

Second Readings

1350 SYSTEM PLANNING COMMITTEE (deleted)

4254 FUND RAISING AND GRANTS FOR EMPLOYEES (new)

Morrison Academy's compensation package for direct hire employees may not cover some needs that are commonly provided by missionary sending organizations. Therefore employees may raise financial support through the Morrison Academy Employee Grant Program. All funds raised and donations accepted for this grant program by the employees will belong to Morrison Christian Association. Disbursement of grants to employees must be approved by the Assistant Superintendent for Financial Services in accordance with administrative procedures.

Morrison Academy will maintain an accounting of funds raised by the employee, and of grants disbursed to the employee. The employee will not have any ownership or right to funds in the account. In the event that the employee leaves the employment of Morrison Academy any balance remaining in the account will be transferred to the Plant and Development Fund.

3/07

4285 FINANCIAL AID

On the basis of demonstrated need, parents of students enrolled in Morrison Academy may apply for Financial Aid Grants to help pay for tuition, boarding, special needs and LEP fees. Requests for such aid will be considered from parents without regard to their missionary or non-missionary status. Financial aid is determined after enrollment, and should not be an expectation for enrollment. Financial Aid grants are allocated to those experiencing short-term financial need.

Grants are paid from a Board budgeted Financial Aid Account, with the granting of assistance dependent upon the availability of funds for that particular budget year.

Grants will be awarded on a semester basis with applications required for each semester. In exceptional cases, grants may be awarded for one or two years at a time. These situations may include extreme hardship or continued financial strain.

The Assistant Superintendent for Financial Services, in consultation with the Board Treasurer, will authorize the distribution of Financial Aid Grants and administer the Financial Aid Account. Cases that are exceptional or involve extreme hardship will be referred to the Finance Committee. In case of questions regarding the decision of the Board Finance Committee, parents may appeal to the Board of Trustees for further consideration.

Grants may be awarded to a maximum of 30% registration, building fees, tuition, dormitory program and dormitory kitchen service fees, and special needs and LEP instruction fees. In the case of extreme hardship, grants may be awarded up to a maximum of 50%. Grants are calculated on the balance due after discounts have been applied.

Conditions:

1. Full financial disclosure is required in order to be eligible for consideration for Financial Aid Grants. Financial disclosure will include salary/support, housing, car and travel allowances, retirement, education, and child allowances. Income for work expenses will be excluded.

2. Total family income is less than NT\$2,000,000 per year.
3. Grants will be awarded only after debts from previous semesters have been paid up to date.

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4515 MEMORIALS

A building, room or center may be named after or dedicated in honor of an individual or organization in recognition of a major investment in that project. Naming a facility for an individual may also be in recognition of a major life investment in the school. This may occur at least three years after a person has left the school.

Recommendations for naming a facility are to be submitted to the Leadership Development Committee, which may bring the recommendation to the Board of Trustees for final approval.

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5171 LEVELS OF SERVICE (deleted)

5205 ENROLLMENT LIMITATIONS

Enrollment in Morrison Academy is restricted to students that meet the ROC requirements for enrollment in international schools.

Enrollment Ratios

The Board shall set enrollment limits according to the space available in the physical plant, as well as other considerations which will protect the integrity of the school's primary purpose of educating the children of missionaries in Taiwan. A minimum of 30% of the students in the Morrison system shall be the children of missionary parents. A minimum of 30% of the students at each K-12 campus shall be the children of missionary parents. Other campuses may not have fewer than 20% children of missionary parents. The ratio of missionary to non-missionary children shall be regularly monitored. If missionary children enrollment falls below these minimums, the Superintendent shall report the enrollment trends and anticipated changes as well as the steps that will be taken to bring enrollments within the minimums in a timely and appropriate manner. This report shall be given by no later than the third board meeting of each year. In order to provide continuity in educational programs, temporary exceptions to these enrollment ratios may be granted by special Board action. Everything possible will be done to accommodate missionary children on a priority basis.

Grade level enrollment limits

Enrollment in each grade level (K-8) shall be maintained within the following limits:

<i>Grade Level</i>	<i>Maximum Size</i>	<i>Minimum Size</i>
Kindergarten	20 students	8 students
First Grade	22 students	9 students
Second Grade	23 students	9 students
Third Grade	24 students	10 students
Fourth - Eighth Grade	25 students	10 students

In split grade level classrooms, Grades 1-8, classes shall be limited to a maximum of 20 students. In multi-level (three or more grade levels) classrooms, Grades 1-6, classes shall be limited to 12 students.

Kindergarten through grade 8 shall be limited to one section per grade level on each campus after August 2007. Elementary/middle school enrollment limits may be exceeded in order to include additional newly enrolled children of missionaries. Enrollment shall be brought back in line as soon as possible by normal attrition.

