



Student Handbook

Grays Harbor & Pacific County

1700 Cherry Street, Suite B
Aberdeen, WA 98520
360-209-5433

Lacey

4315 6th Ave SE, Suite B
Lacey, WA 98503
360-923-4215

Lewis County

151 NE Hampe Way, Suite C2-1
Chehalis, WA 98532
360-748-4441

Mason County

601 W Franklin St
Shelton, WA 98584
360-426-1200

Olympia

906 Columbia St SW, Suite 103
Olympia, WA 98501
360-464-6851

Yelm

609 W Yelm Ave, Suite 5
Yelm, WA 98597
360-464-6723

GRAVITY Learning Center is a program of Capital Region ESD 113.

Capital Region Educational Service District 113 does not discriminate with respect to race; creed; color; national origin; religion; age; sex; marital status; pregnancy; sexual orientation; gender expression or identity; genetic information; honorably discharged veteran or military status; the presence of any sensory, mental or physical disability; the use of a trained guide dog or service animal; or any other basis protected by state and/or federal law in its programs, activities, employment procedures and personnel practices.

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Mission

A safe and supportive learning environment to guide students through the crucial period of re-engaging with their education and beyond

A Message From Our Team

WELCOME TO GRAVITY!

Thank you for choosing to continue your academic career with us. The GRAVITY team is committed to the success of *all* of our students. We will work with you to ensure that you can learn and grow in a safe and supportive environment.

GRAVITY provides students with tools to complete their GED, but that's not all we do. We can connect you to resources for transportation, housing, clothing – whatever you might need. We're here for you!

This handbook will guide you through **GRAVITY's** policies and procedures. If you have any questions, please ask your case manager.

We look forward to working with you and celebrating your success. Congratulations on taking this step toward your bright future.

GRAVITY SITE SCHEDULES

Start and end times for students:

Monday–Friday, 9:00 AM–4:00 PM

GRAVITY is closed one Friday per month for staff meetings and collaboration.

Hours vary by site. Please visit gravitycenters.org for current site hours

GRAVITY Office Hours:

Monday–Friday, 8:00 AM–4:30 PM

ESD 113 Hours:

Monday–Friday, 7:30 AM–4:30 PM

Phone: 360-464-6700 Fax: 360-464-6900

Introduction

WHAT IS GRAVITY?

GRAVITY stands for **GED+ Re-engagement Alternative Vocational Individualized Training for Youth**.

GRAVITY Learning Center is a re-engagement program for students who have disengaged from high school before graduation. We work with school districts across our region to meet the unique needs of our students.

Our program connects students with educational, training, and job opportunities.

GRAVITY accepts students throughout the year. Students may enroll any time. Eligible students may also access **GRAVITY** services during the summer months.

Every **GRAVITY** students receive an individualized learning plan to meet their goals. Our team gets to know each student and works with them to meet their specific academic and social/emotional needs. We



help students find resources and solutions when barriers get in the way of learning.

GRAVITY can help students' access:

- GED testing, college placement testing, and certification classes
- Emergency food, housing, and clothing
- Technology and transportation

Most of our students are working on their GED, but that is just the beginning. We consult with students about the next steps in their education and career path.

Academic Program

ACADEMICS (CLASSROOM & VIRTUAL)

GRAVITY staff provide comprehensive and engaging academic lessons. We tailor instruction to reflect each student's individual skills, knowledge, and goals. Students learn individually or in small groups, whichever best supports learning.

GRAVITY offers a blended environment consisting of in-person and online learning.

GRAVITY teachers deliver instruction on-site. Students may elect to continue their learning online, at their own pace, outside of school.

GED TESTING

To complete their GED, students must pass all four subject areas with a score of 145 in each subject. **GRAVITY** pays the \$30 testing fee for each subject test, when students meet the following criteria:

1. Must be enrolled and meet the attendance requirement
2. Must attain a score of 145 or higher on a GED Ready test (pretest)

GRADING/REPORT CARDS

Students receive grades from their **GRAVITY** classes. Classes are taught by **GRAVITY** teachers or online through Fuel Ed. Courses are available depending on the student's course of action and goals.

GRAVITY sends quarterly credit requests to the student's home district. Students may obtain official transcripts through their resident district.

FIELD TRIPS

Field trips enhance the educational process. Permission forms signed by a parent/guardian are required for students under the age of 18.

