

ROCKETSHIP PUBLIC SCHOOLS

ROCKETSHIP Legacy Prep

Student/Family Handbook
2021-2022 School Year
Washington, D.C.

TABLE OF CONTENTS

ABOUT ROCKETSHIP	5
OUR STORY	5
OUR MISSION	6
OUR MODEL	6
CONTACT INFORMATION	7
SCHOOL SITES	7
WEBSITES	7
ADMISSIONS AND ENROLLMENT	8
CALENDAR AND ATTENDANCE	9
SCHOOL SCHEDULE	9
LAUNCH	9
OFFICE HOURS	9
ATTENDANCE AND TRUANCY	9
COMMUNICATION	10
SCHOOL CANCELLATION, LATE START, AND EARLY DISMISSAL	10
CAMPUS OPERATIONS AND SECURITY	11
ARRIVAL AND DISMISSAL PROCEDURES	11
STUDENT RELEASE	13
LATE PICK-UP	13
CAMPUS ACCESS AND VISITORS	13
ELECTRONIC SURVEILLANCE	14
FAMILY CUSTODY	14
VOLUNTEER CLEARANCE	14
FIELD TRIPS	15
SCHOOL MEALS	16
ACADEMICS	18
CURRICULUM	18
HOMEWORK	18
RETENTION AND PROMOTION	18
CHILD FIND ACTIVITIES	19
BEHAVIORAL EXPECTATIONS AND DISCIPLINE	20
ROCKETEER CODE OF CONDUCT	20
STUDENT DISCIPLINE	20

SUSPENSION AND EXPULSION	21
BULLYING PREVENTION	21
STUDENT DRESS CODE	21
PERSONAL BELONGINGS	23
TELEPHONE USE	23
HEALTH AND SAFETY	24
MEDICATION ADMINISTRATION	24
IMMUNIZATIONS	24
HEALTH EXAMINATIONS AND SCREENINGS	25
HEAD LICE	25
EMERGENCY CONTACT CARDS	25
SAFETY PLANS	26
WEAPONS AND FIREARMS	27
DRUGS, ALCOHOL, AND TOBACCO	27
INTERNET SAFETY	27
CHILD ABUSE AND NEGLECT	28
family INVOLVEMENT	29
ROCKETSHIP'S COMMITMENT	29
families'/GUARDIANS' COMMITMENT	29
family PARTNERSHIP	30
HOME VISITS	30
family OPPORTUNITIES ON CAMPUS	31

Please note that Rocketship may enact additional, supplemental, or alternative policies or procedures to accommodate developing circumstances related to COVID-19, to be separately distributed as needed. Families will be expected to comply with any such policies or procedures in the same manner as any policies and procedures contained in this handbook.

The policies provided in this handbook are subject to ongoing review and board approval. Rocketship will notify families if there are material changes to any of the policies contained here.

ABOUT ROCKETSHIP

Rocketship Legacy Prep is part of Rocketship Public Schools, a network of public elementary charter schools serving students in under-resourced neighborhoods where access to excellent schools is limited. We believe that truly transformative schools do more than educate students; they empower teachers, engage families, and inspire communities. Rocketship strives to meet the unique needs of each and every student through a blend of traditional instruction, adaptive technology, targeted tutoring, and enrichment opportunities. Together, we can eliminate the achievement gap in our lifetime.

OUR STORY

In 1999, Father Mateo Sheedy, Pastor of Sacred Heart Parish, created the Juan Diego Scholarship for Santa Clara University. He was surprised to discover that, of the hundreds of children in his parish, none of them met the basic academic requirements that would qualify them to attend their hometown college, or any other top-tier university.

Father Mateo Sheedy reached out to his community and started creating a plan to improve high-quality educational options in Washington Guadalupe, a neighborhood within greater San Jose.

Unfortunately, Father Mateo Sheedy passed away too soon, but his movement lived on. In 2006, his parishioners approached John Danner and Preston Smith—two educational entrepreneurs who were developing a new model for schools in under-resourced neighborhoods. John Danner, a former software engineer, was interested in the ways technology could help personalize education. Preston Smith was a young principal at a promising elementary school in San Jose who recognized the impact that empowered teachers and engaged families can have on student success.

Rocketship Mateo Sheedy Elementary opened soon after and our students quickly showed strong results in academic achievement. As more families joined the waiting list, we realized the need for even more high quality schools in the San Jose community, and beyond. Family demand and family organizing has played a strong role in opening new Rocketship schools all across the country.

Today, Rocketship Public Schools is a non-profit organization that operates all Rocketship schools and is governed by a Board of Directors. There are thirteen Rocketship schools in California, including San Jose, Redwood City, Antioch, and Concord; two in Nashville, TN; two in Milwaukee, WI; and three in Washington, DC.

OUR MISSION

Our mission at Rocketship Public Schools is to eliminate the achievement gap by graduating all students at or above grade level in reading and math. All Rocketeers will learn to take initiative, be respectful, be responsible, show empathy, and be persistent in attaining excellence.

The purpose of schooling is for all students to learn to use their minds and hearts well. Students learn best in schools where they are known well, where expectations are high, support is strong, and where their voices and their families' voices are valued. The mission of Rocketship Legacy Prep is to recognize all of these values and ensure that the students are empowered to learn, lead, and be positive and productive members of their community.

At Rocketship, our goals include the following:

- Students will develop a deep love of learning.
- Rocketship will provide families with a path for their children to take in order to have the best chance to attend a four-year college.
- Rocketship will encourage our alumni to become leaders in their community.

OUR MODEL

Our model is based on the following three core pillars:

1. **Excellent teachers and leaders create transformational schools.** Rocketship invests deeply in training and development to ensure teachers and leaders have a profound impact on students and communities.
2. **Every child has a unique set of needs.** Rocketship meets these needs by customizing each child's schedule with a combination of traditional instruction, technology and tutoring.
3. **Engaged families are essential in eliminating the achievement gap.** Rocketship develops family leaders in our schools and communities to become powerful advocates for their children.

Instructionally, Rocketship uses what is called an enhanced rotational school model where students rotate between literacy and integrated mathematics classrooms and a Learning Lab, which is a larger room with computers where students learn by using online programs in math and literacy and also focus on key technology literacy skills like typing. Tutors are present in the Learning Lab to track students' online learning progress and work with small groups of students who are behind grade level. Students also have opportunities to engage with technology in their classrooms.

CONTACT INFORMATION

SCHOOL SITES

Rocketship Legacy Prep, Ward 7
4250 Massachusetts Avenue, SE
Washington, DC 20019
Phone: 202-803-7004
Fax: 202-609-8421
Principal: Jeanice Stewart
Founding Office Manager: Andrea McLean
Email: rlp@rsed.org

If your call is sent to voicemail, please leave a message and we will return your call within 24 hours.

WEBSITES

Rocketship Public Schools' website is rsed.org. Here, you can find general information about Rocketship, including our educational model, our management team, and other schools in our network.

Legacy Prep's website is <http://www.rocketshipschools.org/schools/legacy-prep/>. Here you can find school staff contact information; family resources, including an electronic version of this Handbook; school calendars; and other informational materials about the school.

ADMISSIONS AND ENROLLMENT

Rocketship Legacy Prep is a charter school. Charter schools run independently of local school districts, but they must be approved by a local school board to open.

Charter schools are public schools that are tuition-free and open to any student who wishes to attend. They allow families, organizations, and communities to restore, reinvent, and re-energize our public school system.

Rocketship will not administer any test or assessment to students prior to acceptance and enrollment into Rocketship. Rocketship will not limit enrollment on the basis of a student's race, color, religion, national origin, language spoken, intellectual or athletic ability, measures of achievement or aptitude, or status as a student with special needs.

Please see the Policy Manual for a copy of Rocketship's Admissions and Enrollment Policy.

CALENDAR AND ATTENDANCE

SCHOOL SCHEDULE

Regular Day Schedule: Monday, Tuesday, Thursday, Friday - 8:00 a.m. to 3:55 p.m.

Minimum Day Schedule: Wednesday - 8:00 a.m. to 1:55 p.m.

LAUNCH

Each Rocketship campus begins the school day with Launch, which is a period of time for the whole school to come together and talk about a school-wide focus. During Launch, the school may also promote a particular successful student habit, teach a new school management system, discuss progress toward achievement goals, and foster school culture and pride. The whole school, including the staff, may also learn a song or a dance together or celebrate a particular student or classroom's recent accomplishment.

OFFICE HOURS

Our front office staff is excited to offer virtual assistance for all of our community. We encourage families to call or email our team with all requests and concerns.

Front Office Hours: 8am-3pm

Email requests: amclean@rsed.org

Please allow 3 business days for all requests.

ATTENDANCE AND TRUANCY

Tardiness and absences can be detrimental to a student's academic and social progress. Rocketship makes every effort to ensure that students are on time and present every school day. This policy addresses excused and unexcused absences, late arrivals and early departures, and the definitions and consequences of truancy. The policy applies to Rocketship schools in all regions,

with the exception of the definitions and consequences of truancy, which are written in accordance with applicable state laws.

I. Excused and Unexcused Absences and Tardies

All students are expected to be on time and present in school every day. In DC, an absence is a full or partial school day in which a student is not physically in attendance at scheduled periods of instruction. A “partial school day” is defined as at least 20 percent of the instructional hours regularly provided on a single school day.

Proper notification and/or documentation is required for a student’s absence from school to be marked as excused on the student’s attendance record. Documentation must be presented within **48 hours** of the student’s absence.

Excused Absences

The charts below explain the type of notification and/or documentation required to excuse absences.

Reason for Absence	Documentation Needed	Other Notes
Illness	Written notice from family/guardian. A physician’s note is required for three or more consecutive sick days.	
Health-related appointments/treatments	Signed note from physician’s office.[R3]	
Death in the family	Written notice from family/guardian.	
Extra-curricular activities	Participation approved by Principal.	Approved at the discretion of the Principal.
Personal/family emergencies.	Written notice from family/guardian.	Approved at the discretion of the Principal.
Head lice	Written documentation of head lice.	Return to school subject to note and inspection under Rocketship’s Head Lice Policy.
Religious holiday/ceremony.	family/guardian call to	

	school required.	
Exclusion due to quarantine, contagious disease, infection, infestation, or other conditions requiring separation from other students for medical or health reasons.	As directed by the local health department.	
family/guardian serving in the armed forces	Written notice from family/guardian. For longer absences, additional documentation may be required.	One day for deployment; one day for return; up to 10 days when a service member is granted temporary rest/recuperation leave.
Lawful suspension	Documentation of suspension pursuant to Rocketship Suspension & Expulsion Policy.	
Court appearances.	Documentation from Court.	

Unexcused Absences

Some kinds of absences may not be considered excused, even with proper documentation. These include, but are not limited to, the following: non-documented appointments, sick days with no family notification of the school, oversleeping, car problems, cutting classes, errands, babysitting, and vacationing outside of scheduled school breaks. The Principal, in consultation with his/her supervisor when necessary, has the discretion to determine whether an absence should be excused or unexcused.

