



# Gravity Learning Centers

*Capital Region ESD 113*

## Student Handbook

### Grays Harbor & Pacific County

1700 Cherry Street, Suite B  
Aberdeen, WA 98520  
360-923-4251

### Lacey

3741 Griffin Ln SE  
Olympia, WA 98501  
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

1211 4th Ave E #100  
Olympia, WA 98506  
360-464-6851

### Yelm

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

## Mission

**Provide a caring learning community that equitably engages students in education through differentiated instruction and empowers them to make the academic and personal growth needed to be successful in their chosen future.**

**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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## TABLE OF CONTENTS

<b>Introduction</b> .....	<b>3</b>
WHAT IS GRAVITY? .....	3
GRAVITY HOURS .....	3
STUDENT COHORT SCHEDULE .....	3
<b>Academic Program</b> .....	<b>3</b>
ATTENDANCE POLICY .....	3
GED TESTING .....	3
<b>Gravity Operations</b> .....	<b>4</b>
<b>Building Operations</b> .....	<b>5</b>
<b>Emergency Procedures</b> .....	<b>7</b>
<b>Student Code of Conduct</b> .....	<b>8</b>

## Introduction

### WHAT IS GRAVITY?

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

Gravity is a year-round program; students can enroll throughout the year, including summer.

Our team gets to know each student and works with them to meet their academic needs. We help students find resources and solutions when barriers get in the way of learning.

### GRAVITY HOURS

Monday-Friday, 8:00 AM–4:30 PM  
Summer: Monday-Thursday

### STUDENT COHORT SCHEDULE

Monday/Wednesday, 9:00AM–11:00 AM

- Monday/Wednesday, 12:00 PM–2:00 PM
- Monday/Wednesday, 2:15 PM–4:15 PM
- Tuesday/Thursday, 9:00 AM–11:00 AM
- Tuesday/Thursday, 12:00 PM–2:00 PM
- Tuesday/Thursday, 2:15 PM–4:15 PM

## Academic Program

### ACADEMICS

Gravity staff provides comprehensive and engaging academic lessons. We tailor instruction to reflect each student’s skills, knowledge, and goals. Students learn individually or in small groups and attend in a cohort model.

### ATTENDANCE POLICY

Students must attend Gravity for at least four (4) hours a week. Students will work with teachers and case managers to select the best cohort schedule. Refer to “student cohort schedules” to review options. Attendance is tracked and communicated with the student, families, courts, and the resident district when necessary. Students must notify staff when they are unable to attend.

### GED TESTING

To complete their GED, students must pass all four official tests (ELA, Mathematics, Science, & Social Studies) with a score of 145 on each official test. Gravity provides pretests to students and pays the \$36 testing fee for each official test. Students must be enrolled and actively attending and participating for this to occur.

### CREDITS

Once a GED official test is complete, Gravity sends a quarterly credit request to the student’s home district. This request is for up to one credit for each official test passed. Students may obtain official transcripts through their resident district.

### PROGRESS

Students must make academic progress, with teacher support, regularly. Gravity primarily assists students with meaningful academic progress in these ways:

- Complete curriculum in a core academic subject that does not earn credit;
- Pass one or more high school equivalency certificates;
- Complete work readiness coursework;
- Complete a work-based learning experience of at least forty hours.

# Gravity Operations

## MANDATED REPORTING BY STAFF

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

## COMMUNICATION

Students will receive weekly communication from Gravity staff if a class is missed. Gravity staff communicates via text messages (Remind), email, and phone calls. This communication aims to engage and communicate with students, offer support, and provide program updates.

## FIELD TRIP

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

## ORIENTATION

All students take part in an orientation before enrollment. An orientation introduces students to the program, including expectations and routines. Students take assessments to determine academic skill levels in reading and mathematics. Orientation can take up to three (3) hours.

## TECHNOLOGY

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 18-21 years of age must sign and adhere to the expectations stated on the Authorization to Participate form. Parents/guardians sign this form for all students 16-17 years of age.

Technology access will be restricted if the form is not signed or expectations are violated.

## CASE MANAGEMENT

Case managers foster and facilitate growth by partnering with students.