ORIENTATION AND ASSESSMENT

All students take part in orientation upon enrollment. Orientation introduces students to the program, including our expectations and routines.

Students take assessments to determine academic skill levels in reading and mathematics. Students may also take

assessments to determine learning styles, career interests, or aptitude.

TECHNOLOGY

GRAVITY Students use computers to access information, create documents and support academics.

Students may not:

- Access offensive messages or pictures.
- Use obscene or defamatory language.
- Harass, insult, defame or attack others.
- Damage computers, computer systems or computer networks.
- Violate copyright laws.
- Use other people's passwords.
- Trespass in another's folders, work, or files.

Misuse of internet access or network accounts may result in loss of internet privileges.

Students are supervised while using computers on site. Students must sign and adhere to the expectations stated on the Authorization to Participate form. Technology access will be restricted if the form is not signed or if the expectations are violated.

CASE MANAGEMENT

Case managers serve a critical role at **GRAVITY**. Case managers:

- Guide students to formulate education and career goals and action plans
- Work with students, parents, teachers, and referral agencies to reduce barriers to success
- Provide consultation to families
- Facilitate referrals to community services and agencies

HEALTH SERVICES

Professional registered nurses provide health care planning and support for students with identified health conditions.

BEHAVIORAL HEALTH

GRAVITY staff partners with True North Behavioral Health Services as well as community providers to ensure student access to prevention and intervention to mental health and substance use disorder services.

TEACHING STAFF

GRAVITY teachers are Washington State–certified and hold endorsements in the areas they teach at **GRAVITY**.

Building Operations

PARKING & TRANSPORTATION

Students attending **GRAVITY** may arrive via any transportation form that suits them.

GRAVITY is an open campus . **GRAVITY** and ESD 113 do not assume liability for damage to any private vehicle parked on its property. Students driving to **GRAVITY** are required to adhere to Washington State driving laws.

PERSONAL ITEMS

The following items are not permitted on school property. If found, they will not be returned.

- Cigarettes
- Drugs
- Drug paraphernalia
- Weapons
- Lighters and Matches

GRAVITY is not responsible for lost or stolen electronic devices. Students are strongly encouraged to leave these items at home.

ATTENDANCE POLICY

Students are required to attend **GRAVITY** a minimum of four hours a month. **GRAVITY** is open Monday–Friday, 9:00 AM–4:00 PM. Attendance is tracked and communicated with the student, families, courts, and/or the resident district when necessary. Attendance reports are available at sign in/sign out or upon request.

Students must notify staff when they are unable to attend.

CHANGE OF ADDRESS/PHONE CONTACT INFORMATION

GRAVITY attempts to keep up-to-date records at school in case we need to contact you.

Please help us by informing the office of any changes in your address, phone number, and emergency contact information.

MANDATED REPORTING BY STAFF

By law, school staff must report suspected child abuse or neglect.

Behavior Expectations

HARASSMENT, INTIMIDATION AND BULLYING

GRAVITY is a safe and civil educational program. Employees, parents/legal guardians, volunteers, and community members must be free from harassment, intimidation, or bullying.

Harassment, intimidation, or bullying is defined as any intentionally written message or image (including those that are electronically transmitted) verbal or physical act, including but not limited to one shown to be motivated by race, color, religion, ancestry, national origin, gender, sexual orientation including gender expression or identity, mental or physical disability, or other distinguishing characteristics, when an act:

- Physically harms a student or damages the student's property;
- Has the effect of substantially interfering with a student's education;

- 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.

Health Services

GRAVITY is a healthy learning environment for all students. Our school nurses are professional Registered Nurses. They are experts in student health in the educational environment.

WHAT WE DO

Our nurses:

- Work with students, families, and school staff so that all students can participate safely in school
- Ensure that student health and safety needs are met
- Develop Individual Health Plans for students with health conditions
- Train school staff on the individual needs and emergency management of students with health conditions
- Support a positive safe school climate
- Assist the school team as needed
- Accommodate disabilities
- Provide direct nursing care when available on site
- Delegate safe medication administration to school staff
- Ensure that students are in compliance with Washington State immunization requirements

Students With Health Conditions

LIFE-THREATENING HEALTH CONDITIONS

(RCW 28A.210.320 & WAC 392.280)

Washington State law requires that schools prepare for life-threatening events when an enrolled student has a life-threatening health condition. Our team prepares for these events from the first day a student attends our program. Students must complete appropriate medical forms before their first day at GRAVITY. These documents must provide your current information. Students may get forms from their previous school, if in the same school year. If you have questions, please call your case manager or school nurse.

