



**ROCKETSHIP DENNIS DUNKINS
ELEMENTARY (RDDE)**

Student/Parent Handbook
2022-2023 School Year

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Please note that Rocketship Texas may enact additional, supplemental, or alternative policies or procedures to accommodate developing circumstances related to COVID-19. COVID-19 policies will 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 Public Schools is 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 parents, 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

Rocketship Public Schools Texas was approved by the State Board of Education in June 2021. Rocketship Texas was founded by a diverse coalition of widely respected Tarrant County leaders with deep expertise in public education, community organizing, financial management, and parent engagement, including: Walter Dansby (Former Superintendent, Fort Worth ISD), Peter Philpott (Former Board Chairman, Cook Children's Healthcare System), Loretta Burns (Founder, AB Christian Learning), and Alex Jimenez (Retired Vice President, TXU Corp.), among other notable leaders. Rocketship Texas will be led by Superintendent SaJade Miller, the former Assistant Superintendent of Innovation for Fort Worth ISD.

Rocketship Public Schools Texas is supported by Rocketship Public Schools, a nonprofit network of high-performing public elementary charter schools serving disadvantaged communities across the country. The organization launched in 2007 with a vision to eliminate the achievement gap in every community it serves. Rocketship Texas schools consistently rank among the top 10% of all public schools serving similar student populations. Through its high-performing public school model, Rocketship Public Schools Texas propels student achievement, develops exceptional educators, and partners with parents who enable high-quality public schools to thrive in their community.

Parents at Rocketship Public Schools Texas' first campus voted to name their school Rocketship Dennis Dunkins Elementary. Parents chose the name to honor the legacy of the late educator who worked tirelessly to bring excellent schools to Stop Six and support more principals of color in local schools.

Dennis Dunkins was a pillar of the Fort Worth educational community. For decades, he worked for the Fort Worth Independent School District and was instrumental in promoting school choice. He played a crucial role in creating magnet programs and was a champion for education excellence in the Stop Six community. As one of the founders of the Fort Worth Area Alliance of Black School Educators (FWAABSE) and the Texas Alliance of Black School Educators (TABSE), he worked tirelessly to solicit more principals of color to serve the local school district. Additionally, he

single-handedly organized and chaperoned thousands of middle and high school students on the annual Historically Black Colleges and Universities tours.

OUR MISSION

Our mission at Rocketship Public Schools Texas is our community schools will ensure coordination of resources and coherence of existing services to support children by leveraging years of experience in education and community service to eliminate barriers to student success, in addition to providing high-quality educational experience.

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 parents' voices are valued. The mission of Rocketship Texas 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 Texas, our goals include the following:

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

Rocketship Public Schools Texas ensures every Rocketeer receives an individualized high-quality education. We prioritize partnerships with stakeholders, parents, and invest in our community. We recognize our collective input supports respect for cultural diversity, differing backgrounds, and curiosity about the world around us and beyond. Together we seek to eliminate ceilings and witness Rocketeers launch to their full potential.

OUR MODEL

Our model is based on the following three core pillars:

1. **Excellent teachers and leaders create transformational schools.** Rocketship Texas 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 Texas meets these needs by customizing each child's schedule with a combination of traditional instruction, technology and tutoring.
3. **Engaged parents are essential in eliminating the achievement gap.** Rocketship Texas develops parent leaders in our schools and communities to become powerful advocates for their children.

OUR POLICIES

Rocketship Texas maintains a comprehensive set of Board approved policies, some of which are referenced in this Handbook, that govern our student services and operations. The full text of these policies are all included in our Rocketship Texas Policy Manual, which is available on all school websites. Families may also request a copy at any time from the school's front office.

CONTACT INFORMATION

SCHOOL SITE

SCHOOL ADDRESS:

Rocketship Dennis Dunkins Elementary
3520 E. Berry St.
Fort Worth, TX 76105

Phone: 682-339-1300

Fax: 682-339-1399

School Leaders Contact Info:

- Dr. Hanson-Principal- chanson@rsed.org
- Ms. Thompson- Assistant Principal - nthompson@rsed.org
- Mr. Magis - Assistant Principal - rmagis@rsed.org
- Ms. Ross- Business Operations Manager- kross@rsed.org
- Mrs. Venters- Office Manager - cventers@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 Texas website is

<https://www.rocketshipschools.org/texas/> Here, you can find general information

about Rocketship, including our educational model, our management team, and other schools in our network.

