

GRIFFIN BAY SCHOOL HANDBOOK

2020-2021



Connie Domenech, Office Manager

Erin Bristow, Teacher

Diane Heller, Teacher

Jennifer O'Neil, Paraeducator

Ben Troutman, Teacher

Fred Woods, Principal

Luna Wyde, Teacher

*"Tell me and I forget,
teach me and I may remember,
involve me and I learn."*

- Benjamin Franklin

*"I'll not be tied to hours nor 'pointed times
But learn my lessons as I please myself."*

*- from William Shakespeare's *The Taming of the Shrew**

Table of contents

Overview	3
Contact info	3
WSLPs	4
Schedule	4
Vision	4
General principles	5
Instruction, curriculum and assessment	6
Award of credit and course extension requests	6
The key to academic success	6
Emergency school closing	7
Transportation	7
GBS Parking	7
Neighborhood policy	7
GBS in-take process	8
GBS withdrawal process	8
GBS Fee Schedule	8
School grounds	9
Attendance policy, responsibility for attendance, and absences and tardiness.	9
Pre-arranged absences	9
Semester finals	9
Appointments during school	9
Visitors	10
Home/school communication	10
Cell phones	10
Educational materials & textbooks	10
Lockers	11
Lunch time	11

Freedom of expression 11

Clothing 11

Grading scale 12

Student participation 12

Report cards 12

GBS graduation requirements 13

Implications for “on-track” graduation 13

Learning through community service 14

Alternative methods to earn credit 14

Reasonable behavioral expectations of students 15

Academic honesty policy 16

Intimidation and Bullying 17

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Overview

Contact info

Text the school at 360 298 6025

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Office Manager, Connie Domenech

conniedomenech@sjisd.org

Principal, Fred Woods

fredwoods@sjisd.org

Certificated Teacher, Diane Heller

dianeheller@sjisd.org

Certificated Teacher, Margaret Law

margaretlaw@sjisd.org

Certificated Teacher, Ben Troutman

benjamintroutman@sjisd.org

Paraeducator, Jennifer O'Neil

jenniferoneil@sjisd.org

Special Services Director, Becky Bell

beckybell@sjisd.org

**WSLPs
Schedule**

ALE students enrolled as a Griffin Bay student (this does not include FHHS students taking an online course during a high school period) will have a Written Student Learning Plan (WSLP) to create a plan for the Griffin Bay student's education, delineate curriculum and materials, designate FTE and hours of instruction, and to discuss how best to evaluate progress. An intervention plan will be developed if the student does not make adequate progress .

Part of the program at Griffin Bay will include learning pods where students are invited to attend in person for support, or as written in their student learning plans. There are also staff available to supervise FHHS students who participate in an online course. The open learning pods' schedule is organized into a block of 100 minutes to facilitate flexibility and variety in instructional activities. Middle school and Elementary school students follow the middle school and elementary school learning pods' schedule.

Mon - Fri (if you are not taking FHHS classes Periods 1 or 2)	Mon - Fri (if you are taking FHHS classes Periods 1 or 2)
Morning Block 8:30 - 10:10	Period 1 8:15 - 9:10
Break 10:10-10:25	Period 2 9:15-10:10
Per 3 10: 25 - 11:20	Break 10:10-10:25
Per 4 11:25 - 12:20	Per 3 10: 25 - 11:20
Lunch 12:20-12:55	Per 4 11:25 - 12:20
Per 5 1:00-1:55	Lunch 12:20-12:55
Per 6 2:00-2:55	Per 5 1:00-1:55
	Per 6 2:00-2:55

*No student supervision *before* 7:45 and *after* 3:30 pm

Vision

Griffin Bay School provides a safe, productive and supportive learning environment in which students can "take risks" in their learning to improve. Curriculum is organized so that students can progress at their own rates - depending on their ability, interests, and preferences - through a sequence of increasingly difficult courses. The school's aim is to prepare secondary students for academic work at a four-year college.