Notifying families of Unexcused Absences

Rocketship will make reasonable and diligent attempts to make personal contact with a student's family/guardian on the same day and each time a student has an unexcused absence, with daily follow-ups as necessary.

II. Leaving School During the Day

Under no circumstances may a student go home without the permission of a family or guardian. We expect that families/guardians will make every effort to schedule appointments after school. However, if an appointment during the school day is unavoidable, the student must bring a signed note from his/her family/guardian at the beginning of the day that includes the reason for the partial absence, the time of departure from school, and the estimated time of the student's return

to school. If the student has a doctor's appointment, the student must bring a note from the doctor upon return. Whenever possible, students are expected to return to school after the appointment.

Early departures for reasons that do not directly involve the student (i.e. appointment for another family member) are generally not allowed but may be approved at the discretion of the Principal.

Students who become ill at school must check in at the office and remain at school until the child's family/guardian arrives or gives permission for the student to leave campus in accordance with Rocketship's Student Release Policy.

III. Vacations

Rocketship builds vacations into its school calendar. Family vacations should be planned around these dates. Students who take additional vacation time are not assured make-up work or credit.

IV. Chronic Late Arrivals, Absences, and Truancy

Recurrent Late Arrivals

Recurrent late arrivals may subject families to interventions. After a student accumulates five late arrivals (excused or unexcused), the family will be asked to participate in an Attendance Expectations Meeting at the school. After a student accumulates ten late arrivals (excused or unexcused), the family will be asked to attend a meeting with a School Leader and to sign an attendance contract. The Principal has the discretion to waive the intervention requirement in rare cases, depending on the circumstances. If a family/legal guardian does not show up or refuses to attend an attendance meeting when ample time has been provided, an intervention plan may still be enacted. A copy of the contract will be sent or delivered to the student's home on file.

Chronic Absenteeism

Chronic absenteeism may also subject families to interventions, at the discretion of the Principal in consultation with other members of the School Leadership team. Students who are chronically absent may also be subject to other consequences, such as missing out on field trip privileges.

Truancy Procedures

In DC, "truancy" is defined under DCMR tit. 5 § A2199 as any absence from school without a valid excuse. The chart below describes the procedures for responding to truancy in accordance with DC law.

<p>Five Unexcused Absences</p>	<p>Within two school days after a student has accumulated five or more unexcused absences, the student and the student’s family/guardian will be referred to a school-based student support team, to meet within five days of the referral, to review the student’s attendance, address underlying causes, discuss any appropriate school and community resources to abate truancy, and develop an action plan. The Student Support Team will include the Principal, a classroom teacher, an Individualized Learning Specialist, and the student’s family/guardian. Depending on the circumstances, the Student Support Team may also include a school nurse or psychologist, special education personnel, the McKinney-Vento homeless liaison, a guardian ad litem, and/or representatives of CFSA. (DCMR § A-2103.2(c)(3))</p>
<p>Chronically Truant (10 unexcused absences)</p>	<ul style="list-style-type: none"> • Within two school days after a student has accumulated 10 unexcused absences, the Student Support Team will notify the Principal of a plan for immediate intervention, including delivery of community-based programs and any other assistance or services to identify and address the student’s needs on an emergency basis. • The school must provide written notice to the student’s family/guardian warning of the legal consequences of being a chronic truant and insisting that the student be compelled to attend school immediately. (60 DCR 9839 (§ 101(c)) • Within two school days after a student has accumulated 10 unexcused absences, Rocketship may refer the student’s family/guardian to OSSE. • Truancy charges may be filed against the student alleging that the student is a “Person in Need of Supervision,” and families may be convicted of violating the compulsory school attendance law and face fines and possible incarceration. (D.C. Code § 4-1321(a-1) (2012 Supp.))

“No Shows”

If a student accumulates 20 or more consecutive unexcused absences without notifying the school of the reason for the absence, and Rocketship is unable to get in touch with the student’s family/guardian after reasonable and good faith efforts, Rocketship will drop the student from the school’s roster and his/her space will be given to a student on the waitlist. If a student fails to show up to school during the entire first week of the instructional school year, and the family does not notify Rocketship in advance, the student may forfeit his/her seat at the school and be placed on the waitlist.

COMMUNICATION

This year, all Rocketship schools will be using a system called Alert Solutions to send messages to families. These messages may include information about upcoming school events, emergency notifications, attendance issues, or other things that the school feels are important for families to be aware of. The messages will be sent via text message, email, or phone calls using the contact information that you provide upon registration. Please contact your child's school if you wish to opt out of receiving such communications.

SCHOOL CANCELLATION, LATE START, AND EARLY DISMISSAL

On rare occasions, Rocketship may decide to alter the regular schedule of the school day by closing school for a day, starting the school day late, or releasing students early at one or several campuses due to snow, rain, severe weather, natural disasters, or other emergency conditions. Rocketship recognizes that closing school or shortening the instructional day is disruptive for students, staff, and families and will only make this decision when it is necessary for the safety of our school community. Whenever possible, Rocketship will provide families and staff with advance notice of the decision or possible decision to shorten the instructional day or close school.

Please see the Policy Manual for Rocketships full School Closure Policy.

CAMPUS OPERATIONS AND SECURITY

ARRIVAL AND DISMISSAL PROCEDURES

Transportation

All families/guardians are responsible for securing the transportation of their child to and from school. In addition, families must provide contact information for any person authorized to pick up their student. Families/guardians must inform the front office if a child has permission to walk home.

Drop-Off/Pick Up

Maps, Instructions, Etc.

Walker/Rider Cards

At the beginning of the school year, families/guardians are given a Walker/Rider Card with the student's name, grade, and homeroom. During dismissal, the child's family/guardian (or other authorized individual) must present this card to school staff along with a current government ID to pick up the child. If you lose your Walker/Rider Card, authorized individuals will be required to show ID in the front office to obtain a temporary pickup pass.

Reminders to families/Guardians for Arrival and Dismissal

- Treat all other Rocketship families, students, and staff members with courtesy and respect at all times. Do not take any actions that may endanger the health or safety of anyone on campus. Disruptive, disrespectful and/or unsafe behavior during arrival and dismissal may result in families/guardians losing privileges to be on the school campus.
- Do not conference with teachers or school leaders during arrival and dismissal time; make an appointment instead.
- Do not let your child out on the sidewalk outside or near our campus. YOU MUST enter our campus and let your child out in the designated drop-off zone.
- With very limited exceptions, animals are not allowed on campus during drop-off or pick-up. If you have an animal in your car, it must remain completely inside the vehicle at all times while on campus.
- Students may only exit cars on the passengers' side.
- Display your Walker/Rider card and government ID when picking up your child.
- Please remember to leave adequate space between cars to avoid collision
- Please DO NOT talk or text on your phone during this time. We need to be able to communicate with you for the safety of the children.

STUDENT RELEASE

Rocketship will make every effort to ensure that all students get home safely when they leave school each day. At the beginning of the year, families/guardians must complete a Walker/Rider Card that they must display when picking up their child (described above). families/guardians must also complete an Emergency Contact Card that includes the names of individuals to be contacted in case of an emergency if attempts to contact the family/guardian fail.

Please see the Policy Manual for a copy of Rocketship's Student Release Policy .

LATE PICK-UP

Rocketship's goal is to dismiss our students safely, efficiently, and responsibly. We understand that occasional family emergencies may cause a child to be picked up late from school, but consistently failing to pick up students on time is costly to the school, burdensome to the school staff, and disruptive to students' daily routines.

Please see the Policy Manual for a copy of Rocketship's Late Pickup Policy.

CAMPUS ACCESS AND VISITORS

Rocketship strives to create campuses that are welcoming to families, volunteers, and community members while maintaining a safe and secure environment for students and staff. This policy addresses management of the campus access points; prohibitions against loitering; procedures for visitor registration; procedures to follow when arranging for a campus visit; and barring an individual from campus. "Campus" in this policy is defined as the entire indoor and outdoor premises, including the school building(s), sidewalks, parking lots, driveways, playgrounds, and courtyards.

I. Campus Access Points

At all times whenever students are in the building,, the front office and all controlled access points to each Rocketship campus will be supervised by a Rocketship staff member. Visitors will also be required to adhere to any other security measures (i.e. ScholarChip Registration) that the school has implemented.

Ensuring that the front office is manned at all times is a primary responsibility of the school's Office Manager and Security Guard. If either is unable to be at the front desk for some reason, he/she is responsible for finding another Rocketship staff member to be present. Individuals who are not Rocketship staff members should NOT be asked to cover the front desk.

All doors leading into school buildings should remain closed and locked at all times and only opened by authorized staff members.

II. Loitering

Families/guardians and other visitors, including children who are not students at the school, shall not loiter on the school premises, including in the parking lot and outside school buildings. This includes children of staff members who are students at another school. The parking lot shall be used for picking up and dropping off students, and while conducting business.

Families/guardians and other visitors are expected to leave the campus premises upon the conclusion of any business matters or after dropping their student off at school. If a family or guardian wishes to visit the school to view the educational program, the visitor must adhere to the following procedures, which have been developed to ensure the safety of students and staff as well as to minimize interruption of the instructional program.

III. Visitor Registration and Passes/Badges

- All visitors (including Rocketship Public Schools regional and national staff members) must be registered and checked in via ScholarChip with their current government issued ID with the security guard immediately upon entering any school building or grounds at any time

that students are in the building. Schools will be required to provide a sign-in sheet for any event held on campus.

- If visitors are flagged with a sex offender offense, security will deny entry and connect them with school administrators. ***This will not prohibit families from picking up their student for dismissal if they are listed as an allowed pick up person on the Powerschool pick up list.***
-
- The Principal, or designee, may refuse to register an outsider if he or she has a reasonable basis for concluding that the visitor's presence or acts would disrupt the school, its students, its teachers, or its other employees; would result in damage to property; or would result in the distribution or use of unlawful or controlled substance.
- Visitors in disguise or costume will not be allowed entrance onto campus without prior agreement with the school administration.
- After registering with the security guard, visitors who are not Rocketship employees will be issued a Visitor's Pass that they must display at all times while on campus. Rocketship regional/national staff ("Network Support") will receive a ScholarShip badges from the Regional Director of Operations. . Network Support staff must display their badge on their persons at all time while at a school site. If a Network Support staff member forgets his/her badge, he/ she will need to register with ScholarChip and obtain a Visitor's Pass from the front office.
- All visitors must also sign out when leaving the campus.
- The Principal or designee may withdraw consent for an individual to be on campus, even if the visitor has a right to be on campus, whenever there is reasonable basis for concluding that the visitor presence on school grounds would interfere or is interfering with the peaceful conduct of the activities of the school, or would disrupt or is disrupting the school, its students, its teachers, or its other employees.
- The Principal or designee may request that a visitor who has failed to register, or whose registration privileges have been denied or revoked, promptly leave school grounds. When a visitor is directed to leave, the Principal or designee shall inform the visitor that if he/she reenters the school without following the posted requirements, law enforcement may be notified and he/she may be guilty of a misdemeanor.

