



Established 1998

# "A New Beginning"

## Student Handbook

1251 Main St.  
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Phone: 503-623-8480  
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# **WELCOME TO MORRISON CAMPUS**

## **Mission Statement:**

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

## **Philosophy:**

**At Morrison students, staff, and parents work to have a clear understanding of expectations to provide the best possible chance for student success. Each staff member is committed to provide a safe, supportive and caring environment with a strong academic focus. The staff is also committed to nurture positive educational relationships with students, parents and community - relationships based on mutual respect and cooperation.**

## **THE THREE MORRISON RULES:**

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

## **MORRISON CAMPUS ALTERNATIVE PROGRAM**

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Dallas, OR 97338**

### **Phone Number:**

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# STUDENT HANDBOOK

## PROGRAM OVERVIEW

### **MISSION STATEMENT:**

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

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 those high school students who are at risk of not graduating with their class. Students who need between 6 credits and 16 credits will be given preference for admission. Further, Morrison will occasionally accept a student who, for extenuating circumstances, 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.

**3 RULES:** Our school has three simple rules for students to follow. Students must:

- Attend classes regularly each session.
- Work to the best of their ability to perform the tasks required.
- Maintain respect for themselves and others by demonstrating cooperative behavior.

**STATEMENT OF PARTNERSHIP:** Morrison Campus is a small 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 our 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, at its sole discretion, may also uninvite a student whose lack of maturity, responsibility, and/or cooperation has interfered with his/her success or the success of fellow students at Morrison.*

The following agreement is designed to foster a clear understanding of expectations 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, parents, staff and community based on mutual respect and cooperation

Each student agrees to:

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

Each parent 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.

A student accepted into Morrison must check out of his/her current school, pay all outstanding fees and fines, and pay the enrollment fee to Morrison *before* he/she will be allowed to attend class. If special arrangements must be made, please consult with the Morrison staff.

## **PROGRAM GUIDELINES**

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

**Absences Are Limited** Any student who accrues more than twelve period absences during a session will be placed on probationary status and will then be offered an opportunity to petition the staff for permission to remain in the program. Continuance in the program is not guaranteed. A student who successfully petitions will remain on probation for two sessions.

While on probation, any further breach of program rules will result in probable removal from the program. Under some circumstances a student may return to Morrison after a two session wait period; each case will be considered individually.

**Late Entry Absence** to the classroom (arrival after 5 minutes past start time) 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** 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 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 will 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 5 minutes of start-time) is disruptive and earns a "tardy". The accumulation of three tardies in any given session will 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.

**SUSPICIOUS BEHAVIOR:** A student determined to be engaging in suspicious behavior will be placed on probation or exited from Morrison, and may be subject to a district level expulsion process. *Suspicious behavior* consists of repeated behavior patterns that lead staff to believe that a student is engaging in the possession, use, distribution or sale of tobacco products, or inhalant delivery systems, alcohol or unlawful drugs on or near any district property or grounds, including parking lots, or while participating in school sponsored activities. Such repeated behavior patterns include, but are not limited to:

- Frequent trips to the restroom or other less monitored areas of the campus

- Arranging meetings with another student or students during class or breaks via signals or text messages
- Persistent rumors from more than one source indicating that a student is using or dealing illicit substances on campus or during the school day (including before school or during lunch)

**CLOSED CAMPUS:** To ensure student safety, Morrison Campus maintains a closed campus during school hours. Breaks are provided throughout the day. Students must remain on campus within designated areas (see map).

**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 provided they return to campus within the lunch time period allotted and are seated and ready for instruction at the beginning of the afternoon session.

**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 will result in a suspension (see map). Additionally, students are not to use the district office doors to enter or leave Morrison Campus.

**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, he/she 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 student being required to check cell phone into the office during class time.

**VISITORS:** Visitors, including parents 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.**

## **DISCIPLINE PROCEDURES**

**The following disciplinary procedures are unique to the successful operation of Morrison Campus, and follow the District Discipline Policy and Procedures.**

**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)

**DISMISSAL:** A dismissal is issued when student's choices threaten his or her 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 parents 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 activity, conversation, item of apparel, accessory, graphic representation, music, or printed material, electronic or hard-copy, that glorifies, promotes, describes, or pursues...**drugs, alcohol, weapons, (real or simulated) discrimination, sexual promiscuity, violence, or gang activity.**

**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 his or her 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 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 after missing more than twelve (12) periods or violating one of the three rules. 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 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 lasts 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 students 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 8:30 a.m. and check in with the secretary.
4. Meeting Agenda:
  - A facilitator will conduct the meeting
  - The petition issuing teacher will present the facts to the group
  - 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, student must call the school prior at a designated time to hear the team decision. At this time a meeting will be scheduled with teacher or Principal to discuss the outcome and options.
6. If 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.

**NOT-SO-FREQUENTLY ASKED QUESTIONS** or...the petition you never thought was possible? Oh, it's possible.

### **How can I earn an absence?**

You can...

- Fail to attend class;
- Arrive more than five minutes late to class;
- Fail to do a tardy lab;
- Earn three warnings and a suspension;
- Leave class without permission;
- Do something totally unacceptable and earn a suspension.

**What happens if I "go over" my absences, and I want to continue in the program?**

You must...

1. Get instructions from classroom teacher;
2. Write a formal essay at home;
3. Come to school at 8:30 a.m. (sharp) on petition day with essay in hand. Arriving late for petition hearing check-in (8:30) may result in forfeiture of the opportunity to petition and result in an exit from the program.
4. Wait, wait, and wait in the hall for your turn to petition;
5. Read your essay to staff;
6. Answer questions from staff about why you went over your absences, why you want to stay in the program, how your pattern will change while here at Morrison;
7. Contact the school to hear the team's decision.

**\*Note—this process can take hours depending on the number and nature of petitions scheduled. Students who arrive late may forfeit their opportunity to petition.**

## **PARTNERSHIP AGREEMENT**

The following agreement is designed to foster a clear understanding of expectations 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:**

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

**Each student agrees to:**

1. Meet attendance requirement
2. Perform to the best of his/her academic ability
3. Demonstrate mutual respect and cooperation

**Each parent agrees to work in partnership with staff and students to ensure:**

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

**Additionally,  
We have read and agree to abide by the Student Handbook**

Student Signature

Date

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Parent or Guardian Signature

Date

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Staff Member Signature

Date

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**Morrison Campus Student Access Areas**