General principles

- Maintain high expectations for hard work and learning.
- Offer various and individualized ways to demonstrate mastery.
- Create a supportive learning environment intentionally planned specifically to meet the needs of students
- Offer flexible deadlines and work-time arrangements, giving students more control over when and where they work
- Ensure appropriate and flexible educational opportunities designed to meet students' individual needs
- A breadth of offerings
- Provide challenging curricula organized around essential themes.
- Students are expected to follow the goals and plans in the student learning plan. This plan can be amended or updated as needed.
- The school offers access to mental-health treatment or other personalized services as directed by Griffin Bay staff.
- Offering credit recovery opportunities for students to receive credits for a course they previously failed or to improve their grades for courses that they took previously or to take courses for the first time to catch up
- Provide a balance of autonomy and support
- Activate peers as a positive influence
- Provide opportunities for students to build competence and productive relationships.

<p>Instruction, curriculum and assessment</p>	<ul style="list-style-type: none"> ● Offer challenging and engaging instruction through multiple curriculum options. ● Provide secondary students academic skills instruction and high school equivalency certificate preparation course work. ● Provide curriculum, assessment and instruction that are appropriate to each student's academic achievement, ability, emotional development and academic goals rather than by age or grade level ● Help high school students acquire high school level skills and credits and be academically prepared for success in college and/or work ● Nontraditional courses are taught on site, online, remotely or through independent study. ● If appropriate, students can take up to <i>three</i> online classes at once. ● Some courses allow students to complete its requirements in a short period of time. ● It is possible to have a course extended into the next semester or during summer to accommodate time to complete the course you are enrolled in. ● Students who work on online courses remotely will take courses through Odysseyware Academy. Teachers for OW Academy are virtual.
<p>Award of credit and course extension requests</p>	<p>High school credit will be awarded for all successfully completed course work in which students are enrolled, including high school equivalency certificate preparation. GBS determines credit on an ongoing basis with rolling enrollment.</p> <p>Extension requests should be made directly to the Griffin Bay teacher prior to the scheduled end date. If a GBS student does not complete on time, s/he will receive an F. The maximum extension will be 10 school days.</p>
<p>The key to academic success</p>	<ul style="list-style-type: none"> ● Attend regularly. ● Pursue your learning plan. ● When in doubt, ask! ● Be independently driven. ● Set a schedule.

<p>Emergency school closing</p>	<p>Listen to local radio stations beginning at 5 AM for school closures during inclement weather. Emergency information is also available on the SJISD website www.sjisd.wednet.edu. All assignments will still be due once students return to school or on the original assignment due date, whichever date is applicable.</p>
<p>Transportation</p>	<p>Griffin Bay students are welcome to ride to and from school on the San Juan Island School District school bus.</p>
<p>GBS Parking</p>	<p>Student parking is either in the parking lot by the Griffin Bay building, along the streets near the school with overflow parking available near the track. Students (and vehicle owners) recognize that SJISD does not assume responsibility for property damage to any private vehicle parked on its property.</p>
<p>Neighborhood policy</p>	<p>Students are to respect our neighbors (the area within a quarter mile radius of the school).</p> <ul style="list-style-type: none"> ● No littering, loitering, smoking or unruliness ● Walk on sidewalks

<p>School grounds</p>	<p>Griffin Bay School is a <u>closed campus</u> except during the lunch period (12:25-12:55 pm) which means, if you participate in a learning pod or are attending campus for an online course from FHHS, you will not be allowed to come and go freely.</p>
<p>Attendance policy, responsibility for attendance, and absences and tardiness.</p>	<p>Participation in classes is a critical part of the learning process. The school district's Policy 3122 is intended to help students learn responsibility and increase their potential for success.</p>
<p>Pre-arranged absences</p>	<p>Pre-arranged absences are absences that are arranged in advance. Coursework will be required to be made up based on teachers' professional judgment. Student must:</p> <ol style="list-style-type: none"> 1. Get a <i>Pre-Arranged Absence Form</i> from GBS staff 2. Obtain signature and information on what assignments will need to be completed from each teacher 3. Have his/her parent sign the form 4. Return the form to the Office Manager prior to absence <p>Parents and students are responsible for evaluating the effect of the absence on the student's grade and progress. Students will receive zero credit for missed assignments, quizzes and tests if the absence is not approved through the pre-arranged absence process.</p>
<p>Semester finals</p>	<p>GBS will give early finals to any student with a valid reason.</p>
<p>Appointments during school</p>	<p>If a student must leave school for an appointment, s/he must have permission from parents before leaving campus. The student's parent must speak directly with a faculty or staff member if the request for early dismissal is made by phone.</p>