****Contact your school nurse if your child has a life-threatening health condition including a severe allergy, asthma, diabetes, seizures, etc. so that the nurse can create an Individual Health Plan (IHP).***

MEDICATION AT SCHOOL

(RCW 28A.210.260 & RCW 28A.210.270)

State and federal law require that a Medication Authorization for Medications at School form is completed and signed by both parent/guardian or student (if over the age of 18), and a licensed health care provider with prescriptive authority for ALL medications to be taken at school, including over-the-counter (OTC) medications.

Fill out this form at the beginning of each school year.

Please bring in any necessary medication(s) before your first day of attendance.

ILLNESS

Students should not come to school if they have these symptoms:

- Fever over 100.4 (stay home until fever free for 24 hrs without fever reducing medications)
- Cough, difficulty breathing, or shortness of breath

Please see your health care provider if you have two or more of these symptoms:

- Vomiting
- Diarrhea
- Rash with fever
- Discharge from eye(s)
- Other communicable diseases

These guidelines were adapted from the OSPI Infectious Disease Guidelines for School Staff.

The goal of these guidelines is to decrease illness. Working together we can prevent the spread of illness and keep everyone healthy. Contact the school nurse if you have any questions.

Remember: Hand washing is the single most important thing we can do to prevent the spread of illness.

During the COVID-19 Pandemic, **GRAVITY** follows current DOH and OSPI guidance for screening and school exclusion.

The most recent guidance can be on the following websites:

[Washington Department of Health Coronavirus Guidance Fall 2020](#)

[OSPI Coronavirus Guidance Fall 2020](#)

Immunizations

(RCW 28A.210)

REQUIREMENTS

State law requires proof of immunization status for students to enroll in school. A provider-verified Certificate of Immunization Status is required.

The following are acceptable provider-verified proof of immunizations:

- Official lifetime immunization record with a provider stamp or signature
- Official immigration immunization record
- Immunization record printed from a healthcare provider, clinic, or hospital
- Written immunization record with a provider stamp or signature
- Immunization record printed from the Washington Immunization Information System (WA IIS)

Families can access their student's immunization information and Certificate of Immunization form through the Department of Health website [MyIR](#). To access your information, create a MyIR account.

Call or email the DOH office WAISRecords@doh.wa.gov or 1-866-397-0337.

EXEMPTIONS

State Law allows exemptions to the immunization requirements for religious, medical, or personal reasons. These are recorded on a Certificate of Exemption (COE).

Washington State does not allow students to have personal or philosophical exemptions from the MMR (measles, mumps and rubella) vaccine required for school entry.

Certificate of Exemptions (COE) to immunization requirements:

Exemptions require both parent/guardian and health-care provider's signature except for certain religious exemptions.

In case of an accident, emergency contact/parents are contacted. Student files must contain updated information in case of an emergency.

Questions? Contact the school nurse.

Inclement Weather

GRAVITY sites follow the weather response of the site in which the school district is located.

Example: If Chehalis School District is closed, the Lewis County site will be closed.

- **Grays Harbor County:** Aberdeen School District
- **Lacey:** North Thurston Public Schools
- **Lewis County:** Chehalis School District
- **Mason County:** Shelton School District
- **Olympia:** Olympia School District
- **Yelm:** Yelm Community Schools

MEALS

GRAVITY does not provide meal service on-site.

STUDENT RECORDS

GRAVITY student records only include their time at **GRAVITY**. Refer to the student's sending school district for complete student records.

VISITORS

*All visitors are required to check in with **GRAVITY** staff.*

Those allowed on our campus:

- Enrolled students
- Prospective students
- Those accompanied by an adult

DRESS CODE

Students must wear school-appropriate clothing. If you do not have appropriate clothing, please talk with our staff. We have resources to help.

BUS PASSES

GRAVITY does not provide transportation for students. Students may qualify for a bus pass.

