All students should move from any part of the building to the entrance. Parents may stay after 4:30 when there is an after school activity. Parents are responsible for supervising their own children after regular hours.

Office Hours

The school office hours are 7:45 am to 4:30 pm. The office doors will be locked at 4:30 pm.

Identity Badges

All parents and visitors are required to wear a clearly visible school-issued identity badge on campus before/during/after school hours. Parents who do not have a parent ID card will be asked to sign in and wear a visitor pass. When inside the school, the badge must be visibly worn at all times.

Library Hours and Regulations

A student's PowerSchool ID number is also his or her library ID number. The number will be used by the student as long as he or she is a student at Morrison Academy.

Library hours

8:00 am-4:15 pm every day except Thursdays when it is 9:00 am to 4:15 pm.

See the librarians for updated procedures on overdue, lost, or damaged materials.

Playground Expectations

1. Students may only begin to play when the playground supervisor is present.
2. Elementary students must ask for permission to leave the playground for any reason (office, bathroom, water, etc.).
3. Students may only play with balls in designated areas. No balls are allowed in the jungle gym area except for 4 square in the designated 4 square area only.
4. Dodgeball is only allowed on the field away from other students and only with the rubber four-square ball.
5. Students may only go DOWN the slides on their bottoms and feet first.

6. When the bell rings or whistle blows, students must immediately put the equipment away and line up quietly. Students must wait to be dismissed by the playground supervisor.
7. No toys allowed from home (this includes Pokemon cards).
8. Students must sit at the picnic table to eat and drink.
9. Students must maintain the cleanliness of the playground. If things are left on the playground, they will be removed at the end of the day and taken to the lost and found.

Stairwell and Indoor Areas

Secondary students should be mindful of younger students on the stairs and in the hallways. Older students should yield the walkway to younger students and set a good example of how to be safe and courteous when sharing the stairs and walkways with students of all ages.

Running is not allowed inside of the atrium, classrooms, MPR, or hallways at any time.

Visitors

All visitors must meet all behavioral and dress code regulations of Morrison. They must check in with the guard and office as soon as they arrive and receive a visitor's badge. Former students or other approved visitors for secondary may only visit during lunch so as to not disrupt teaching time.

Weapons on Campus

Students may not bring any weapons or dangerous objects onto campus at any time. Toy guns (nerf guns, plastic guns, slingshots, etc.) are also not allowed on campus without special permission from a teacher.

Weather Disruption

In the event of an approaching typhoon, school may be canceled. Parents are required to check one of two communication portals in the event of school cancellation:

1. Morrison Taipei's [Facebook](#) page
2. Email from Morrison Office Staff

Generally, Morrison Taipei will cancel school if national schools in the Taipei area cancel school. If school does not close, the ultimate decision to keep children at home or to send them to school is at the parents' discretion. Determination to cancel school is based on local conditions. Each Morrison campus determines this separately.