Rocketship Dennis Dunkins Elementary website is:

<https://www.rocketshipschools.org/schools/dennis-dunkins-elementary/>. Here you can find school staff contact information; parent resources, including an electronic version of this Handbook; school calendars; and other informational materials about the school.

ADMISSIONS AND ENROLLMENT

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

Rocketship Texas will not administer any test or assessment to students prior to acceptance and enrollment into Rocketship. Rocketship Texas will not limit enrollment on the basis of a student's sex; race; national origin; ethnicity; religion; disability; academic, artistic, or athletic ability; or the district the child would otherwise attend.

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

CALENDAR AND ATTENDANCE

SCHOOL SCHEDULE

Regular Day Schedule: 7:45 AM - 3:30 PM

All Thursdays are on a minimum day schedule with dismissal at 1:55 p.m.

After-school programming may be available for some students. Information on after-school opportunities will be shared with families over the summer and at the beginning of the school year.

LAUNCH

Each RocketshipTexas campus begins the school day with Launch, which is a period of time for the whole school to come together and talk about a schoolwide 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 opens 30 minutes before the start of school and closes 30 minutes after the end of the instructional day.

Regular Hours: 7:15am- 4:00pm

Minimum Day: 7:15am - 2:30pm

The front office is closed on the days when students do not have school. These include holidays, staff professional development days, parent conference days, winter vacation, and spring break.

ATTENDANCE AND TRUANCY

Tardiness and absences can be detrimental to a student's academic and social progress. Rocketship Texas 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 Texas schools in all regions, with the exception of the definitions and consequences of truancy, which are written in accordance with applicable state laws.

Rocketship Texas will excuse a student from attending school for the following purposes:

- Observing Religious Holy Days
- Court Appearances
- Citizenship Paperwork
- Citizenship Proceedings
- Election Clerks
- Children in Conservatorship of DFPS
- Health Care Appointments
- Serious or Life-Threatening Illness or Related Treatment
- Military Dependents
- Other Excused Absences, resulting from any cause acceptable to the teacher, Principal, or Superintendent.

I. Excused and Unexcused Absences

All students are expected to be on time and present in school every day. In Texas, students must attend at least 3.5 hours of the instructional school day to be considered present. 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. Rocketship Texas must receive proper documentation within three days of the student’s return or the absence will be considered unexcused.

Excused Absences

The charts below explain the type of notification and/or documentation required to excuse absences. Notification must be provided within three days of returning to school.

Reason for Absence	Documentation Needed	Other Notes
Illness.	Written notice from parent/guardian. A physician’s note is required for three or more consecutive sick days.	
Death in the family.	Written notice from parent/guardian.	
Religious holiday/ceremony.	Written notice from child’s parent/guardian.	
Exclusion due to quarantine, contagious disease, infection, infestation, or other conditional requiring separation from other students for medical or health reasons.	As directed by local health department.	
Parent/guardian serving in the armed forces.	Written notice from parent/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 Texas Suspension & Expulsion Policy.	
Court appearances.	Documentation from Court.	
Other reasons (i.e. doctor's appointment, emergencies, extra-curricular activities)	Written notice from parent/guardian. These requests will be approved at the Principal's discretion.	

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 parent 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 Parents of Unexcused Absences

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

II. Missed Assignments

Students are responsible for completing all classroom assignments that they missed while absent. Students are expected to get their make-up work from their teachers.

III. Leaving School During the Day

Under no circumstances may a student go home without the permission of a parent or guardian. We expect that parents/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 parent/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 parent/guardian arrives or gives permission for the student to leave campus in accordance with Rocketship Texas's Student Release Policy.

IV. Vacations

Rocketship Texas 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.

V. Chronic Absences/Late Arrivals 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 parent/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.

"No Shows"

If a student misses 10+ consecutive school days without notifying the school of the reason for the absence, and Rocketship Texas is unable to get in touch with the student's parent/guardian after reasonable and good faith efforts, Rocketship Texas will drop the student from the school's roster and his/her space will be given to a student on the waitlist. For extended absences, Independent Studies] may be available and arranged by the principal.