Case managers:

- Hold students accountable for attendance and commitments.
- Solve problems with students together and teach skills to navigate adult responsibilities.
- Provide resources. (For health, food, housing, obtaining legal documents, and more!)

The case manager collaborates with all parties working with a student to help them succeed. This includes teachers, parents, providers, school administrators, and the student. Case managers can also provide students with support with post-GED planning, college, trade school, or career opportunities.

## CHANGE OF CONTACT INFORMATION

Please help us keep up-to-date records by informing staff of changes in your address, living situation, phone number, and emergency contact information.

## INFORMATION

Please help us keep up-to-date records by informing staff of changes in your address, living situation, phone number, and emergency contact information.

## TEACHING STAFF

Gravity teachers are Washington State-certified and hold endorsements.

## MEALS

Gravity offers snacks for all interested students and take-home food bags if students request.

## STUDENT RECORDS

Gravity student records only include their time at Gravity. Refer to the student's resident school district for complete student records.

## VISITORS

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

In 23-24, visitors are not permitted. Those allowed on our campus:

- Enrolled students
- Prospective students
- Parents/guardians accompanying prospective students

## 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.

## Building Operations

### TRANSPORTATION

Students attending Gravity may arrive via any transportation form that suits them. Gravity does not provide transportation to or from school. Public transportation is free in

all regions Gravity serves. 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.

## REGULATION OF WEAPONS ON SCHOOL PREMISES

It is unlawful for a person to carry onto, or to possess, on public or private elementary or secondary school premises, school-provided transportation, or areas of facilities while being used exclusively by public or private schools, any firearm or any dangerous weapon (RCW 91.41. 280, RCW 69.50.435, REC 28A.210.310(2)).

## 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 Mathes

**Gravity is not responsible for lost or stolen items.** Students are strongly encouraged to leave unnecessary items at home.

## Behavior Expectations

### HARASSMENT, INTIMIDATION, AND BULLYING

Gravity is a safe and civil educational program. Employees, students, and parents/guardians must be free from harassment, intimidation, or bullying. Harassment, intimidation, or bullying is defined as any intentionally written message or image, 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

### WHAT WE DO

Gravity is a healthy learning environment for all students. School nurses are professional Registered Nurses who are experts in student health in the educational environment.

Our nurses:

- Work with students, families, and school staff so that all students can participate safely in school
- Ensure that students comply with Washington State immunization requirements

### 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 before enrollment. Students must complete appropriate medical forms before their first day at Gravity. These documents must provide current information. Students may get forms from their previous school if

they are from the same school year. If you have questions, please call your school nurse. ***\*Contact your school nurse if the Gravity student has a life-threatening health condition, including a severe allergy, asthma, diabetes, seizures, etc., so 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 hours without fever-reducing medications)
- Cough, difficulty breathing, or shortness of breath

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

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

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

## IMMUNIZATION REQUIREMENTS

(RCW 28A.210)

State law requires up-to-date and complete proof of immunizations 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

## Inclement Weather

Gravity sites try to be open and available every school day. If a closure is necessary, students and families will be notified.

## Emergency Procedures

Gravity staff will determine appropriate action depending on the situation.

## 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 outside the facility's designated location.
- You may not leave until you have notified Gravity staff.
- Staff will identify the meeting location before 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 a sheltered position until instructed to move.

3. Listen for instructions. The quake will produce loud noises. To know what to do, students will want to listen quietly.



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## Student Code of Conduct

- **Attend school regularly:**
  - Students are expected to attend their cohort schedule. This is at least two (2) days a week for four (4) hours total.
    - If you cannot attend school during the week, contact Gravity staff by phone, text, or email to let us know asap.
- **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.**
    - Expectations for student behavior online are no different from in-person interactions.
- **Focus on academic work while in school:**
  - Students must be actively engaging in educational work while on-site and continually making academic progress.
  - Computers are for academic use only.
- **Respect the property of the school and the building:**
  - Take care of the school, building, and all items within them.
- **Wear appropriate clothing:**
  - 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 Name:** \_\_\_\_\_

**Student Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Gravity Learning Center Site:** \_\_\_\_\_