IV. Arranging for a Campus Visit

Visits during school hours by non-Network Support or other Rocketship staff members should be arranged with the teacher and Principal (or designee) in advance. Teacher conferences should be

arranged by appointment in advance and must be scheduled to take place during non-instructional time. family/guardians who want to visit a classroom during school hours should first obtain approval from the classroom teacher and the Principal or designee. Classroom observations should be requested in advance and are approved at the Principal or designee's discretion.

No electronic listening or recording device may be used by students or visitors in a classroom without the teacher's and Principal's written permission. Failure to abide by this is a violation of this Policy and may subject a visitor to losing his/her privilege to be on campus in accordance with Section III above.

V. Visitor Conduct

All visitors, regardless of their reason for being on campus, are expected to act in accordance with all Rocketship rules and policies while on the school premises. Visitors are strictly prohibited from having any physical contact with any student for any reason, including touching, grabbing, or holding a student. Visitors are also strictly prohibited from scolding, disciplining, or yelling at any student. If a visitor has a concern about a student's conduct, the visitor should promptly alert a Rocketship staff member.

This policy also applies to conduct during virtual programming (i.e. virtual instruction, events, etc.). Individuals who appear at a virtual event with a Rocketship student and whose conduct violates this policy will receive consequences in accordance with Sections III and VI herein.

VI. Barring Individuals From Campus

Rocketship recognizes that situations could arise where it may become necessary for the Principal and/or the Principal's supervisor to prohibit an individual from entering or remaining on a Rocketship campus. Such situations may include an individual engaging in violence, threats of violence, harassment, or any other behavior that the Principal deems to be disruptive of the learning environment. Such actions will comply with any relevant state law requirements.

Barring is specific to each individual Rocketship campus and its related activities. Principals generally have the authority to bar a disruptive individual, but they must follow Rocketship's internal protocol and comply with all applicable state laws. Principals may not bar an individual beyond his/her particular campus, unless specific authorization is granted by the Director of Schools or the legal department. It is the responsibility of the Business Operations Manager, Office Manager, and school security to:

- Enforce photo identification verification 100% of the time to ensure no barred individuals enter the building.
- Document and maintain procedures for pick-up, drop-off and any documentation related to the barring notice at the front desk.
- Determine, at the time of the incident and in collaboration with the Principals, whether the local police must be contacted.

- Maintain an accurate and current list of individuals who have been issued a barring notice.
- Enforce the barring notice by escorting individuals out of the building and off school grounds in a peaceful, quiet, and orderly fashion.
- Not engage any barred individual off school grounds using combative language, tone, or action.
- Contact the local police department in the event that an individual becomes physically confrontational or refuses to comply with the barring notice.

VII. Refusal to Leave Campus

Anyone who refuses to leave after being asked by the Principal, or who enters the premises (including parking lots, playground, sidewalks, and school building) without proper authorization in accordance with this policy, may become subject to the local criminal laws regarding trespass and unlawful entry.

Further conduct of this nature by the visitor may lead to the School's pursuit of a restraining order against such visitor which would prohibit him/her from coming onto school grounds or attending School activities for any purpose for a statutorily prescribed period.

The Principal or designee may seek the assistance of the police in dealing with or reporting any visitor in violation of this policy.

ELECTRONIC SURVEILLANCE

Electronic surveillance may be used at Rocketship campuses where deemed necessary. The use of electronic surveillance at our schools is solely for the purposes of controlling theft, ensuring the safety of Rocketship students and staff, and facilitating the identification of individuals who behave in a disruptive manner or commit a crime. Rocketship will abide by all state laws regarding electronic recording.

Rocketship requests that other than during designated school events (such as school plays, graduation, and other events open to the Rocketship community) families and other visitors to campus refrain from taking photographs and or making audio/video recording of students and staff without first obtaining written consent from the family of the student. In the event that a family or campus visitor does capture an image of a student, Rocketship requests that the individual refrain from posting any such image to a personal social media account. Such photography and audio recording is intrusive and may be in violation of state privacy laws.

FAMILY CUSTODY

Rocketship will make every effort to ensure compliance, on the part of school staff as well as families/guardians, with legal custody arrangements. This policy addresses custody records; student release to custodial families; the rights of non-custodial families; and Rocketship's role in custody disputes.

I. Definitions

For the purposes of this policy, Rocketship will adhere to the following definitions:

“Court Order”: An order issued by a court following a judicial proceeding to determine the custody rights of the parties. A court order will typically state the legal and/or physical custodial rights that the court has granted to each family.

“Joint Custody”: Both families have legal and physical custodial rights.

“Legal Custody”: The family with Legal Custody has the right to make decisions about a child's upbringing. These types of decisions typically involve the child's education, religion, and medical care.

“Noncustodial family”: The Noncustodial family does not have legal or physical custody of a child.

“Physical Custody”: The right to have physical control of where the child lives and who may care for the child.

II. Custody Records

Rocketship seeks to maintain accurate and updated custody records for all students. It is the responsibility of the family/guardian of a student to provide the Rocketship Office Manager with accurate and updated court orders involving the custody rights of their children. Updated Court Orders should be provided to the Office Manager as soon as possible. All documentation provided to the school will be kept confidential and will only be accessed by members of the staff when necessary.

In the absence of a Court Order, Rocketship will assume that separated or divorced families of a child have Joint Custody.

Without a Court Order or proof of adoption that affirmatively grants custodial rights, step-families will not be considered to have Physical or Legal Custody of a child. Absent similar evidence, Rocketship will also assume that siblings, aunts/uncles, grandfamilies, cousins and others do not have Legal or Physical Custody of a child.

III. Student Release

Any family or guardian who has Physical Custody of a child, or retains specific custody rights granted via a Court Order that extends to after-school hours, may to pick the student up from school as well as authorize Rocketship to release the student to any other person; provided that, such arrangements are consistent with the terms of the Court Order. At the beginning of the school year, families/guardians will be asked to complete an Authorization to Release form.

Please see Rocketship's Student Release Policy for more information. At any time, either family/guardian that has Physical Custody has the ability to add individuals to the Authorization to Release form.

Rocketship does not have the right to limit the rights of a family of a Rocketship student without a Court Order. If one family does not wish to allow the other family/guardian the right to remove the child from school or visit the child in school, Rocketship must be provided with a Court Order limiting the other family's rights.

IV. Rights of Non-Custodial families

Inspection of Records

All families, regardless of custodial rights, have the right to inspect, though not make changes to, copies of their child's educational records, unless a Court Order specifically limits the family's rights in this regard. (Any inspection of records must be in accordance with Rocketship's FERPA regional Student Records policies.)

School Visitation

Families without Physical Custody may not remove their children from class or visit them in school without the consent of the family with the custodial rights or a Court Order.

V. Rocketship's Role in Custody Disputes

It is the policy of Rocketship schools to remain impartial during custody disputes between family members of a Rocketship student. For this reason, Rocketship teachers, administrators, and school staff will refrain from taking any action which may be considered adverse to one family or family member. These actions include, but are not limited to, writing letters of support for any adversarial proceeding and serving any person with court documents.

Furthermore, Rocketship shall not be responsible for, nor participate in, the monitoring or enforcement of any familial obligations or duties under a court order (i.e. sending a message to remind a family of his/her designated pick-up days).

The previous paragraph notwithstanding, Rocketship will comply with requirements imposed by the State and local jurisdictions thereof. Rocketship will enforce any certified Court Orders

presented to the school. When presented with a court subpoena or request for information by a public agency, Rocketship teachers, administrators and staff will comply and respond with information of which they have personal knowledge.

Rocketship will not deny a family of any of their familial rights without being provided a Court Order indicating the State's desire to limit that family's rights.

VOLUNTEER CLEARANCE

Because Rocketship is deeply committed to ensuring the safety of all students, any family, guardian, or family member who chooses to volunteer on- or off-campus at Rocketship-sponsored events must apply to become a volunteer and undergo any necessary background check procedures required for the volunteer position. Volunteers must also sign the Volunteer Code of Conduct.

Please see the Policy Manual for a copy of Rocketship's Volunteer Clearance Policy.

FIELD TRIPS

Field trips are off and on -campus or online excursions designed by Rocketship staff to supplement the curriculum and to provide enrichment experiences for students. We value these enrichment opportunities and strive to ensure that these experiences are safe, organized, and efficient from beginning to end. When applicable, families who wish to chaperone a field trip must comply with all of Rocketship's volunteer clearance and transportation requirements.

Please see the Policy Manual for a copy of Rocketship's Field Trip Policy.

SCHOOL MEALS

Breakfast

Our school participates in universal breakfast, meaning that every student present at school will receive a meal. Studies have shown that students who eat breakfast have more energy, do better in school, and eat healthier throughout the day. Students are *not* required to eat the breakfast provided by the school.

Food Allergies

If your child has a known food allergy or dietary restriction, families/guardians should let school staff know. In some cases, it may be possible to accommodate a child's dietary needs in Rocketship lunch orders, but a doctor's note will be required. families/guardians should work with the school's Business Operations Manager to make arrangements.

Food Brought From Home

Rocketship partners with our local food vendor to provide our Rocketeers a healthy lunch every day. Students are allowed to bring their own food from home for lunch or snack, but junk food is not allowed on campus.

Foods that are NOT ALLOWED (and may be confiscated):

- Chips (unless included in a complete lunch, i.e. along with a sandwich, fruits, vegetables, etc.)
- Cookies
- Gum
- Candy
- Fast Food
- Soda

Foods that are encouraged:

- Salads
- Carrots and celery sticks
- Apple slices and peanut butter
- Fresh fruits and vegetables
- Whole Grains
- Healthy snack packs

Birthday Parties/Celebrations

Rocketship is committed to ensuring the safety of all of our students, staff, and families. As such, we are unable to allow on campus birthday parties for the 20-21 academic year.

ACADEMICS

CURRICULUM

Students will be exposed to a well-rounded curriculum that includes reading, writing, English language development, mathematics, science and technology, and social studies. Students will also take Physical Education and enrichment courses in areas such as art, music, theater, or gardening.

The Rocketship curriculum follows all required state performance standards for what students should know and be able to do at each grade level. This includes the Common Core State Standards for English/Language Arts, English Language Development, and Mathematics. Teachers will use regular assessments to measure how well students are progressing toward mastery. Rocketship shall annually administer required state testing to the applicable grades.

We use knowledge about student skills to shape whole class instruction, small group work, and small group tutoring. Using individual student data, instruction can be targeted to better meet individual student needs.

Teachers will give students and families ongoing feedback about student performance. Teachers will often send work home for families/guardians to sign, and teachers will contact families/guardians if they see a significant slip in academic performance or a special skill that needs extra practice at school and home. families/guardians will also regularly receive progress reports and report cards. You should feel free to contact any of your child's teachers regarding his/her progress at any time.

HOMEWORK

Families and students should expect homework each weekday evening.