<p>Visitors</p>	<p>Parents are welcome to visit Griffin Bay School. Students are permitted to have a visitor accompany them to school on a prearranged one-day basis only. It is expected that visitors will not create disturbances or interfere with learning. Visitors must be currently enrolled in a high school and be visiting during a school holiday from their school. A student who wishes to host a visitor is required to complete a “Visitor Request Form”, signed by all teachers, his or her parents or guardian, and then approved by the principal at least one day prior to the visit. Teachers and/or the Principal have the right to refuse student visitors in their classroom.</p>
<p>Home/school communication</p>	<p>Students have greater success when their parents are informed and involved in their education. Clear and accurate communication is important. Grades and assignments, along with other information and announcements, can be accessed by logging on to Skyward, a web-based tool to help parents and students stay informed and engaged.</p> <p>Griffin Bay School has a page on the San Juan Island School District website. Parents and students can check the calendar and announcements for important dates and information. Griffin Bay also has a Facebook page.</p> <p>Sometimes, students will be responsible for taking messages/paperwork home and making sure that parents receive information from school.</p>
<p>Cell phones</p>	<p>Students may bring cellphones to school. The phones must be programmed to silent or mute settings. Cell phone use is allowed during non-instructional times. Please refer to the Student Cell Phone Use Agreement.</p>
<p>Educational materials & textbooks</p>	<p>Students are responsible for textbooks assigned to them and will be required to pay for loss or damage. Students must clearly write their name in ink inside their books. With the exception of consumable textbooks, students must not write on any page or mark any part of textbooks in any way. According to its given condition, if the book is returned with damage (eg, torn pages, writing in book, etc), the student will be required to pay in full for the textbook.</p>

Lockers	There are no lockers at GBS.
Lunch time	GBS students may pick up lunch in the cafeteria on FHHS campus during scheduled lunch break from 12:20-12:55. GBS students may participate in the SJISD Food for Thought Program.
Freedom of expression	Freedom of expression is a constitutional right and part of the educational process at GBS. However, this freedom is subject to reasonable regulation and may not be used to disrupt the educational program or interfere with the rights of others.
Clothing	<p>Students must wear appropriate clothing at school and while attending school-sponsored functions (eg, field trips).</p> <p>Appropriate clothing will not cause disruption of learning, will be free of advertising or promotion of drugs, alcohol, cigarettes or any product that align with a safe and drug free schools environment.</p> <p>Clothing will have no crude messages, sexual innuendo or offensive language.</p> <p>Students wearing inappropriate clothes will be required to change clothes.</p> <ul style="list-style-type: none"> ● Students must wear clothing including both a shirt with pants or skirt, or the equivalent (for example dresses, leggings, or shorts) and shoes. ● Clothing must cover undergarments ● Clothing must not be see through

<p>Grading scale</p>	<p>All students, grades 9-12, will receive semester grades with the following grade marks:</p> <table border="1" data-bbox="1036 233 1354 751"> <thead> <tr> <th>Grade</th> <th>High</th> <th>Low</th> </tr> </thead> <tbody> <tr><td>A</td><td>100</td><td>94</td></tr> <tr><td>A-</td><td>93.99</td><td>90</td></tr> <tr><td>B+</td><td>89.99</td><td>87</td></tr> <tr><td>B</td><td>86.99</td><td>84</td></tr> <tr><td>B-</td><td>83.99</td><td>80</td></tr> <tr><td>C+</td><td>79.99</td><td>77</td></tr> <tr><td>C</td><td>76.99</td><td>74</td></tr> <tr><td>C-</td><td>73.99</td><td>70</td></tr> <tr><td>D+</td><td>69.99</td><td>67</td></tr> <tr><td>D</td><td>66.99</td><td>60</td></tr> <tr><td>F</td><td>59.99</td><td>0</td></tr> <tr><td>P</td><td>100</td><td>60</td></tr> </tbody> </table>	Grade	High	Low	A	100	94	A-	93.99	90	B+	89.99	87	B	86.99	84	B-	83.99	80	C+	79.99	77	C	76.99	74	C-	73.99	70	D+	69.99	67	D	66.99	60	F	59.99	0	P	100	60
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<p>Student participation</p>	<p>Meaningful involvement by students in their own education is extremely important and necessary. Students taking Tutorial and/or Study Hall classes will be graded on indicators that may include:</p> <ul style="list-style-type: none"> ● Active participation in instruction and other class activities ● Desire to succeed ● Willingness to expend effort to achieve ● Persistence in the face of obstacles 																																							
<p>Report cards</p>	<p>GBS report cards with teacher comments will be issued at the conclusion of each quarter (ie, at the end of midterm and semester).</p>																																							