In order to be eligible, a student must be:

- Actively enrolled
- Participating and meeting attendance requirements

WEEKLY STATUS CHECKS

Students receive weekly communication from **GRAVITY** staff. Staff communicates via email, phone call, social media, text message, or in person. The goal is to engage with students, offer support, and provide program updates.

Indicators of Academic Progress (IAP)

Students must achieve an indicator of academic progress every three months.

Allowable IAP's include:

- Earn 0.25 high school credit;
- Earn 1 college credit;
- Receive a college certificate after completion of forty hours of instruction;
- Receive an industry recognized certificate of completion of forty hours of instruction;
- Pass one or more tests or benchmarks that would satisfy graduation requirements;
- Pass one or more high school equivalency certificate;
- Make a significant gain in a core academic subject;
- Successfully complete curriculum in a core academic subject that does not earn credit;
- Successfully complete college readiness course work;
- Successfully complete job search and job retention course work;
-

- Successfully complete a work-based learning experience of at least forty-five hours;
- Enroll in a college level class for the first time;
- Complete an English as a second language (ESL) class;
- Complete an adult basic education (ABE) class; or
- Complete a series of short-term industry recognized certificates equaling at least forty hours.

Emergency Procedures

FIRE DRILL PROCEDURES

- Everyone must leave the building via the safest route and wait for the fire drill recall.
- Please leave the building **quickly and quietly**.
- A **GRAVITY** staff member will make sure everyone is out of the building and is the last person out.
- Students and staff should gather in the designated location outside of the facility.
- You may not leave until you have notified **GRAVITY** staff.
- Staff will identify the meeting location prior to a fire drill.

EARTHQUAKE PROCEDURES

During an earthquake **STUDENTS SHOULD:**

1. Immediately drop and cover under desks or tables, along an inside wall or other protected place, or stand in a doorway. Turn away from the windows.
2. Remain in sheltered position until instructed to move.
3. Listen for instructions. The quake will produce loud noises. In order to know what to do, students will want to listen quietly.

Building Lockouts, Lockdowns, and Securing Doorways

GRAVITY staff will determine appropriate action depending on the situation.

IN AN EMERGENCY WHEN YOU HEAR IT. DO IT.

LOCKOUT! GET INSIDE. LOCK OUTSIDE DOORS.

STUDENTS

Return inside
Business as usual

STAFF

Bring everyone indoors
Lock perimeter doors
Increase situational awareness
Business as usual
Take attendance



LOCKDOWN! LOCKS, LIGHTS, OUT OF SIGHT.

STUDENTS

Move away from sight
Maintain silence
Do not open the door

STAFF

Lock interior doors
Turn out the lights
Move away from sight
Do not open the door
Maintain silence
Take attendance



EVACUATE! TO ANNOUNCED LOCATION.

STUDENTS

Bring your phone
Leave your stuff behind
Follow instructions

STAFF

Lead evacuation to location
Take attendance
Notify if missing, extra or injured students



SHELTER! HAZARD AND SAFETY STRATEGY.

STUDENTS

Hazard	Safety Strategy
Tornado	Evacuate to shelter area
Hazmat	Seal the room
Earthquake	Drop, cover and hold
Tsunami	Get to high ground

STAFF

Lead safety strategy
Take attendance



Source: Standard Response Protocol. iloveyouguys.org

K12
STANDARD™
RESPONSE PROTOCOL



Student Code of Conduct

GRAVITY sites prohibit tobacco, drugs, weapons, and alcohol.

Show respect to all students and staff: Respect differences; make positive comments, refrain from negative language and put-downs. Keep all discussions of violent and disrespectful stories, drug talk, and other such issues out of school. We do not tolerate bullying.

GRAVITY expectations for student behavior online are no different from face-to-face interactions.

Attend school regularly: School expectations include attending at least four (4) hours per month. If you are unable to attend school during the week, contact the GRAVITY site by phone, message on Facebook, text, or email to let us know.

Focus on academic work while in school: Please use computers for academic use only.

Respect the property of the school and the building, clean up after yourself: Take care of the school, building and all items contained within them.

Wear appropriate clothing: Please do not wear anything referencing drugs, gangs, or violence.

I acknowledge that I have read and understand the GRAVITY Learning Center Student Handbook and I agree to comply with all requirements within the handbook.

Student Signature: _____

Date: _____

GRAVITY Learning Center Site: _____