Truancy Procedures

1-3 unexcused absences	The school will provide intervention to determine the reason for the unexcused absences. The school should document efforts to make personal contact with the student's parents.
5 unexcused absences	<ul style="list-style-type: none"> • Rocketship Texas will send home a written notice of compulsory attendance. The Principal will also set up a meeting with the student's parent/guardian to discuss why the student has been absent and get a verbal agreement to improve attendance. • Principals are required to report the names of all truant students to an attendance officer. Each accumulation of five absences must be reported. (Family Code 65.003(a)). <p>If, within three days after receipt of notice, the child continues to be absent from school without excuse, Rocketship Texas may report the unlawful attendance to the Metro Nashville Public Schools Court Liaison, who may take legal action. (Education Code 25.0915(b))</p>
10+ unexcused absences	Rocketship Texas will report the unlawful attendance to the Truancy Liaison, who may take legal action. (Education Code 25.003). Each successive accumulation of five unexcused absences shall also be reported to Truancy Court.

All intervention efforts will be documented.

SCHOOL CANCELLATION, LATE START, AND EARLY DISMISSAL

On rare occasions, Rocketship Texas 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 Texas 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. Wherever possible, Rocketship Texas 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 a copy of Rocketship Texas's full School Closure Policy.

COMMUNICATION

This year, all Rocketship Texas schools will be using a system called School Messenger 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.

CAMPUS OPERATIONS AND SECURITY

ARRIVAL AND DISMISSAL PROCEDURES

Transportation

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

Students will be offered the option to obtain bus service to and from the school. Please contact the Business Operations Manager if you have questions about bus transportation. Our bus protocol is included below.

Drop-Off

Students may be dropped off as early as **7:15 AM**.

If your child is dropped off late, after **7:45 AM**, they **MUST** go to the front office first and get a pass from the Office Manager or staff member before heading to class. Students will be marked late in our records if he/she arrives after **7:45 AM**.

If your child arrives 30 minutes after the start of school, **8:15 AM**, your child will be marked tardy. If your child is marked tardy, you may be subject to disciplinary procedures for tardy students. Please see the Attendance and Truancy Policy in this document for more details.

Pick-Up

If you need to pick up your child before dismissal for an appointment or any other reason, you will need to report to the school 2 hours before dismissal. If you would like to change your child from a bus rider to a car rider, you must inform the front office by 1:00 pm on regular days and by 11:00 am on minimal days. Please note: If a child is changing from car rider to bus rider, there is a 24-hour turnaround. This gives the bus company the opportunity to check availability before approving the change. Not all changes will be granted. Please email the Office Manager, Carla Venters cventers@rsed.org to make an official request.

Dismissal Cards

At the beginning of the school year, parents/guardians are given a Dismissal Card with the student's PikMyKid code. During dismissal, the child's parent/guardian (or other authorized individual) must present this card, state the number, or use their PikMyKid app to pick up the child. If you lose your Dismissal Card, and can't remember your student's PikMyKid number then authorized individuals will be required to show ID in the front office to obtain a temporary pick pass.

Reminders to Parents/Guardians for Arrival and Dismissal

- Treat all other RocketshipTexas 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 parents/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 passenger's side.
- Display your Dismissal card or have your PikMyKid numbers ready to give to a staff member 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

Please note that throughout the year, the school will determine the protocol for masking at arrival and dismissal for students and families.

Parents who violate school rules or otherwise endanger the health or safety of RocketshipTexas students, staff, or other families during drop-off or pick-up may lose the right to be on campus.

STUDENT RELEASE

It is important for all families and bus riders to accept and acknowledge that transportation services are a privilege which will continue only if the student's behavior on the school bus is reasonable and safe. Our number one transportation priority is to get students to and from school safe and on time. Rocketeers who choose to engage in unacceptable behaviors on a school bus create an unacceptable risk for themselves as well as other students, the bus driver, the motoring public, and pedestrians. The bus driver and monitor, working with the Rocketship Texas teachers and Business Operations Manager, is responsible for the safety and discipline of bus riders. The school leaders, teachers, and Business Operations Manager will be available to assist the bus driver to maintain discipline and good order on bus routes through the use of appropriate discipline measures which can include the suspension or permanent removal of bus privileges.

Please note that throughout the year, the school will determine the protocol for masking on buses and for families waiting at bus stops.