<p>GBS graduation requirements</p>	<p>All program requirements (described below) must be met for a student to receive a GBS diploma. Students must receive a semester grade of “D” or above or “P” to earn credit for that class.</p> <p>Students must fulfill the following three requirements:</p> <ol style="list-style-type: none"> 1. Earn the state minimum requirement of 24 high school credits. 2. Complete a High School and Beyond Plan <ol style="list-style-type: none"> a. Slideshow presentation b. Personal essay c. Career interest inventory d. Resume e. Personal budget project 3. Pass state tests or approved alternatives in English language arts, math and science
<p>Implications for “on-track” graduation</p>	<p>Students are responsible for taking the necessary steps to ensure that they graduate with the minimum number of required credits. In some cases, students deficient in credits may make up those credits in an alternative method that does not require a delay of graduation (eg, minimum competency testing).</p> <p>If we apply the required credits, which the Class of 2019 and beyond needs to graduate high school, to Washington state's criteria, significantly behind in credits means:</p> <ul style="list-style-type: none"> <input type="checkbox"/> 9th grade student with less than 3.25 - 4 credits by the end of their freshman year (ie, approx. less than 65% of 6 credits) <input type="checkbox"/> 10th grade student with less than 6.75 - 8 credits (ie, <65% of 12 credits) <input type="checkbox"/> 11th grade student with less than 10.75 - 13 credits (ie, <70% of 18) <input type="checkbox"/> 12th grade student with less than 15.5 - 18 credits (ie, <75% of 24)

<p>Learning through community service</p>	<p>Community services provides you with the opportunity to volunteer your time, energy and talent to serve a local project or organization. As a diploma-seeking student of Griffin Bay School, you are required to contribute a minimum of 20 volunteer hours¹ before graduation. Your volunteer experience will help you learn how to solve problems, make decisions and communicate effectively.</p>
<p>Alternative methods to earn credit</p>	<p>GBS students may make up deficient credits in an alternative method that does not require a delay of graduation.</p> <ul style="list-style-type: none"> ✓ A student passes one or more GED pretests (0.5 credit maximum per quarter) ✓ A student makes a statistically significant post-test gain at the high school level in math, reading or writing on the WIAT-II during the quarter (0.5 credit per subject gain with a maximum of 1.0 credit for such subject gains in a quarter) ✓ Completion of high school level work readiness or college readiness curriculum (no more than 0.25 credits per multigraded lessons) ✓ The course, <i>Independent Physical Education</i>, enables students to meet required health and fitness credits. Griffin Bay School requires 150 minutes per week of physical (aerobic) activity for secondary students. 0.5 credits will be earned when 1350

¹ Students who have extenuating or unusual circumstances may request a waiver from the principal. In addition, If the student is (1) sixteen years of age or older and (2) is regularly and lawfully employed during the current school year, and (3) the parents agree that their child should not be required to volunteer their time, energy, and talents to serve a community project or organization for 20+ hours, the student will be eligible for a district requirement waiver.

Reasonable behavioral expectations of students

Griffin Bay School strives to provide and has the responsibility to maintain a school environment where everyone is treated with respect and no one is physically or emotionally harmed. In order to ensure the optimal conditions for learning, it is the responsibility of all students to follow these reasonable behavioral expectations:

- Be **respectful** and **courteous** at school.
- Upon arrival, **sign in** and **study** where you'll learn best.
- Comply with school **rules**.
- Do not use tobacco, snuff, alcohol or other illegal **drugs** on campus or during school activities.
- Use appropriate **language** for an educational environment.
- Mute and put away your **cellphone** during class.
- Do not interrupt others. If something needs to be clarified, **wait** until it is your turn to speak or politely ask.

Offenses may result in conferences with the principal and parents, suspension, expulsion, and/or contact with law enforcement.

In order to ensure respect and prevent harm, it is a violation of district policy for a student to be harassed, intimidated, or bullied by others in the school community, at school sponsored events, or when such actions create a substantial disruption to the educational process. Student(s) will not be harassed because of their race, color, religion, ancestry, national origin, gender, sexual orientation, including gender expression or identity, mental or physical disability, or other distinguishing characteristics.