High school enrollment shall be maintained within the following limits:

Grade Level	Max Class Size	Maximum Section Size	Minimum Section Size
Ninth Grade	40 students	25 students	10 students
Tenth- Twelfth grade	60 students	25 students	5 students

Enrollment for grades 10-12 shall include qualified students transferring within the system and new missionary students. Other new students will not be admitted if enrollment for the grade level already exceeds the limit.

A second section of a given high school course will not be scheduled until the maximum section size is exceeded.

Exceptions to these grade level enrollment limits may be granted by the Superintendent under any of the following conditions:

- when facilities are inadequate to house a maximum sized class
- when safety is a consideration
- when special provisions are needed for the children of missionaries in accordance with the mission statement.

3/07

5220 AGE FOR ENTRANCE

Kindergarten

1. Children must be five years old by October 1 of the year they wish to enter kindergarten. Administrators may deny enrollment if it is determined by standardized testing that sufficient maturity is lacking for the students who meet the age criterion.
2. Children who become 5 years of age between October 1 and November 1 may be admitted into the kindergarten if they have been approved by the administration in consultation with the elementary team leader or teacher, as appropriate, and if their academic readiness has been confirmed by standardized testing.

First Grade

1. Children must be six years old by October 1 of the year they wish to enter first grade, and have been promoted from a kindergarten recognized by Morrison Academy. The administration may waive the kindergarten promotion requirement providing that the child is ready for the first grade, as determined by standardized testing.
2. Children new to the Morrison system, who become six years old between October 1 and November 1, may be admitted into first grade if they have been approved by the administration in consultation with the elementary team leader or teacher, as appropriate, and their academic readiness has been confirmed by standardized testing.

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5290 STUDENTS' LIVING ARRANGEMENTS

During the school calendar year, students enrolled at Morrison Academy must live with a parent, guardian, or an adult designated by a parent or guardian. Any designated adult must

be approved by the school principal. Failure to abide by this regulation will result in the student's termination of enrollment from Morrison Academy. For all students not living with their parents, a form must be submitted by the parent to the principal designating a legal guardian for the student.

3/07

5300 SCHOOL GOALS

Morrison Academy will endeavor,

1. In working with students, to

- a. Integrate Christian faith and learning into the curriculum.
- b. Seek to actively engage students in learning.
- c. Strive to adapt instruction to the experiences, the maturation, the abilities, and the learning styles of individual students.
- d. Maintain curriculum standards acceptable for entrance into schools and colleges of high academic standing in the United States while serving the needs of all students.

2. In working with families, to

- a. Cooperate closely with parents regarding the student's progress.
- b. Seek to understand the parents' educational expectations for their children.
- c. Help parents to understand the school's purpose and program.
- d. Help parents of non-American heritage to understand the effects of the school's culture on their children.

3. In working with students of many cultural heritages, to

- a. Provide supplemental instruction for students who are identified as limited English proficient.
- b. Encourage understanding of religious, cultural, and national customs and values.
- c. Help students acquire a sense of ownership in their own language and culture.

4. In working with missions and missionaries serving in Taiwan, to

- a. Provide Christian educational opportunity for K-12 students based on a USA model.
- b. Provide regional campuses
- c. Provide satellite school educational opportunities
- d. Provide assistance to parents who are home schooling their children

3/07

5340 STUDENT RECORDS

The school will maintain educational records for each student which reflect the academic, physical, emotional, and social aspects of the child's development in the educational process. Administrative guidelines shall be established to insure that records are kept in a fair, accurate, and appropriate manner.

The school recognizes the individual's right to privacy and the right of students, parents, or guardians to review school records in the presence of appropriate professional staff. Parents or guardians of minor students also have the right to obtain copies of educational records pertaining to their child.

Students over eighteen and parents of minor students have the right to challenge contents of school records to insure that they are not inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student.

A student's records will be sent to another educational institution when requested by the student who is eighteen years of age or older or by the parent when the student in question is a minor.

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5620 NON-CURRICULAR ACTIVITIES

Non-curricular activities shall be governed according to the following provisions:

1. Student Work Programs - Any student work program for which the school assumes responsibility requires prior administrative approval.
2. Contests for Students - Contests or competitions which are organized specifically for students of Morrison Academy or in which students participate as representatives of Morrison Academy must be approved by the Administration.
3. Soliciting - No organization, individual, or business is allowed to solicit contributions or services from or to sell goods or services to students without the permission of the administration.
4. Distribution of Materials - Distribution of materials to students must be for purposes authorized by the Administration.
5. Other After School Activities - Other after school activities requiring the use of school facilities and/or grounds need prior administrative approval. The campus principal may authorize school personnel to serve community based organizations and to provide services such as the collection of fees.

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