Rocketship Texas asks all parents/guardians to review this protocol, discuss it with your child, and sign a Bus Rider Behavior Contract prior to participating in bus transportation.

Bus Stops

All parents must be at the bus stop at the beginning of the scheduled block for both AM and PM. This information is located on the route sheet for each bus. For AM pickup, students are to be out of their cars, standing at the bus stop when the bus arrives. This means that students must be ready to walk onto the bus when the door opens (except during extreme weather). It is imperative that students load on time so that buses arrive at school on time to allow adequate time to participate in launch, and to eat breakfast before instruction begins. In the afternoon, parents are expected to be standing at the bus stop waiting for their students to arrive. Parents should stand in a line, and have their student's dismissal tag with them. When the door opens, parents should show the bus monitor their student's dismissal tag. This is how we know your child is allowed to be dismissed to you. This safety protocol allows for a quick and safe departure from the bus. If you do not have your tag, you may give the monitor your student's ID number. If you do not have the tag, or the number, your child will not be dismissed to you, and you will need to come to the school to pick them up.

Alternate Bus Stops

Bus drivers are not permitted to drop students at places which are not on their scheduled bus routes. Please do not request that they do so, as it creates an unsafe environment for all student's when the bus goes somewhere that we are unaware of. If you have an issue with your stop, please call the school directly and ask to speak to the Business Operations Manager.

Route Assignment

Bus routes are carefully created to maximize ridership. Based on this, students are allowed to ride only the route to which they are assigned. Students are not allowed to transfer from one bus to another due to scheduling issues. Schools will not allow a student to occasionally ride a different route. Students who purposely try to sneak onto another bus may lose their riding privileges. All changes in routes must be made by submitting a change through the Main Office.

Parent Bus Protocol for Students

While the purpose of this protocol is not for school discipline but rather for the safety of all students while riding a bus to and from school, nothing in this protocol shall prohibit Rocketship Texas from instituting school discipline in accordance with the Student Code of Conduct, and the Student Handbook.

Bus Rules for Students

- Stay seat in assigned seats
- Use positive language
- Follow directions the first time given
- Hands, feet, and objects to yourself at all times
- Keep space clear no eating on the bus
- Please note that throughout the year, the school will determine the protocol for masking on buses.

School Bus Offenses (nonexhaustive)

Class 1	Class 2	Class 3
Spitting	Hanging out of the windows with any part of the body	Fighting
Excessive noise	Throwing any object in or out of the bus	Anything that seriously jeopardizes the safety of the student, other students, the bus driver, the public, or pedestrians.
Horseplay Leaving one’s seat/standing without permission of the driver	Bully, threatening, or harassment of any person on the bus	Possession of an illegal substance or weapon.
Profanity or inappropriate gestures	Vandalism to the bus or any bus related equipment (restitution will be required as well).	

Refusing to properly identify oneself to the bus driver	Unauthorized entering or leaving the bus through an emergency exit or window	
Eating/drinking/littering on the bus		

Consequences for School Bus Offenses

Offense Level	1st Offense	2nd Offense	3rd Offense	4th Offense
Class 1	Written warning, signed student reflection, and student apology	1-3 day bus suspension, and required parent conference	3-5 day bus suspension student, and required parent conference	Loss of bus privileges for the remainder of the school year
Class 2	1-3 days suspension off bus and required parent conference	3-5 days bus suspension, and require parent conference	Loss of bus privileges for the remainder of the school year.	
Class 3	Up to and including permanent loss of bus privileges for the remainder of the school year.			
Student Returned to School	Written Warning	1 day bus suspension	5 day bus suspension	Loss of bus privileges for the remainder of the school year

Students who violate bus rules and Rocketship Texas protocol may also be subject to Rocketship Texas’s Student Discipline policy.

Please also see the Policy Manual for a copy of Rocketship Texas’s Transportation Policy.

STUDENT RELEASE

Rocketship Texas will make every effort to ensure that all students get home safely when they leave school each day.

At the beginning of the year, parents/guardians must complete required transportation forms. All Walker/Riders will be issued a dismissal card that they must display when picking up their child. Bus riders must have Parents/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 parent/guardian fail.

Parents/guardians may authorize RocketshipTexas to release their child to a relative who is a minor (between the ages of 14-18 years old) by completing the Authorization to Pick Up form and a Release to Minor waiver form. A duplicate Dismissal Card with printed authorization for the release to the minor relative must be printed for the minor relative, and the minor relative must bring this authorization each day they will pick up the Rocketeer.