Academic honesty policy

We want our students to be absolutely clear about what is and what is not acceptable for turning in assignments. Copying and pasting any large amounts of text off sites, such as Wikipedia, brainly.com, or answers.com, is *cheating* and does not show you understand the content. Doing this for any question will automatically result in a 0 for the entire assignment, or if GoGuardian shows a search for test answers that will also result in a 0. Make sure the work you turn in is your own thinking and writing!

GBS will penalize students caught copying the work of others. Staff and teachers will teach students how to avoid plagiarism.

1st offense - Automatic zero grade in that assignment, and the student must attend after-school "What is plagiarism class?"

2nd offense - Automatic zero grade in that Unit and parent-teacher conference.

3rd offense - Automatic failing grade in that course.

Intimidation and Bullying

The San Juan Island School District has zero tolerance for harassment, intimidation, or bullying behaviors and is committed to a safe and civil educational environment for all students, employees, and volunteers. "Harassment, intimidation or bullying means any intentional electronic, written, verbal, or physical act that:

- physically harms a student or damages the student's property; or
- has the effect of substantially interfering with a student's education; or
- is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
- has the effect of substantially disrupting the orderly operation of the school.

Depending upon the frequency and severity of the conduct, intervention, counseling, correction, discipline and/or referral to law enforcement will be used to remediate the impact on the victim and the school climate and to change the behavior of the perpetrator. This includes appropriate intervention, restoration of a positive climate, and support for victims and others impacted by the violation. False reports or retaliation for harassment, intimidation or bullying also constitute violations of this policy. See San Juan Island School Board Policy 3207 and procedure 3207P for full text and board policy 3207 and procedure 3207P for full text regarding cyber bullying.

SJISD Board Policy 3210: Prohibition of Sexual Harassment – Sexual harassment is unwelcome behavior or communication that is sexual in nature when:

- A student or employee is led to believe that he or she must submit to unwelcome sexual conduct or communications in order to gain something in return, such as a grade, a promotion, a place on a sports team, or any educational or employment decision, or
- The conduct substantially interferes with a student's educational performance, or creates an intimidating or hostile educational or employment environment.

Examples of Sexual Harassment:

- Pressuring a person for sexual favors
- Unwelcome touching of a sexual nature
- Writing graffiti of a sexual nature
- Distributing sexually explicit texts, e-mails, or pictures
- Making sexual jokes, rumors, or suggestive remarks
- Physical violence, including rape and sexual assault

You can report sexual harassment to any school staff member or to the district's Title IX Officer, Superintendent Fred Woods, (360) 378-4133, or fredwoods@sjisd.org. You also have the right to file a complaint. For the district sexual harassment policy and reporting procedure, contact your school or district office, or search for Policy 3205 and Procedure 3205P online here: <https://www.sjisd.wednet.edu/Page/1491>

Every report of sexual harassment will be investigated in a sensitive manner. In determining whether the alleged conduct constitutes sexual harassment or the more severe sexual misconduct, the totality of the circumstances, the nature of the harassment and the context in which the alleged incidents occurred will be investigated. Sexual harassment may be treated as a criminal act.

SJISD Board Policy 3210: Nondiscrimination - San Juan Island School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression, gender identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employees have been designated to handle questions and complaints of alleged discrimination:

Cynthia McVeigh, Civil Rights Coordinator
cynthiamcveigh@sjisd.org, (360) 370-7904

Fred Woods, IX Officer
fredwoods@sjisd.org, (360) 370-7905

Becky Bell, Section 504 Coordinator
beckybell@sjisd.org, (360) 370-7911

You can report discrimination and discriminatory harassment to any school staff member or to the district's Civil Rights Coordinator, listed above. You also have the right to file a complaint. For a copy of the district's nondiscrimination policy and procedure, contact your school or district office or search for Policy 3210 and procedure 3210P online here:

<https://www.sjisd.wednet.edu/Page/1491>

GRIFFIN BAY SCHOOL HANDBOOK 2020-2021

I, _____, have received the Griffin Bay Handbook on Google Docs, and I acknowledge that it is my responsibility to read and understand the contents.

Student Signature

Date

I, _____ confirm that the Griffin Bay Handbook has been shared with my child on Google Docs, and I acknowledge that it is my responsibility to read and understand the contents.

Parent Signature

Date