RETENTION, PROMOTION, AND ACCELERATION

Rocketship's instructional model is organized so that each student's learning plan is individualized in order to account for individual differences and promote academic and social growth. Upon a student's enrollment at Rocketship, schools will typically not make decisions to allow a new Rocketship student to repeat or skip a grade. Schools are expected to enroll all students in the next consecutive grade level and then assess students objectively as needed. Furthermore, we believe that retention should only be used in rare and exceptional circumstances, when the student's family is given notice well in advance and is fully in support of the retention decision.

Please see the Policy Manual for a copy of Rocketship's Retention and Acceleration Policy.

CHILD FIND ACTIVITIES

Rocketship provides a free, appropriate public education to students with disabilities according to state and federal mandates. To be eligible for special education services, the child must be of school age, need specially designed instruction, and meet eligibility criteria for one or more of the following disabilities as set forth in the Individuals with Disabilities Education Improvement Act (the federal law which outlines legal responsibilities related to special education):

- Autistic-like Behaviors
- Blindness/Visual Impairment
- Deaf Blindness
- Deafness/Hearing Impairment
- Emotional Disturbance

- Intellectual Disability
- Multiple Disabilities
- Orthopedic Impairment
- Other Health Impairment
- Physical Disability
- Specific Learning Disability
- Speech and Language Impairment
- Traumatic Brain Injury

Rocketship has systems in place that assist the school in determining whether a student may have a disability. These include a specific “Child Find” form that is completed by families upon enrollment in a Rocketship school. This also includes a Student Study Team (SST), or pre-referral, process in which school teams analyze data to identify students who are struggling academically, socially, or behaviorally and develop interventions to support the student. Rocketship has additional evidence-based interventions that are made available to students who require it; these include both differentiated instruction in the classroom and supplemental interventions in the learning lab and classroom. School teams monitor the progress of every child who receives intervention services in order to be able to identify any student who is not responding to interventions. Students who don’t respond adequately to pre-referral interventions are referred for a more intensive level of support, which may include a formal evaluation to determine if the student is eligible to receive special education services as a child with a disability.

If you have a concern regarding your child’s academic or social functioning, contact his or her classroom teacher, or a school leader at your school site.

BEHAVIORAL EXPECTATIONS AND DISCIPLINE

ROCKETEER CODE OF CONDUCT

Safety, order, and student discipline are fundamental to learning at Rocketship. Rocketship expects all students to behave in a way that fosters a safe and welcoming environment for other students, Rocketship staff, and community members.

The Rocketship Code of Conduct includes the following non-negotiable expectations for our Rocketeers:

- Adherence to the Rocketship Commitment to Excellence
- Adherence to the Rocketship Five **Core Values**: Respect, Responsibility, Persistence, Empathy, and Pride.
- Adherence to the **Rocketship Creed**:

I am a Rocketship Rocketeer, proud at home, at school, and in my community
I am respectful of myself, others, and the environment
I am responsible for my learning, actions, and achievement
With pride and power I strive for excellence every minute of my day
I am empathetic to my world.
I am persistent in attaining success
Together we're all Rocketship Rocketeers!

STUDENT DISCIPLINE

Rocketship promotes positive behavior at school and aims to create learning environments that are more consistent, predictable, positive and safe. We clearly define behavioral expectations and consequences, create systems for recognizing and reinforcing positive behaviors, and provide our students with social-emotional learning.

Students will be subject to disciplinary action if they engage in prohibited conduct while on school property, when attending any school-sponsored activity or while in transit going to or coming from a Rocketship campus. Students may also be subject to disciplinary action for off-campus behavior if it creates a substantial disruption to the school environment or interferes with another student's ability to participate in the school program.

Rocketship classrooms also use a variety of management systems to address behavioral issues. These may include color-coded card chart systems and other tiered consequences.

If students do not respond to our positive behavior supports or classroom management systems, Rocketship may take alternative in-school disciplinary action. Please see the Policy Manual for a copy of Rocketship's Student Discipline Policy.

SUSPENSION AND EXPULSION

We believe that our students are best served when they are present at school every day. However, we recognize that situations may occur when a student commits a behavioral offense that is so severe that the student may become subject to suspension or expulsion.

A student may be disciplined, suspended or expelled for prohibited misconduct if the act is related to school activity or school attendance occurring at a Rocketship school or at any other school or a school-sponsored event at any time including but not limited to: while on school grounds; while going to or coming from school; during the lunch period, whether on or off the school campus; and during, going to, or coming from a school-sponsored activity. Students may also be subject to

disciplinary action for off-campus behavior if it creates a substantial disruption to the school environment or interferes with another student's ability to participate in the school program.

Please see the Policy Manual for a copy of Rocketship's Suspension and Expulsion Policy.

BULLYING PREVENTION

Bullying has a harmful social, physical, psychological and academic impact on bullies, victims and bystanders. Bullying at Rocketship is strictly prohibited and will not be tolerated. "Bullying" includes discrimination; harassment; intimidation; and bullying based on disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, or perceived characteristics. All alleged incidents of bullying will be promptly investigated by designated Rocketship staff members. In addition, Rocketship prohibits retaliation against people who report incidents of bullying.

Please see the Policy Manual for a copy of Rocketship's Discrimination, Harassment, Intimidation, Bullying, and Title IX Policy.

STUDENT DRESS CODE

Student uniforms help minimize disruption during the school day, promote respect for oneself and others, and foster school/community spirit. Students are expected to wear the Rocketship uniform to school every day.

The Rocketship uniform consists of a khaki bottom (pants, shorts, dress, skirt, or skorts) and a dark purple collared shirt. Students may also wear a Rocketship polo shirt which can be purchased from the school Office Manager. Shirts must be tucked in at all times, which Rocketship considers being "dressed for success."

Students should also wear closed toe shoes. Sandals are not considered to be safe or appropriate for school.

The following are considered to be dress code violations and are NOT permitted on any Rocketship campus:

- Dresses and shorts which are shorter than mid-thigh
- Spaghetti straps (smaller than two inches, or the width of a credit card)
- Tank tops (including white, ribbed undershirts)
- Clothing or accessories that are sexually provocative

- Clothing or accessories that identify a student with non-school clubs, profanity, obscenity, references to drugs, alcohol, tobacco, gangs (red or blue color) or prison culture name insignia
- Attire with writing that degrades individuals or groups
- Body piercings that create a safety hazard are not acceptable; moderate sized earrings are acceptable
- Platform shoes or high heels over 2.5 inches high
- Underwear or undergarments that are visible
- Tops that show the midriff area
- Pants that sag around the waist
- Intentionally torn pants or jeans
- Untied shoelaces
- Bandanas, hairnets, headbands, doo rags, and non-Marshall hats (also includes beanies, baseball caps, etc.)
- Sunglasses or Marshall hats may not be worn in the building, but may be worn outside to protect from the sun

Students who repeatedly do not come to school in uniform may lose privileges. In addition, Rocketship may contact the student's family/guardian to discuss the dress code violation.

PERSONAL BELONGINGS

Students are not allowed to have the following items at school:

- | | |
|---|---|
| • Gum | • Chips, candy, or other junk food |
| • Soda | • Hats |
| • Cell Phones | • Any illegal substance |
| • Weapons and toy weapons | • Toys, stuffed animals, dolls, fidget spinners |
| • Gameboys or any other electronic toys | • Personal electronic devices (i.e. iPad, iPod, mp3 player) |
| • Matches or any flammable item | |

TELEPHONE USE

Students may not use cell phones or other personal electronic devices during school. Students may not use any school phone without permission from a teacher. Students will only be allowed to use the school phone in case of emergency or to inform a family/ guardian regarding a specific need. A teacher must dial the number for students. Students who use a phone without permission from a teacher will be subject to disciplinary procedures.

HEALTH AND SAFETY

MEDICATION ADMINISTRATION

Rocketship is committed to supporting the health of its students and meeting the needs of students with medical conditions, in compliance with state laws and regulations.

Before medication can be kept or administered at Rocketship, a student's family/guardian must complete and submit a medication authorization form. Families/guardians should contact the Office Manager for a copy of this form. Rocketship staff will administer all medication in accordance with state law.

Please see the Policy Manual for a copy of Rocketship's Medication Administration Policy.

IMMUNIZATIONS

To promote the health and well-being of all students, and to comply with DC laws and regulations, Rocketship requires all students to present proof of certain immunizations prior to beginning school at a Rocketship campus.

I. Immunization Requirements

In accordance with DC Code § 38-502, no student shall be admitted to a Rocketship school unless the school has certification of immunization for that student, or unless the student is exempted pursuant to this Policy.

Students must receive the immunizations required by the DC Department of Health, in the specified dosages and schedules, including the following:

- diphtheria/tetanus/pertussis;
- Polio;
- varicella (chickenpox, if no history of disease);
- measles, mumps, and rubella;
- hepatitis B;
- hepatitis A;
- Hib (Haemophilus Influenza Type B);
- PVC (pneumococcal)

II. Certification

Pursuant to DC Code § 38-501, the certification of immunization must be written certification by a private physician, his or her representative, or the public health authorities that the student is immunized. Certifications must be updated each year that a student enrolls in Rocketship.

As required under DC Code § 38-505, Rocketship will not allow a student to attend school for more than 20 days while the school does not have proper certification of immunization for that student. If immunization requires a series of treatments that cannot be completed within the 20 days, the student

will be permitted to attend school while the treatments are continuing if, within the 20 days, the school receives written notification from whomever is administering it that the immunization is in progress.

III. Exemptions

Pursuant to DC Code § 38-506, a Rocketship student may be exempted from the certification of immunization requirements if:

- the student's family/guardian objects in good faith and in writing, to the Principal, that immunization would violate his or her religious beliefs; or
- the student's family/guardian provides written certification by a private physician, physician's representative, or the public health authorities that immunization is medically inadvisable for the student.

HEALTH EXAMINATIONS AND SCREENINGS

All students must provide documentation of the following health assessments as part of the enrollment package:

- A health history and physical examination to be provided by a physician or certified nurse practitioner as per the American Academy of Pediatrics (AAP) Guidelines.
- A tuberculosis assessment
- A lead exposure assessment. (All children in DC must be screened twice prior to age 6.)
- Required immunizations, as required by DC law and described in Rocketship's DC Immunization Policy.

This documentation should be provided through the completion of the District of Columbia Universal Health Certificate, which Rocketship will make available to families prior to the start of the school year. All documentation must include a certification and signature from the physician or nurse practitioner. All documentation must also include a family/guardian signature.

All student health records will remain confidential under DC's pupil records laws. Under DC law, a health screening will not be required if a family/guardian submits in good faith a written notarized statement to Rocketship affirming that the screening in question would violate the established tenets of the family/guardian's religious denomination.

HEAD LICE

If a student is suspected of having head lice (i.e. constant itching or tickling feeling in the hair), the school nurse or other trained school employee may examine the hair of the suspected student for lice or nits (lice eggs). In certain circumstances, the employee may also examine other members of that student's household. If a student is positive for live head lice, the student is to be promptly sent home with information to the families regarding treatment and control measures.

Please see the Policy Manual for a copy of Rocketship's Head Lice Policy.

