



Established 1998

Student Handbook

1251 Main St.
Dallas, OR 97338
Phone: 503-623-8480

WELCOME TO MORRISON CAMPUS!

Mission Statement:

“We help students achieve personal, academic and career goals through a supportive learning environment.”

Philosophy:

At Morrison, we foster a clear, shared understanding of expectations among students, staff, and guardians to support student success. Our dedicated staff creates a secure, caring environment that prioritizes academics. We cultivate positive educational relationships built on respect and cooperation with students, guardians, and the community.

The Three Morrison Expectations:

- 1. Show up and be on time.**
- 2. Work to the best of your ability.**
- 3. Be respectful and cooperative.**

Program Overview

Morrison Campus offers something unique: a sheltered, safe, learning environment in a closed campus setting. We have a strong sense of "community" here, and we invite you to join us in making school a positive, rewarding experience. Our expectations are simple: treat others and yourself with respect, work to the best of your ability, attend class and care about the program. We foster a college informality which allows us to treat our students as responsible adults. We promote a caring and structured environment that provides an opportunity for you to reach your goals and accept responsibility for your behavior.

Morrison is designed to accommodate high school students who are at risk of not graduating with their class. Further, Morrison will occasionally accept a student who, for extenuating circumstances other than credit deficiency, needs to be admitted.

Eight sessions are offered each school year at Morrison. Students who successfully complete their class work can earn one+ credit(s) per session for a total of eight (or more) for the year. Students who wish to earn additional credit may arrange with their advisor to enroll in a contract class. Only students who have demonstrated good work habits will be considered for contract work.

Please note that all Morrison students are required to take Careers and Economics (Personal Finance) at Morrison, even if they took a class with the same title before.

Statement of Partnership

Morrison Campus is a program operating under Dallas High School. We rely on a high degree of maturity, responsibility, and cooperation from our students. It takes effort from each staff member and each student to make this program work.

Our program is *voluntary* for students. The staff selects students on the basis of high school referrals, and the orientation and intake process. Our students become members of our student body by invitation. ***The staff reserves the right to disinvite a student if their maturity, responsibility, or cooperation negatively impacts their own success or that of fellow Morrison students.***

The following agreement is designed to foster a clear understanding of expectations and to provide the best possible chance for student success. The agreement is based on the premise that holding one another accountable for commitments is part of positive, healthy relationships.

Each staff member is committed to provide:

- A safe, supportive and caring environment
- A strong academic focus
- A positive educational relationship for students, guardians, staff and community based on mutual respect and cooperation

Each student agrees to:

- Meet attendance requirement
- Perform to the best of their academic ability
- Demonstrate mutual respect and cooperation

Each guardian agrees to work in partnership with staff and students to ensure

- Regular attendance
- Academic achievement
- Cooperative behavior

Enrollment Process:

Morrison staff is committed to working with local high school counselors to ensure a proper fit of student needs with the Morrison program.

To gain admission to Morrison a student must:

1. Work with a high school counselor to determine if Morrison is an option.
2. Complete the application and turn it into Morrison Campus.
3. Attend an orientation with Morrison staff to learn more about the program.
4. Have an intake interview with a Morrison staff member. If the staff agrees that the student is a good candidate for Morrison, the student will be placed on a waiting list until a seat becomes available.

Program Guidelines

ATTENDANCE: Since students must complete the work of one semester in our abbreviated sessions, they are expected to maintain excellent attendance. Roll is taken each period to support our strict attendance policy:

*Please be aware that due to an Oregon law (ORS339.065 Estimates of Attendance) regarding school attendance, families will be limited on the number of absences, including excused absences, that can be used during a set amount of time. For absences in excess of 5 days per 3-month period or 10-days per six month period, additional documentation may be required.

Morrison staff will work with students on how to best navigate attendance issues as they arise, and how the number of absences specified above translates to Morrison's eight sessions model.

Attendance

Absences Are Limited Any student who accrues more than ten period absences during a session will be required to attend a make-up time during the first day of the intersession days. Make-up time is 9:00-12:00. Failure to attend may result in a petition.

Absences can affect a student's ability to earn credit.

Late Entry Absence Arrival after 10 minutes is considered an absence for that period. The student may remain in the classroom to proceed with course work.

Departure from the Classroom Without Permission or extended time out of class will also result in an absence for that period.

Unexpected Events do happen. Students are urged to save their absences for crisis situations. At such times, they are required to call or email the school and report the nature of their emergency. (503 623-8480)

Missed Course Work must be completed on the student's own time. Students are expected to ask for help in organizing make-up assignments. Some missed assignments cannot be made up.

***NOTE**—A student who has missed a disproportionate number of days per session may be told to leave the program. Unearned credit for that course may be forfeited.

Keeping Track of Attendance is the **student's responsibility**. This includes monitoring the school's record and asking timely questions when a discrepancy is noticed.