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

LATE PICK-UP

RocketshipTexas'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 RocketshipTexas's Late Pick-Up Policy.

CAMPUS ACCESS AND VISITORS

Notices shall be posted at each RocketshipTexas campus requiring all visitors to first report to the campus administrative office. This policy shall apply to parents, board members, volunteers, social service workers, invited speakers, maintenance and repair persons not employed by RocketshipTexas, vendors, representatives of the news media, former students, and any other campus visitors.

A visit by visitors to individual classrooms during instructional time requires prior approval of both the campus Principal and teacher whose class is to be visited. Such visits may not be approved or may be terminated where their duration or frequency interferes with the delivery of instruction or in any other way disrupts the educational environment.

RocketshipTexas or the Principal may:

1. Require a visitor requesting entry onto a campus to show a driver's license or other form of identification issued by a governmental entity displaying the visitor's photograph.
2. Establish an electronic or paper database for storing campus visitor information. Information stored in the campus databases may be used only for purposes of RocketshipTexas security, and may not be sold or otherwise disseminated to third parties.
3. Verify whether the visitor is a registered sex offender as identified in the computerized central database maintained by the Department of Public Safety, or in any other database accessible by RocketshipTexas.

The Superintendent or designee, in conjunction with campus administrators, shall develop and implement procedures addressing campus visitors identified as registered sex offenders. These procedures shall include but are not limited to provisions dealing with:

1. Parental rights to visit;
2. Escorts by RocketshipTexas personnel;
3. Access to common areas of the campus;
4. Access to classrooms;
5. Drop off and release of students; and
6. Eligibility to serve as volunteers.

A registered sex offender who enters RocketshipTexas premises (meaning a building or portion of a building and the grounds on which the building is located, including any public or private driveway, street, sidewalk or walkway, parking lot, or parking garage on the grounds) during standard operating hours of the school shall immediately notify the administrative office of the school of the person's presence on the premises of the school and the person's registration status. The office may provide a chaperone to accompany the person while the person is on the premises of the school.

These requirements do not apply to:

1. A student enrolled in RocketshipTexas;
2. A student from another school participating in an event at RocketshipTexas; or
3. A person who has entered into a written agreement with Rocketship Texas that exempts the person from these requirements.

Rocketship Texas invites and welcomes parents and other members of the public to its schools. Rocketship Texas is committed to treating parents and other community members with respect and expects the same in return. To that end, Rocketship Texas must keep schools and administrative offices free from disruptions and prevent unauthorized persons from entering the schools and school grounds.

Accordingly, this policy promotes mutual respect, civility, and orderly conduct among Rocketship Texas employees, parents, students, volunteers and the public. Rocketship Texas seeks to maintain to the extent possible and reasonable, a safe, harassment-free workplace for students and staff. In the interest of presenting teachers and other employees as positive role models, Rocketship Texas encourages positive communication and discourages volatile, hostile, or aggressive actions. Rocketship Texas seeks and encourages patrons to cooperate with this endeavor.

Rocketship Texas recognizes the importance of employees, students, and parents engaging, collaborating, and sharing in digital environments. Accordingly, the use of technology on Rocketship Texas property and at school-sponsored events shall be appropriate, not disruptive to the educational environment, and not detrimental to the safety of employees and students. It must also be in compliance with other applicable Rocketship Texas policies.

An individual engaging in disruptive behavior shall be required to leave Rocketship Texas property. Any individual who disrupts or threatens to disrupt school or office operations, threatens the health and safety of students or staff, willfully causes property damage, uses loud and/or offensive

language that could provoke a violent reaction, or who has otherwise established a pattern of unauthorized entry on Rocketship Texas property shall be directed to leave Rocketship Texas property by the Principal or other administrator. In certain circumstances, a criminal trespass warning may also be issued or law enforcement contacted.

ELECTRONIC SURVEILLANCE

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

Rocketship Texas requests that other than during school events (such as school plays, graduation, and other events open to the Rocketship Texas community) parents and other visitors to campus refrain from taking photographs and or making audio/video recordings of students and staff without first obtaining written consent from the parent of the student. Such photography and audio recording is intrusive and may be in violation of state privacy laws.