EMERGENCY CONTACT INFORMATION

Over the summer, family/guardians will gain access to PowerSchool to complete and submit an Emergency Contact/Authorization to Pick-Up information. This information will inform our staff of the names and phone numbers of individuals who can be contacted if a child has an emergency and the child's family/guardian cannot be reached.

SAFETY PLANS

Safety is our first priority. To make sure our staff and students know what to do in case of an emergency, we follow a rigorous calendar of staff trainings, safety team meetings, campus walkthroughs, and safety drills. Every school is equipped with a detailed Health and Safety Plan that contains our emergency response plans, including plans for earthquakes, fire, severe weather, and lockdowns.

Primary and Secondary Evacuation Sites

INSERT DETAILS

Emergencies

In order for us to keep our campus safe during an emergency, we need our families to understand the following:

- In the event of an emergency, we will share information with families via our automated calling system. Please make sure your updated contact information is in our system.
- If there is an incident on or near our campus, please stay at home and wait for instructions from our school leaders. We need the public to stay away while we secure our campus and account for all students. When it is safe to come to the school, you will be contacted.
- After an emergency incident, we may need to change the way we dismiss students. You may be asked to present a photo ID in addition to your child's Walker/Rider card. Please wait for instructions from school leaders before coming to campus.
- If the school campus is not safe, we may need to dismiss students from our secondary (off-campus) evacuation sites. It is important that you know where this secondary evacuation site is located (see above).

WEAPONS AND FIREARMS

Rocketship Public Schools prohibits any weapons, imitation firearms or dangerous objects of any kind in school buildings, on school grounds or buses, or at off campus school-related or school sponsored activities.

DRUGS, ALCOHOL, AND TOBACCO

Rocketship Public Schools is committed to maintaining campuses free of alcohol, smoke, and illegal drugs. Do not smoke on campus and do not bring alcohol or illegal substances of any kind to our school. If a student is found in possession of drugs, alcohol, or tobacco products, he/she will be subject to discipline and possible suspension or expulsion under Rocketship's discipline policies.

INTERNET SAFETY

Rocketship uses advanced education technology to support personalized instruction for all students. Rocketship adheres to the federal requirements and guidelines set forth in the Children's Internet Protection Act (CIPA).

Rocketship's Internet system is limited to educational purposes. Acceptable activities include classroom activities and high-quality research. Rocketship computers are not to be used for entertainment purposes unless specifically authorized by a staff member in accordance with this policy.

Please see the Policy Manual for a copy of Rocketship's Internet Safety Policy.

CHILD ABUSE AND NEGLECT

All school personnel are mandated reporters of suspected abuse and/or neglect. Mandated reporters are required to report when they know or suspect that a student has been or is in danger of being subjected to any of the following: mental injury; physical abuse; physical assault; neglect; sexual abuse; sexual exploitation; sexual assault; exposure to illegal drug-related activity, including ingestion of an illegal drug due to family/guardian neglect; or exposure to domestic violence in the student's home. Additionally, mandated reporters must make a report when they suspect or know that a student has been injured by a bullet, knife, or other sharp object.

No one in the workplace, even a supervisor, is permitted to suppress, change, or edit a report of abuse. A mandated reporter who fails to report suspected incidents of child abuse or neglect is subject to punishment under DC law.

FAMILY INVOLVEMENT

ROCKETSHIP'S COMMITMENT

Rocketship Commitment – At Rocketship, we fully commit to our families and students in the following ways:

- We will create a safe place to learn.
- We will respect the background, culture, and individuality of each child.
- We will communicate regularly with you about your child's progress and special needs.
- We will hold high expectations for all students.
- We will work hard to help your child feel successful and increase their sense of self-worth.
- We will provide your child with the academic base and moral compass they need to be successful through college and the rest of their lives.
- We will provide support to you and your child as you determine the best educational path upon graduating from Rocketship.

FAMILIES'/GUARDIANS' COMMITMENT

families'/Guardians' Commitment- We fully commit to Rocketship in the following ways:

- We will always help our child in the best way we know how, and we will do whatever it takes for him/her to learn and prepare for college and life by supporting him/her and encouraging him/her to adhere to his/her "commitment to excellence."
- We will make sure our child arrives at school on time every school day.
- We will make arrangements so our child can remain at school until the end of the school day each day and be picked up when school ends.
- We will follow all arrival and dismissal regulations and parking and busing procedures.
- We will make sure our child follows the Rocketship dress code.
- We will ensure that our child is reading or being read to every night.
- We will check our child's homework every night, sign his/her agenda, and we will carefully read and sign (if requested) all the papers our school sends home to us.
- We will meet regularly with teachers to discuss our child's progress and support their work to help our child excel.
- We will participate in as many school activities including family/family meetings, exhibition nights, community meetings, open house nights, conferences, etc. as reasonably possible.
- We will strive to contribute as many partnership hours to the school community as reasonably possible.
- We, not the school, are responsible for the behavior of our child.

FAMILY PARTNERSHIP

Engaged families are a core pillar of Rocketship's model and critical to our Rocketeers and their long-term success. By actively being included and involved in our schools and their Rocketeers' learning, families become integrated into the fabric of the school community. An active partnership between families and Rocketship faculty and staff benefits our Rocketeers as they see their families on campus, and families as they gain a deeper understanding of Rocketship's model and are positioned to reinforce Rocketship's core values at home.

Rocketship asks that families participate in 20 family Partnership Hours each year per family by supporting or participating in various school activities. Participating in family Partnership Hours is encouraged, but NOT required. If families do not realize 20 family Partnership Hours annually, there is no consequence or penalty.

Please see the Policy Manual for a copy of Rocketship's family Partnership Policy.

HOME VISITS

Studies have shown that meaningful family involvement in the education of their children can have dramatic effects on student achievement. Home visits help families and teachers come together as equal partners to form a trusting relationship centered on student learning, establish goals for the individual child and the family-teacher relationship, and invest families in the Rocketship community.

Each Rocketship student will receive a virtual home visit from their core classroom teachers during the beginning of each school year. Teachers will reach out to families to schedule the home visit in advance. Home visits typically last for about one hour.

What happens during home visits may vary according to both family and teacher preference, but typically home visits include:

- Collaborative academic and personal goal-setting for the student
- Discussion of the student's (and the family's) hopes and dreams
- Discussion of the student's interests both inside and outside of the classroom
- Discussion about communication preferences during the school year
- Explanation about Rocketship's policies and procedures that families have questions about
- Talking about the history of Rocketship and the mission of the network and school
- Conversations about why the family chose Rocketship, how long they have lived in their community, etc.
- Invitation to an upcoming event at the school (i.e. Back to School Night, community meeting)

- Conversation about the teacher's background

VIRTUAL FAMILY ENGAGEMENT OPPORTUNITIES

We provide many different virtual opportunities for you to stay involved with your child's education. All events will take place via Zoom or other online platforms. These include (but are not limited to):

- **Orientation.** Before school begins each year, families will receive an invitation to an Orientation. All families must attend this event.
- **Conferences.** A family/guardian must attend conferences to meet with teachers to go over a student's progress report and/or report card.
- **Community Meetings.** All families/guardians are invited and strongly encouraged to attend the scheduled Community Meetings. These meetings will help you stay informed regarding your school procedures and policies and become actively involved in further developing the school's mission.
- **family/Family Meetings.** All families/guardians are invited and strongly encouraged to attend the scheduled family/Family Meetings to maintain an active role in their child's learning. These meetings are open to the entire family and typically take place on the weekends or on a weeknight.
- **Leadership groups at the school.** This may include a family Leadership group or other family groups organized at the school.

NOTIFICATIONS OF RIGHTS AND ASSURANCES

PUPIL RECORDS

The Family Educational Rights and Privacy Act ("FERPA") affords families and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 5 business days after the day the School receives a request for access. Families or eligible students should submit to the School principal or designee a written request that identifies the records they wish to inspect. The School official will make arrangements for access and notify the family or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the family or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Families or eligible students who wish to ask the School to amend a record should write to the School principal or designee, clearly identify the part of the record they want changed, and specify why it should be changed. If the School decides not to amend the record as requested by the family or eligible student, the School will notify the family or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the family or eligible student when notified of the right to a hearing. If the School decides to amend the record as requested by the family or eligible student, the Principal must order the correction or the removal and destruction of the information and inform the family or eligible student of the amendment in writing.

3. The right to provide written consent before the School discloses personally identifiable information ("PII") from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to School officials with legitimate educational interests. A School official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the School board. A School official also may include a volunteer or contractor outside of the School who performs an institutional service of function for which the School would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a family or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a family, student, or other volunteer assisting another School official in performing his or her tasks. A School official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

Note that Rocketship will not release information to third parties for immigration-enforcement purposes, except as required by law or court order.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW Washington, DC 20202

5. The right to request that Rocketship not release student names, addresses and telephone listings to military recruiters or institutions of higher education without prior written familial consent.

FERPA permits the disclosure of PII from student's education records, without consent of the family or eligible student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to School officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the family or eligible student, §99.32 of the FERPA regulations requires the School to record the disclosure. families and eligible students have a right to inspect and review the record of disclosures. A School may disclose PII from the education records of a student to the following parties without obtaining prior written consent of the families or the eligible student:

1. Rocketship officials who have a legitimate educational interest as defined by 34 C.F.R. Part 99;
2. Other schools to which a student seeks or intends to enroll so long as the disclosure is for purposes related to the student's enrollment or transfer. When a student transfers schools, the Rocketship will mail the original or a copy of a student's cumulative file to the receiving district or private school within ten (10) school days following the date the request is received from the public school or private school where the student intends to enroll. Rocketship will make a reasonable attempt to notify the family or eligible student of the request for records at his/her last known address, unless the disclosure is initiated by the family or eligible student. Additionally, Rocketship will give the family or eligible student, upon request, a copy of the record that was disclosed and give the family or eligible student, upon request, an opportunity for hearing pursuant to Section (IV)(3) above;
3. Certain government officials listed in 20 U.S.C. § 1232g(b)(1) in order to carry out lawful functions;
4. Appropriate parties in connection with a student's application for, or receipt of, financial aid if it is necessary to determine eligibility, amount of aid, conditions for aid or enforcing the terms and conditions of the aid;

5. Organizations conducting certain studies for Rocketship in accordance with 20 U.S.C. § 1232g(b)(1)(F);
6. Accrediting organizations in order to carry out their accrediting functions;
7. families of a dependent student as defined in section 152 of the Internal Revenue Code of 1986;
8. Individuals or entities, in compliance with a judicial order or lawfully issued subpoena. Subject to the exceptions found in 34 C.F.R. § 99.31(a)(9)(i), reasonable effort must be made to notify the family or eligible student of the order or subpoena in advance of compliance, so that the family or eligible student may seek a protective order;
9. Persons who need to know in cases of health and safety emergencies;
10. State and local authorities, within a juvenile justice system, pursuant to specific State law;
11. A foster family agency with jurisdiction over a currently enrolled or former student, a short-term residential treatment program staff responsible for the education or case management of a student, and a caregiver (regardless of whether the caregiver has been appointed as the student's educational rights holder) who has direct responsibility for the care of the student, including a certified or licensed foster family, an approved relative or non-related extended family member, or a resource family, may access the current or most recent records of grades, transcripts, attendance, discipline, and online communication on platforms established by Rocketship for student and families, and any individualized education program ("IEP") or Section 504 plan that may have been developed or maintained by Rocketship; and/or
12. A victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense. The disclosure may only include the final results of the disciplinary proceedings conducted by Rocketship with respect to that alleged crime or offense. Rocketship discloses the final results of the disciplinary proceeding regardless of whether Rocketship concluded a violation was committed.