Tardies Entering the classroom late (within 10 minutes of start-time) is disruptive and earns a "tardy". The accumulation of three tardies in any given session may result in assignment of a tardy lab, an academic or housekeeping task which must be completed within one week of the third tardy earned. Failure to complete the task on time will result in a one (1) period absence.

Keeping Track of Absences and Tardies

- An absence will be recorded as an "A"
- A tardy will be recorded as a "T"
- A tardy lab will appear as an empty circle drawn on the day it is due.
- A neglected tardy lab will turn into a one (1) period absence.
- A satisfied tardy lab will produce no attendance consequences.

APPROPRIATE BEHAVIOR: We believe that our students are capable of being responsible, respectful and safe in all their behaviors, and we actively work to support our students being successful. If staff determine that a student is not fulfilling the Dallas School District K-12 [Code of Conduct](#) and behavior expectations for MCAP, the student may be placed on probation or exited from Morrison with the possibility of a district level expulsion process. Behaviors that could lead to a student being dismissed from the Morrison program include engaging in the possession, use, distribution or sale of tobacco products, or inhalant delivery systems, alcohol or unlawful drugs on any district property or grounds, including parking lots, or while participating in school-sponsored activities.

OFF-LIMITS AREAS: For safety purposes, Morrison students are expected to remain within sight of staff during school hours. Use of outside areas, parked cars, or obscure corners of the facility without permission or supervision by staff is forbidden and may result in a petition hearing. Additionally, students are not to use the district office doors to enter or leave Morrison Campus.

CLOSED CAMPUS: To ensure student safety, Morrison Campus maintains a closed campus during school hours. Students must remain on campus within designated areas. (See also "Lunch Breaks" and "Visitors" below.)

LUNCH BREAKS: A lunch break is provided. Food Services provides an option for hot lunches for those students who wish to participate. Students are also free to leave campus to get their lunch, as long as they return to campus within the lunch time period allotted and are seated and ready for instruction at the beginning of the afternoon session.

VISITORS: Visitors, including guardians and friends, may not visit the Morrison building or the parking area unless they are conducting official school business in the office.

*** UNAUTHORIZED VISITORS WILL BE REQUIRED TO LEAVE IMMEDIATELY.**

ACCESS TO DALLAS HIGH SCHOOL CAMPUS: Morrison students are welcome on the Dallas High School campus if they have a valid reason for being there. For example: dances, counselor appointments, or pre-arranged attendance in class. Morrison students are not to “hang out” at Dallas High School prior to the start of school, at lunch, or after the regular Morrison school day. Students are to stay off campus on any day Dallas High is in session and Morrison is not in session (except for the reasons stated above). Students attending Morrison are eligible for co-curricular activities/classes at DHS if they meet the OSAA (or other) requirements.

DRESS CODE: Students are expected to wear clothing that is appropriate for school and align with the district’s dress code policy. Clothing should be clean, modest, and in good condition. If a student is determined to be dressed inappropriately, they may be asked to change clothes.

MORRISON CAMPUS CELL PHONE POLICY: Cell phones must be responsibly managed while on campus. While in class, students may be asked to put cell phones out of sight. Failure to manage cell phone use responsibly, or to comply when asked to put cell phone away will likely result in a petition hearing and possible exit from the program.

DISCIPLINE PROCEDURES

The following disciplinary procedures are unique to the successful operation of Morrison Campus, and follow the [District Code of Conduct](#).

WARNINGS: A warning system is employed to ensure respect for all. Warnings are not harsh or personal, but instead are intended to serve as gentle reminders for students to make constructive decisions about their actions. **Warnings may be issued by any staff member...at any time...in any place.** They will not be discussed during class time. Three warnings earned in a given day will result in a dismissal (5 period absences). On the next school day, the student returns with "a clean slate" and should experience no ill will.

Behaviors that merit warnings include, but are not limited to:

- Using inappropriate actions or language
- Making inappropriate comments
- Disrupting class
- Demonstrating disrespect
- Failing to stay on task
- Inappropriate cell phone use during class time
- Inappropriate use of school computers and other electronic devices
- Wearing clothing displaying inappropriate language or pictures
- Initiating or continuing drama on campus (drama is portrayal of personal issues having a negative impact on others)

ONE DAY DISMISSAL: A dismissal is issued when a student's choices threaten their success or the success of classmates. It counts as five (5) period absences. The dismissed student must report to the principal's office immediately and remain in the office until guardians are contacted and transportation becomes available. Behaviors and actions that merit a dismissal include, but are not limited to:

- Three warnings in any given day
- Inappropriate driving
- Possession of tobacco products or inhalant delivery systems or products (other consequences may apply)
- Inappropriate use of school computers
- Entry into designated "off-limits" areas without the company or permission of staff
- Any inappropriate activity, conversation, item of apparel, accessory, graphic representation, music, or printed material, electronic or hard-copy that violates the district code of conduct.

Students who are dismissed for the day may be welcomed back the following day with no further consequences.