FAMILY CUSTODY

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

I. Definitions

For the purposes of this policy, Rocketship Texas 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 parent.

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

“Legal Custody”: The parent 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 Parent”: The Noncustodial Parent 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 Texas seeks to maintain accurate and updated custody records for all students. It is the responsibility of the parent/guardian of a student to provide the Rocketship Texas 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 Texas will assume that separated or divorced parents of a child have Joint Custody.

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

III. Student Release

Any parent 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 Texas 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, parents/guardians will be asked to complete an Authorization to Release form.

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

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

IV. Rights of Non-Custodial Parents

Inspection of Records

All parents, 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 parent's rights in this regard. (Any inspection of records must be in accordance with Rocketship Texas's FERPA regional Student Records policies.)

School Visitation

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

V. Rocketship Texas's Role in Custody Disputes

It is the policy of Rocketship Texas schools to remain impartial during custody disputes between family members of a Rocketship Texas student. For this reason, Rocketship Texas teachers, administrators, and school staff will refrain from taking any action which may be considered adverse to one parent 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 Texas shall not be responsible for, nor participate in, the monitoring or enforcement of any parental obligations or duties under a court order (i.e. sending a message to remind a parent of his/her designated pickup days).

The previous paragraph notwithstanding, Rocketship Texas will comply with requirements imposed by the State and local jurisdictions thereof. Rocketship Texas 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 Texas teachers, administrators and staff will comply and respond with information of which they have personal knowledge.

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

VOLUNTEER CLEARANCE

Because Rocketship Texas is deeply committed to ensuring the safety of all students, any parent, guardian, or family member who chooses to volunteer on or off-campus at Rocketship Texas-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 Texas's full Volunteer Clearance Policy.

FIELD TRIPS

Field trips are off-campus excursions designed by RocketshipTexas 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, parents who wish to chaperone a field trip must comply with all of RocketshipTexas's volunteer clearance and transportation requirements.

It is important to note that chaperones may not bring along other children (i.e. siblings of students attending the field trip) without advance permission from the supervising principal or assistant principal. Additionally, parents who serve as chaperones on field trips are expected to use the same transportation to and from the field trip as the class that they are chaperoning.

Please see the Policy Manual for a full copy of RocketshipTexas's Field Trip Policy, which includes additional guidelines for chaperones.

SCHOOL MEALS

Breakfast & Lunch

RocketshipTexas will provide every student present at school with a free breakfast & lunch meal. Studies have shown that students who eat breakfast and lunch have more energy, do better in school, and eat healthier throughout the day. Students are ~~not~~ required to eat the breakfast & lunch provided by the school.

Food Allergies

If your child has a known food allergy or dietary restriction, parents/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. Parents/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 Rocketsters 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. ~~with~~ a sandwich, fruits, vegetables, etc.*)
- Cookies
- Gum
- Candy
- Fast Food
- Soda

Foods that are encouraged:

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

Birthday Celebrations:

We understand how important birthdays are for most of our students. We all want to celebrate and make our Rocketeers birthday feel special. We must not forget their academics have to come first.

Here are a few rules in regards to celebrating birthdays:

1. You must give teachers **AT LEAST 48 HOUR** notice
2. Celebrations have to be done at the end of the day
3. No balloons or flowers are allowed to stay at school
4. Any food brought to the school has to be store bought, **not homemade**.

Nondiscrimination Statement

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the agency (state or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at 800-877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form (AD-3027), found online at http://www.ascr.usda.gov/complaint_filing_cust.html and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call 866-32-9992. Submit your completed form or letter to USDA by:

(1) mail: U.S. Department of Agriculture

(2) fax: (202)690-744

(3) email: program.intake@usda.gov

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 curriculum follows all required state performance standards for what students should know and be able to do at each grade level. Teachers will use regular assessments to measure how well students are progressing toward mastery. Rocketship Texas shall annually administer required state testing to the applicable grades. Notwithstanding any other provision of law, a parent's or guardian's written request to school officials to excuse his or her child from any or all parts of the state assessments shall be granted.

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 parents ongoing feedback about student performance. Teachers will often send work home for parents/guardians to sign, and teachers will contact parents/guardians if they see a significant slip in academic performance or a special skill that needs extra practice at school and home. Parents/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.