NOTICE FOR DIRECTORY INFORMATION

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that the School, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the School may disclose appropriately designated "directory information" without written consent, unless you have advised the School to the contrary in accordance with the School's procedures. The primary purpose of directory information is to allow the School to include information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production
- The annual yearbook
- Honor roll or other recognition lists
- Graduation programs
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

"Directory Information" is information that is generally not considered harmful or an invasion of privacy if released. Rocketship may disclose the PII that it has designated as directory information without a family's prior written consent. "Directory information," which is defined as set forth below, may be released to requestors in limited circumstances by Rocketship Public Schools, without additional notice to families/guardians, unless the family/guardian timely "opts out of such disclosures, in writing.

The School has designated the following information as directory information:

- Student's name
- Student's address
- Date and place of birth
- Dates of attendance
- Degrees, honors, and awards received

If you do not want Rocketship to disclose directory information from your child's education records without your prior written consent, you must notify Rocketship in writing using the form below at the time of enrollment or re-enrollment.

A copy of the complete Educational Records and Student Information Policy is available upon request at the main office.

If you do not want the School to disclose directory information without your prior written consent, you must submit the completed opt-out form below to the School.

FERPA DIRECTORY INFORMATION OPT-OUT FORM

Name (Printed) _____

NOTICE OF DIRECTORY INFORMATION OPT OUT

In accordance with the Federal Educational Rights and Privacy Act (FERPA), a student's education records are maintained as confidential and, except for a limited number of special circumstances listed in that law, will not be released to a third party without the family/student's prior written consent. The law, however, does allow schools to release student "directory information" without obtaining the prior consent of the family/student. If you do not want the release of certain types of directory information without your prior consent, you may choose to "opt-out" of this FERPA exception by signing this Form. Directory information of a student who has opted-out from the release of directory information, in accordance with this policy/procedure for opting out, will remain flagged until the family/guardian requests that the flag be removed by completing and submitting a revocation of the opt out to the School.

TO: [Legacy Prep] _____ I request the withholding of personally-identifiable information identified as Directory Information under FERPA. I understand that upon submission of this Form, my information cannot be released to third parties without my written consent or unless the School is required by law or permitted under FERPA to release such information without my prior written consent; and that the directory information will not otherwise be released from the time the School receives my Form until my opt out request is rescinded. I further understand that if directory information is released prior to the School receiving my opt out request, the School may not be able to stop the disclosure of my directory information.

Signature _____

Date _____

EDUCATION OF FOSTER YOUTH

In accordance with Section 1112(c)(5)(B) of ESEA (20 U.S.C. §6312(c)(5)(B)), all LEAs, in collaboration with the District of Columbia Child and Family Services Agency (CFSA), must ensure the implementation of the foster care provisions under ESEA.

I. Designated Point of Contact (POC)

The designated Point of Contact (POC) serves as a liaison with CFSA. Rocketship's current designated POC is: Leydi Cottrill, lcottrill@rsed.org.

II. Educational/School Stability Protections

Taking into account the child's best interest, a child in foster care should remain in the same school that he or she attended before placement (the "school of origin"). CFSA is tasked with making the best interest determination and will seek input from the school serving as the child's school of origin.

When a determination is made that it is NOT in the child's best interest to remain in the school of origin, the child must immediately be enrolled in the new school, regardless of whether the child's records or other documentation typically needed for school enrollment can be produced. The enrolling school must immediately contact the previous school to obtain academic and other records.

III. Transportation

Rocketship and the CFSA shall complete a student-level transportation agreement for every foster child who requires school stability transportation services in order to get to and from their school of origin. The transportation agreement must identify all the resources, including no-cost and low-cost options such as public transportation; foster family or other family members who may be willing and able to transport the student; special education services if the student is eligible; and any other public or private transportation resources either agency has at their disposal to provide transportation to the student. Upon identifying these resources, Rocketship and the CFSA POCs must weigh the options identified to determine which mode of transportation is most immediately available, cost-effective, and appropriate to meet the child's needs given their developmental age and individual capacity.

If additional costs are incurred in providing transportation, Rocketship shall provide such transportation if the local child welfare agency agrees to reimburse Rocketship for such costs; Rocketship agrees to pay for the cost; or Rocketship and the local child welfare agency agree to share the cost. In D.C., Local Education Agencies can use Title I funding to support additional costs of school stability transportation.

IV. Effect of Absences on Grades

The grades of a student in foster care shall not be lowered for any absence from school that is due to either of the following circumstances:

- A decision by a court or placement agency to change the student's placement, in which case the student's grades shall be calculated as of the date he/she left school.
- A verified court appearance or related court-ordered activity.

V. Definitions

“Children awaiting foster placement” means children who have been removed from their homes by CFSA and who are in emergency or interim placement but for whom a decision to secure formal foster care placement has not been made. Usually, this is a very temporary (i.e. 24-48 hour) circumstance.

“Foster care” means 24-hour substitute care for children placed away from families or guardians and for whom CFSA has placement and care responsibility. This includes, but is not limited to, placement in foster family homes, foster homes of relatives, group homes, emergency shelters, residential facilities, childcare institutions, and pre-adoptive homes.

“School of origin” means the school in which the child is enrolled at the time of placement in foster care. If a child’s foster placement changes, the school of origin will be the school in which the child is enrolled at the time of the placement change.

EDUCATION OF HOMELESS CHILDREN AND YOUTH

The McKinney-Vento Homeless Assistance Act (“the McKinney-Vento Act”) is a federal law that ensures educational rights and protections for children and youth experiencing homelessness. (42 U.S.C. 11431 et seq.) This policy is written in compliance with the requirements under the McKinney-Vento Act. It addresses relevant definitions; Rocketship’s Designated Homeless Liaison; general assurances regarding the education of homeless children and youth; procedures for identification and reporting; school selection; enrollment and records; transportation rights; and the enrollment dispute resolution process.

I. Definitions

“Homeless children and youth” means children and youth who lack a fixed, regular, and adequate nighttime residence, and includes children and youth who are:

- Living in a primary nighttime residence that is a private or public place not designed for or ordinarily used as a regular sleeping accommodation for human beings, such as cars, parks, public spaces, abandoned buildings or substandard housing (for example, condemned buildings or garages), bus or train stations, or other similar settings. In determining whether a housing arrangement may be deemed “substandard, the school may consider whether the setting lacks one of the fundamental utilities such as water, electricity, or heat; is infested with vermin or mold; lacks a basic functional part such as a working kitchen or toilet; presents unreasonable dangers to adults, children, or persons with disabilities. or is otherwise defined as “substandard” under local housing codes.
- Living in motels, hotels, trailer parks (does not include trailers or mobile homes in a mobile home park), or camping grounds due to a lack of alternative adequate accommodations.
- Sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason.
- Living in emergency or transitional shelters.
- Abandoned in hospitals.

- Migratory children who qualify as homeless because they are living in circumstances described above.
- Unaccompanied youth includes a youth not in the physical custody of a family or guardian.
- A child or unaccompanied youth shall be considered homeless for as long as he/she is in a living situation described above.

II. Designated Homeless Liaisons

The Rocketship Public Schools Homeless Liaison serves Rocketship students in the designated region(s) below.

Leydi Contrill
 350 Twin Dolphin Drive, Suite 109
 Redwood City, CA 94065
lcontrill@rsed.org
 1-877-806-0920 ext. 300

The Homeless Liaison is required to:

- Ensure that homeless children and youth are identified by school personnel and through outreach and coordination with other entities and agencies.
- Ensure that homeless students enroll in, and have full and equal opportunity to succeed in, Rocketship schools.
- Ensure that homeless families, children, and youth have access to and receive educational services for which they are eligible.
- Ensure that homeless families, children, and youth receive referrals to health, dental, mental health, and substance abuse services, housing services, and other appropriate services.
- Ensure that families and guardians are informed of educational and related opportunities available to their children and are provided with meaningful opportunities to participate in the education of their children.
- Ensure that public notice of the educational rights of homeless students is disseminated where children and youth receive services under the McKinney-Vento Act.
- Ensure that enrollment disputes are mediated in accordance with the dispute resolution provisions.
- Ensure that the family/guardian of a homeless child or youth, or any unaccompanied youth, is fully informed of all transportation services and is assisted in accessing transportation services, if available and feasible.
- Ensure that school personnel receive professional development and other support.
- Assist unaccompanied youth in placement/enrollment decisions.
- Ensure that unaccompanied youth are immediately enrolled in school pending resolution of disputes that might arise over school enrollment or placement.
- Assist homeless children and youth who do not have immunizations, or immunization or medical records, to obtain necessary immunizations, or immunization or medical records
- Collaborate and coordinate with state coordinators and community and school personnel
- responsible for the provision of education and related services to homeless children and youth.

III. General Assurances

Rocketship provides the following general assurances:

- Homeless children and youth shall not be segregated into a separate school or program based on their status as homeless and shall not be stigmatized in any way.
- Homeless children and youth shall be provided services comparable to those received by other students in the school, including transportation services, and education programs for which students meet eligibility criteria, such as services provided under Title 1 or similar state and local programs; programs for students with disabilities; programs for students with limited English proficiency; vocational or technical programs; gifted and talented programs; and school nutrition programs.
- Homeless children and youth will have access to district administrative level reservation of funds (set-asides) for serving homeless students.
- Rocketship shall provide homeless students with access to education and other services necessary for these students to meet the same challenging academic standards as other students.
- Rocketship shall provide and post notices of the educational rights of homeless children and youth.

IV. Identification and Reporting

Rocketship will include the identification of homeless students and their unique educational needs in its targeted work to raise achievement for all students. Homeless children and youth will be identified through:

- The application process for enrollment (self-identification)
- School personnel recommendations
- Coordinated activities with other entities and agencies

Rocketship will comply with all federal, state, county, and other data collections and reporting requirements regarding homeless children and youth. Materials will be provided for students and families in a language easily understood by families and students. If students or families are unable to read, additional support should be provided to explain student rights.

V. School Selection

Homeless students have a right to select from the following schools:

- The school he/she attended when permanently housed (School of Origin)
- The school in which he/she was last enrolled (School of Origin)
- The school in the attendance area in which the student currently resides (School of Residency)

A homeless child or youth's right to attend their school of origin extends for the duration of homelessness. If a child or youth becomes permanently housed during the academic year, he/she is entitled to stay in the school of origin for the remainder of the academic year.

VI. Enrollment and Records

Homeless students may be identified at the time of enrollment (through self-reports). As all Rocketship schools are independent charter schools, and therefore schools of choice rather than assigned district schools, placement decisions are based solely on family request through the application process. In order to provide equal access to its schools, the Rocketship annual student recruitment plan shall include efforts to reach homeless families, children, and youth via free public events, community centers, and local homeless service providers.