DISMISSAL WITH POTENTIAL REMOVAL FROM THE PROGRAM: A student discovered to be involved in certain prohibited activities will be suspended from school and provided with a hearing to determine the feasibility of their continuance in the program. For serious offenses as outlined in District policy, a student may be taken to an expulsion hearing. Activities that merit a suspension with a hearing which may result in an expulsion include, but are not limited to:

- Discrimination against others
 - Perceived or outright intimidation of others
 - Fighting, including offensive and defensive physical contact
 - Illegal activities
 - Participation in or discussion of drug transactions
 - Suspected dealing of illegal substances
 - Use or possession of drugs or alcohol
 - Vandalism
 - Recruitment for or promotion/glorification of gangs or gang activity
 - Generation, propagation, or exchange of divisive or destructive information about classmates
 - Pursuit of any non-class related information on drugs, alcohol, weapons, and sex
- Please note that behaviors that are in violation of state laws are subject to court imposed fines.

STAFFINGS: Staffings at Morrison are formal meetings between teacher(s)/student with the purpose of clarifying expectations and appropriate behavior. Staffings are also an opportunity for students to gain support by discussing difficulties that may be hindering their success.

Staffings may convene for, but are not limited to the following reasons:

- Student attendance
- Behavioral issues
- Lack of student academic performance
- Social, emotional, or personal issues
- To support student efforts
- Communicate consistency to students

PETITION: A student is petitioned for violating one of the three rules (see the three Morrison expectations). Teachers will provide the proper format and advise the student on how to proceed. Students are encouraged to continue to attend, while up for petition, and do the work assigned. This demonstrates a desire to continue in the program. If the student chooses to stop attending after receiving the petition notice, it will be considered as a demonstration of negative behavior during the petition hearing.

PETITION HEARING: The primary reason for a petition hearing is a serious or ongoing violation of one of the three Morrison rules resulting in doubt as to whether this program is appropriate for the student. Results of a petition hearing may be: 1) exit from the program, 2) probationary status, 3) reduction to a staffing with no penalty to the student. Prior to a petition hearing due process will have been followed and staff will have discussed the student interventions and actions leading up to the hearing at a team meeting.

PROBATIONARY STATUS: A student may be designated as "on probation" as a result of a petition. This status can last for several sessions as determined by the staff. During probation, students must consistently follow all three program rules taking particular care not to repeat the problem behavior that led to their probationary status. One violation may result in immediate exit.

PETITION PROCESS: The petition process is provided to move the student toward becoming a successful adult, by helping to diminish irresponsible or self-defeating behavior. It is not to be thought of as "personal", but rather as a chance for staff to look for evidence that a student is serious about his or her education. Students up for petition should:

1. Schedule a time with the petitioning teacher to meet and discuss the issues resulting in a petition. The teacher will provide the forms and give the instruction needed to complete them.
2. Students should come to the hearing with evidence related to the factors considered during the petition hearing:
 - Absences/Tardies
 - Academic performance: show notebook, grade book evidence or portfolio work
 - Behavior record

In addition, each student will produce an essay addressing the following;

1. Why the student is up for petition

2. Why the student wants to stay in the program
3. How the behavior pattern will change if allowed to remain in the program
3. On the day of the hearing, students should arrive by 10:00 a.m. and check-in with the office. Arriving late for petition hearing check-in or not attending may result in forfeiture of the opportunity to petition and may result in an exit from the program.
4. Meeting Agenda:
 - A facilitator will conduct the meeting
 - The student will be called in to present a prepared essay
 - Students should expect a twenty minute meeting; be brief, present relevant data and stick to the point
 - State dates and a summary of what happened
 - Staff will ask clarifying questions
 - Student will offer a final statement about the desired outcome
5. After the hearing, students must call the school prior at a designated time to hear the team decision. At this time a meeting will be scheduled with the teacher or Principal to discuss the outcome and options.
6. If the student remains in the program, the teacher will prepare a contract to review and sign. The original will be filed in the office and notification will go out to all staff identifying students who are on probationary status.

Partnership Agreement

Mission Statement

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Each staff member is committed to provide:

1. A safe, supportive and caring environment
2. A strong academic focus
3. A positive educational relationship for students, guardians, staff and community based on mutual respect and cooperation

Each student agrees to:

1. Meet attendance requirements
2. Perform to the best of their ability
3. Demonstrate mutual respect and cooperation

*** Failure to uphold these requirements may result in an exit from the Morrison program. Each guardian agrees to work in partnership with staff and students to ensure:**

1. Regular attendance
2. Personal and Academic achievement
3. Cooperative behavior

Oregon Senate Bills 819 and 1558 guarantee all students access to a full-day school schedule comparable to grade-level peers, with exceptions for voluntary participation in an alternative education program and/or when a student voluntarily does not schedule a class for one or more class periods as part of their graduation plan. **I understand this information and agree to uphold my role in this partnership agreement.**

Student Signature: _____

Date: _____

Guardian Signature: _____

Date: _____

Principal Signature: _____

Date: _____