Homeless youth will not be discriminated against in the application process. Homeless children and youth will be allowed to apply for enrollment in accordance with current Rocketship enrollment policies even if the family/guardian is unable to provide the school with the records normally required for enrollment such as previous academic records, birth certificate, medical records, proof of residency, or other documentation. The Rocketship designee shall immediately contact the school last attended by the student to obtain the relevant records. If the student needs to obtain immunizations or does not possess immunization or other medical records, the designee shall refer the family/guardian to the homeless liaison. The liaison shall assist the family/guardian in obtaining the necessary immunizations or records for the student.

In the case of an unaccompanied youth, the Designated Homeless Liaison shall assist in the enrollment process. Unaccompanied youth shall be immediately enrolled if space is available even if unable to provide the school with the records normally required for enrollment (as above), and despite lack of family or legal guardian's supervision or permissions, or "power of attorney" by supervising adult.

In accordance with current Rocketship enrollment policies and state regulations regarding charter schools, if the grade level for which a homeless child or youth has applied has more applicants than spaces available, a random public lottery will take place in order to determine enrollment for the following school year. An "in-district" or "in-county" (depending on the type of school the student has applied to) priority will apply during the lottery to homeless youth who self-identify as homeless during the application process so as to not discriminate against homeless children or youth due to lack of permanent housing. If a homeless child or youth applies for admission after the annual random public lottery, he or she will be placed on the wait list in the order in which the application was received, even if the application is incomplete at the time of submission.

Any confidential record ordinarily kept by the school, including immunization or medical records, academic records, birth certificates, guardianship records, and evaluations for special services or programs, of each homeless child or youth will be maintained so that the records are available, in a timely fashion, when a child or youth enters a new school or school district.

Information about a student's living situation that is maintained by Rocketship is part of the student's record, subject to the protections of the Family Educational Rights and Privacy Act (FERPA). In general, FERPA prohibits a school from disclosing personally identifiable information ("PII) from students' educational records without family consent. One exception to this general consent rule is for information that the school has designated as "directory information," which is information that would not generally be considered harmful or an invasion of privacy if disclosed. However, information regarding a student's living situation is not considered directory information and must be provided the same protections as other non-directory PII.

VII. Transportation

Per the McKinney-Vento Act, Rocketship must provide services to homeless children and youth that are comparable to those received by other students in the school selected, including transportation. In addition, schools must provide transportation for homeless students to and from their school of origin, if feasible.

Rocketship, where feasible, at the request of the family/guardian and/or in the best interest of the homeless child or youth, shall provide transportation to students experiencing homelessness to ensure the students are able to stay at the Rocketship school of their choice for the duration of their homelessness. Rocketship may work with the youth's district of residence or other agencies to provide transportation services.

VIII. Enrollment Dispute Resolution Process

As required by 42 USC § 11432(g)(1)(C), schools must develop and implement written procedures for the receipt and resolution of complaints alleging violations of law with regards to enrollment and school placement as covered by the McKinney-Vento Act.. The State Coordinator for the Education for Homeless Children and Youth Program will provide technical assistance to interested parties as requested and as necessary.

If a dispute arises over enrollment or school placement:

1. the child or youth must be immediately enrolled in the school requested by the individual or organization submitting the complaint;
2. the family/guardian of the affected student(s) must be provided a written explanation of the school's decision regarding school selection or enrollment, including the rights of the family, guardian, or youth to appeal the decision;
3. the child, youth, family, or guardian must be referred to the McKinney-Vento Homeless Education Liaison for the corporation, who shall carry out the dispute resolution process as expeditiously as possible after receiving notice of the dispute; and
4. in the case of an unaccompanied youth, the Homeless Education Liaison shall ensure that the youth is immediately enrolled in school pending resolution of the dispute.

Rocketship Dispute Resolution Process

Disputes may arise between a Rocketship school and a homeless student or homeless family/guardian regarding, among other things, enrollment or transportation. At such a time, the Homeless Education Liaison immediately becomes involved, and Rocketship must follow a procedure that includes these steps:

1. A student must be allowed to attend or enroll in the school that is challenging the student's right to attend until a final decision is made regarding the dispute. The challenging school must provide transportation and other school services as needed to the student until the dispute is resolved.
2. The dispute resolution process begins at the time a school challenges the right of either a family or guardian, or in the case of an unaccompanied youth, to enroll a child or youth in school, to continue enrollment in school, or to receive services such as transportation assistance.
3. When Rocketship challenges the enrollment or services of the child or unaccompanied youth, Rocketship must:
 - Provide notice of the challenge to the family, guardian, or unaccompanied youth, through the Homeless Education, on the day of the challenge.
 - Provide notice of the right to appeal the challenge to the family, guardian, or unaccompanied youth. This notice must include a form to be completed by the family, guardian, or unaccompanied youth should he or she decide to appeal Rocketship's decision.
4. The Homeless Education Liaison will provide the family, guardian, or unaccompanied youth with written notice in clear, easy-to-understand language detailing the dispute resolution process.

5. Rocketship will have three working days to review its initial decision and make a final decision as to the position taken (i.e. whether it will continue to challenge the right of the student to be enrolled). The decision must state all factual information upon which it is based and the legal basis in support thereof.

COMPLAINT PROCESS

Rocketship values the concerns of our families, staff, students, and community and takes all concerns and complaints seriously. The following complaint procedure should be employed to ensure that complaints receive full consideration.

I. Use of Complaint Process

Rocketship's complaint process should be used as follows:

1. to deal with complaints and concerns pertaining to the educational environment or interpersonal conflicts, in accordance with Section II below.
2. to allege violations of federal or state law, or of the school's charter.

Please note that any complaints alleging discrimination, harassment, intimidation, bullying or violations under Title IX should refer to Policy #403.2. Complaints involving student on student sexual harassment should also refer to Policy #425.2.

II. Who May File a Complaint

The procedures set forth below may be used by complainants who are students, families, or visitors. Employees and contractors should refer to the Employee Handbook to follow procedures for filing complaints.

III. Confidentiality

All documentation and information related to an investigation conducted as a result of a complaint is considered confidential and is not to be revealed or discussed by any participant with persons not involved with the complaint or decision-making process.

IV. Informal Complaints

Because most difficulties can be resolved by communicating a concern to someone, complainants are encouraged to discuss their concern or complaint promptly and candidly with their immediate supervisor, student's teacher, or the school principal. The complainant is not required to discuss his/her complaint with the alleged harasser or perpetrator in any manner or for any reason prior to initiating a formal complaint.

V. Complaint Process Regarding School Procedures, Practices, and Policies

Complaints should follow the process outlined below when they wish to file a formal complaint described in Section I above.

1. Fill out a Complaint Form, available at the school's front office. In the Complaint Form, complainants should describe the nature of the complaint and any steps taken so far to resolve the issue. The Complaint Form should be submitted to the school Principal. Complaint Forms must be submitted within 90 days of encountering the issue that is the subject of the complaint.
2. The Principal will timely initiate an adequate, reliable, and impartial investigation of the complaint. This will include interviewing witnesses, obtaining any relevant documents, and allowing parties to present evidence. The investigation is considered highly confidential and is not to be revealed or discussed by any participant with persons not directly involved with the decision-making process. The investigation will be concluded

within 10 school days of receiving the complaint unless “exceptional circumstances” justify a more expedited response. The amount of time granted for an exceptional circumstance will be determined on an individual case basis.

Upon receiving a complaint, the Principal shall also promptly notify the Region’s Executive Director and the Regional Director. The Executive Director, in consultation with legal, compliance and others, will notify PCSB and/or other authorities of the complaint, if appropriate and/or legally required. . The Principal will prepare a final report with a recommendation for resolving the complaint and provide the final report to the Executive Director. The final report will give the name of the party bringing the complaint, the nature of the complaint, a summary of the investigation, the recommended resolution, and the reasons for recommendation. The Executive Director should report any incident found to be discrimination, retaliation, or harassment based on membership in a protected class, along with the results of the investigation, to compliance@rsed.org within 24 hours of the conclusion of the investigation.

3. If the complainant is not satisfied with the Principal’s response, he/she may appeal to the Principal’s supervisor. Appeals must be submitted to the appropriate party within 10 school days of receiving the response.
4. The Principal’s supervisor will conduct an investigation upon receiving the appeal. This process may include an interview with the decision-maker to discuss the rationale. The supervisor will issue a written resolution within 15 business days of receiving the appeal.
5. If the complainant is not satisfied with the supervisor’s resolution, he/she may file a final appeal to the Resolutions Committee to be comprised of the Committee chair, an additional Resolutions committee member, and the Executive Director.. The Resolutions Committee will conduct an investigation upon receiving the appeal. This process may include an interview with the decision-maker to discuss the rationale. The Resolutions Committee will issue a written resolution within 15 school days of receiving the appeal. Any decision of the Resolutions Committee shall be final. The Resolutions Committee shall hear appeals in its reasonable discretion.

If the original complaint pertains to the school Principal, complainants should begin by filing their complaint with the Principal’s direct supervisor as described in Steps 3-4 above. Appeals will go to the Resolutions Committee as described in Step 5.

VIII. Prohibition Against Retaliation

Rocketship will not retaliate against any person who files a complaint in accordance with this policy, or any person who participates in proceedings related to this policy.

In addition, Rocketship will not tolerate any form of retaliation against any person who makes a good faith report or complaint about perceived acts of harassment, discrimination, or concern, or who cooperates in an investigation of harassment, discrimination, or a concern. Any person who is found to be engaging in any kind of retaliation will be subject to appropriate disciplinary action.

IX. Modification

Rocketship may approve modification of the foregoing procedures in a particular case if the modification is for good cause and does not violate the due process rights or the complainant or any policies of Rocketship.

X. Contact Information

The contact information for the school principal can be found on the school’s website. The school principal shall assist any complainant in obtaining the proper contact information for the principal’s supervisor, should the complainant wish to pursue an appeal as described in Section V above.

The contact information for the RPS Board is rps_dcboard@rsed.org.

Complainants also have the right to file a complaint with the Office of Civil Rights by: (1) mailing the complaint to Director, Office for Civil Rights (OCR), U.S. Department of Education, 400 Maryland Avenue, Washington, D.C. 20202-1475; (2) faxing it to 202-453-6021; or (3) filing electronically at www.ed.gov/ocr/complaintprocess.html.

XI. Other Remedies

This complaint process does not bar complainants from filing claims in other forums to the extent permitted by state and federal law.

NONDISCRIMINATION STATEMENT

Rocketship does not discriminate against any student or employee on the basis of actual or perceived disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or any other characteristic.

Rocketship adheres to all provisions of federal law related to students with disabilities, including, but not limited to, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act of 1990 ("ADA"), and the Individuals with Disabilities Education Improvement Act of 2004.

Rocketship is committed to providing a work and educational atmosphere that is free of unlawful harassment under Title IX (sex), Title VI (race, color, or national origin), and Section 504 and Title II of the ADA. Rocketship prohibits sexual harassment and harassment based upon pregnancy, childbirth or related medical conditions, race, religion, creed, color, gender, gender identity, gender expression, national origin or ancestry, physical or mental disability, medical condition, marital status, age, sexual orientation, or any other basis protected by federal, state, local law, ordinance or regulation. Rocketship does not condone or tolerate harassment of any type, including bullying, discrimination, or intimidation, by any employee, independent contractor or other person with which the Rocketship does business, or any other individual, student, or volunteer. This applies to all employees, students, or volunteers and relationships, regardless of position or gender. Rocketship will promptly and thoroughly investigate any complaint of harassment and take appropriate corrective action, if warranted.

SECTION 504

Rocketship recognizes its legal responsibility to ensure that no qualified person with a disability shall, on the basis of disability, be excluded from participation, be denied the benefits of, or otherwise subjected to discrimination under any program of Rocketship Public Schools. Any student who has an objectively identified disability which substantially limits a major life activity, including, but not limited to learning, is eligible for accommodations by Rocketship. The family/guardian of any student suspected of needing or qualifying for accommodations under Section 504 may make a referral for an evaluation to the school Principal.

A copy of Rocketship's Section 504 policies and procedures are available in the Policy Manual.

TITLE I family INVOLVEMENT

family involvement is one of the three pillars of Rocketship Public Schools. We work directly with families, helping them become leaders at home, in the school, and in their communities. Our commitment to family engagement is reinforced through our Title I family Involvement Policy and our other school- level family involvement policies, including our School Site Council and English Language Advisory Committee policies and our family Partnership Policy. T

I. Development and Review of Policy

Rocketship will take the following actions to engage families in the joint development and review of its Title I family Involvement Policy:

- Gather and disseminate to families for review the following materials: the Title I family Involvement Policy and the Title I school-family compact. These materials will be disseminated to families during one of the school's fall community meetings or at fall family/teacher conferences.
- Written and oral input from families will be solicited through regularly-scheduled community meetings, family/teacher conference feedback and regular written communications with families.

Schools will distribute the Title I policy through the family/Student Handbook and/or at community meetings throughout the school year.

I. Involvement of families in the Title I Program

To involve families in the Title I program at Rocketship, the following practices have been established:

- All families are invited to participate in the annual review of the school's Title I programs. All flyers and notices about the meetings are disseminated by classroom and school newsletters, email, calls and posted on the website. Each year the school holds at least two meetings to review, elaborate, edit, and add goals to school programs and plans. The plan may also be discussed at meetings of the School Site Council.
- Rocketship schools provide the necessary coordination, technical assistance, flexibility, and other support to assist Title I schools in planning and implementing effective family involvement activities to improve student academic achievement and school Performance. The school will offer monthly community meetings, workshops, and additional activities for families. The families will vote at community meetings held either at the end of the school year (for the following year) or at the beginning of the year (for current year) to give input on the content of community meetings and any additional workshops they would like to have. families who cannot attend the meetings will be invited to give input through a survey, letter, email or call to their Title I teacher.
- If the schoolwide plan is not satisfactory to the families of participating children, Rocketship shall submit any family comments on the plan when the school makes the plan available.
- Rocketship schools involve families of Title I students in an organized, ongoing, and timely way, in the planning, review, and improvement of the school's Title I programs and the Title I family involvement policy using the measures described above.
- Rocketship schools provide families of Title I students with timely information about Title I programs through school and classroom newsletters, family-teacher home visits, family- teacher conferences, family events and exhibition nights, and community meetings and leadership training.

- Rocketship schools build the capacity of family/guardians for strong family involvement. Each school provides families of Title I students with an explanation of the curriculum used at the school, the assessments used to measure student progress, and the proficiency levels students are expected to meet. Schools will also provide family/guardians with assistance on how to monitor their children's progress and work with educators to improve the achievement of their children. The school shall ensure that this information is communicated to families/guardians in a format and, to the extent practicable, language that the family/guardian can understand.
- Rocketship schools provide opportunities for regular meetings that allow the families to participate in decisions relating to the education of their children. This happens through community meetings, family-teacher conferences, home visits, and school and classroom newsletters.
- If requested by families, and to the extent not covered by any of the above options, Rocketship will provide opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions as soon as practicably possible.
- Rocketship Public Schools, with the assistance of its families, will educate its teachers, school leaders and other school staff how to reach out to, communicate with and value families as equal partners in their children's education. The school shall inform families/guardians of the existence of family resource centers in the state that provide training, information, and support to family/guardians.

This policy will be updated periodically to meet changing needs of families and the school. Rocketship shall conduct, with involvement of families/guardians, an annual evaluation of the content and effectiveness of the family involvement policy in improving the academic quality of the schools served by Title I.

II. School-family Compact

Rocketship distributes to families of all students a school-family compact. The compact, which has been jointly developed with families, outlines how families, the entire school staff, and students will share the responsibility for improved student academic achievement. It describes specific ways the school and families will partner to help children achieve the State's high academic standards. It addresses the following legally required items, as well as other items suggested by families of Title I students.

III. Building Capacity for Involvement

As described above, Rocketship schools engage Title I families in meaningful interactions with the school. Our schools support a partnership among staff, families, and the community to improve student academic achievement. To help reach these goals, the school has established the following practices which are undertaken during regular community meetings, home visits, family-teacher conferences, and special school events.

- Rocketship provides Title I families with assistance in understanding the State's academic content standards, assessments, and how to monitor and improve the achievement of their children.
- Rocketship provides Title I families with materials and training to help them work with their children to improve their children's achievement.
- Rocketship educates staff members about the value of family contributions, and in how to work with families as equal partners. Rocketship Public Schools has a family Leadership team, which is tasked with

building familial capacity for leadership and family involvement.

- Rocketship involves families of all backgrounds, including those with limited English proficiency, those with disabilities, and families of migratory students.
- Rocketship coordinates and integrates the Title I familial involvement program with other programs, and conducts other activities, such as family resource centers, to encourage and support families in more fully participating in the education of their children.
- Rocketship distributes Information related to school and family programs, meetings, and other activities to Title I families in a format and language that the families understand.
- Rocketship provides support for familial involvement activities requested by Title I families.

In carrying out the family and family engagement requirements of this policy, Rocketship shall provide opportunities for the informed participation of families and family members, including families and family members who have limited English proficiency, families and families who have disabilities, and families and family members of migratory children. This includes providing information and school reports required under section 1111 of the ESEA, as amended by ESSA, in a format and, to the extent practicable, in a language such families understand.

ESSA families RIGHT TO KNOW

Pursuant to Section 1112(e)(1)(A-B) of the Every Student Succeeds Act, a student's family may request, and Rocketship will provide the families upon request (and in a timely manner), information regarding the professional qualifications of the student's classroom teachers, including at a minimum the following:

- Whether the teacher has met State qualifications for grade levels and subject areas in which the teacher provides instruction;
- Whether the teacher is teaching under emergency or other professional status that the State has waived;
- Whether the teacher is teaching in the field of discipline of the certification of the teacher;
- Whether the child is provided services by paraprofessionals and if so their qualifications.

COPPA

Rocketship schools use several computer software applications and web-based services, operated not by schools in our network, but by third-party vendors. We use these tools to provide students with the most effective software and web-based services for learning. In accordance with the Children's Online Privacy Protection Act (COPPA), Rocketship consents to the vendors' collection, use, and disclosure of information obtained directly from students. Rocketship gives this consent on behalf of families.

Under COPPA, each software provider or website operator is bound to maintain the confidentiality of the information collected, and must provide familial notification and obtain familial consent before collecting

personal information from children under the age of 13. The law permits schools such as ours to consent to the collection of personal information on behalf of all of its students, thereby eliminating the need for individual family consent given directly to the web site operator. For more information on COPPA, please visit <http://www.ftc.gov/privacy/coppafaqs.shtm>.

A complete list of the software and services used by RSED, with the privacy policy for each, can be found on our network website at: <https://www.rocketshipschools.org/<link to list of programs>>.

Upon request from Rocketship, vendors must provide the school a description of the types of personal information collected; an opportunity to review a child's personal information and/or have the information deleted; and the opportunity to prevent further use or online collection of a child's personal information.

families retain the right to request review of their child's personal information and/or have information deleted. families also have the right to opt their child out of participating in educational activities that involve the collection, use, or disclosure of personal information collected from their child.

POLICIES

As referenced throughout this Handbook, Rocketship maintains a robust set of Board-approved policies in its Policy Manual. These policies set forth parameters, requirements, and procedures for Rocketship operations and student services. Each official Rocketship policy is assigned a number upon Board approval, indicated in the family thesis below. The Policy Manual may be updated throughout the school year as necessary to comply with ongoing legal requirements.

A complete and up-to-date version of the Policy Manual is available to all Rocketship families at [WEBSITE].

Families may also request a hard copy of the Policy Manual, or one or more specific policies contained in it, from the front office of the school at any time.

The list below includes many of the relevant policies that are contained in the Policy Manual.

Governance/Management Policies

General Complaint Policy (#110.2)*

Academic Policies

Reclassification Policy (#201)

Retention and Acceleration Policy (#202)

Retesting Policy and Assessment Code of Ethics (#203)

Schools Operations Policies

Campus Access and Visitor Policy (#301)*

Field Trip Policy (#302)

Student Release Policy (#303)

Late Pick-Up Policy (#304)

Staff and family Driver Policy (#306)

Electronic Recording Policy (#307)

Volunteer Clearance Policy (#309.2)

School Closure Policy (#310)

Animals on Campus Policy (#311)

Public Solicitation on School Grounds Policy (#312)

School Social Media Policy (#313)

Student Services Policies

Admissions and Enrollment Policy (#401.2)

Discrimination, Harassment, Intimidation, Bullying, and Title IX Policy (#403.2)
Student Discipline Policy (#404)
Suspension and Expulsion Policy (#405.2)
Student Dress Code (#406)
Attendance and Truancy Policy (#407.2)*
Family Custody Policy (#408)*
Bed Bug Policy (#409)
Head Lice Policy (#410)
Internet Safety Policy (#411)
Local School Wellness Policy (#412.2)
Medication Administration Policy (#413.2)
Immunization Policy (#414.2)*
Seclusion and Restraint Policy (#415)
Education for Foster Youth Policy (#416.2)*
Education of Homeless Children and Youth Policy (#417)*
FERPA Policy (#420)*
Educational Records and Student Information Policy (#421.2)
Home Visit Policy (#423)
family Partnership Policy (#424)
Student on Student Sexual Harassment Policy (#425.2)
Concussion Policy (#428)

Special Education Policies

Child Find Policy (#501)
Due Process Policy (#502.2)
Extended School Year Policy (#503.2)
Manifestation Determination Policy (#504.2)
Nonpublic School Placement Policy (#505.2)
Special Education Complaints Policy (#506.2)
Identification and Assessment Policy (#507.2)
Section 504 Policy (#508)
Independent Educational Evaluation Policy (#510)

**Copy of policy also included in Handbook.*