STUDENT TECHNOLOGY

Each Rocketship Public School Texas student will be assigned a Chromebook for school work. Parents must sign Rocketship's technology agreement ahead of receiving technology stating that they understand that the Chromebook is property of Rocketship Texas and they agree to be

responsible stewards. Families are responsible for keeping their Chromebook intact and working while in their care. Students are required to return the Chromebook at the end of the school year.

Please see the Policy Manual for a copy of Rocketship's Personal Electronic Device Policy.

GRADING GUIDELINES

Elementary Grading Guidelines Minimum Grade Requirements:

There are six reporting periods, three each semester. A minimum of 6 grades per reporting period, per subject in grades one through five to include one major test grade (not including the universal screener and diagnostic exam). All grades should be spread fairly evenly over the grading period. Teachers will be responsible for creating their own grade weights and categories. However, homework will not be more than 10% of a student's grade per six weeks.

Grading Periods:

- A school year shall consist of six grading periods, with three each semester.
- "Borrowing points" from previous or future grading periods is absolutely forbidden for any student. All teachers have the responsibility to enforce this rule for all students.
- Assignments made in a particular grading period will be averaged for that grading period unless designated clearly by the teacher when the assignment is given.
- A grade becomes final on the last day of a grading period.
- Work received after the last day can only be used to remove from the record an "incomplete" caused by one or more absences.

Reteaching/Regrading Guidelines

Reteaching is defined as another presentation of content, usually to provide an additional opportunity for a student to learn. Reteaching may vary from subject to subject or from class to class, even from student to student. It may be as simple as repeating the concept. If the student still does not understand the concept, the teacher might use different materials to present the concept again. For example, if the initial instruction was primarily visual, the reteach activity might be more auditory.

A student who earns below 70 on ANY assignment shall be given an opportunity to be assessed after participating in a reteaching process within seven to ten days of the original date of the assessment.

Teachers are reminded that they have the responsibility and authority to delete the grades for any assignment. Grades may reveal that the assignment was inadequate . If a substantial

percentage of the students in a class failed to pass, the whole class should be retaught and the new test or assignment grade should be recorded.

This policy does not apply to the STAAR tests or other standardized tests.

Make-Up Work

A student will be permitted to make up tests and to turn in projects due in any class missed because of absence. Long-term projects are due upon the student's return to class.

For example:

Length of absence	Days allowed for makeup work
One-day absence	Two days after return to school
Two-day absence	Three days after return to school
Three-day absence	Four days after return to school
Four-day absence	Five days after return to school
Five-day absence	Six days after return to school
Six or more days absence	Seven days after return to school unless prior approval is given by the principal or designee

Students absent the day before a major test/assignment may be required to complete the test/assignment as scheduled provided the test/assignment date has been announced in the student's presence. Unless students make up the work missed within the allotted time, the student will receive a zero for incomplete or missing work.

HOMEWORK

Parents and students should expect homework each weekday evening.

Homework

Teacher Responsibility:

- Use as part of the learning process and to assess student understanding.
- Give clearly defined instructions and return promptly with evaluation.
- Choose a variety of activities and accommodate different learning styles.
- Coordinate with other teachers to avoid a homework overload.
- Be family friendly when giving assignments over weekends/holidays.
- Homework, tests and projects are not to be assigned during state mandated assessments.

Student Responsibility:

- Write down the assignment.
- Understand the requirements before leaving the classroom.
- Complete assignments on time and make up missed work.
- Seek help from school resources, if needed.

Parent/Guardian Responsibility:

- Provide appropriate levels of supervision.
- Actively communicate with the school.
- Assist with establishing a work environment conducive to learning and encourage the development of time management skills.
- Encourage students to keep homework, assignment sheets and notes organized.

School Resources for Assistance with Homework:

- Tutoring either before or after school
- Contact the student support counselor
- Contact the teacher for assistance

Grading of Homework: Students will be advised when grades will be taken and the weight of an assignment or project which will be included in the gradebook. Students are required to complete all assignments. **Homework will be no more than 10% of the students' six weeks grade.**

RETENTION, ACCELERATION, AND PROMOTION

Rocketship Texas's instructional model is organized so that each student's learning plan is individualized to account for individual differences and promote academic and social growth. Schools will typically allow students to progress to the next grade. 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 full copy of Rocketship Texas's Accelerated Instruction for

Unsatisfactory Performance Policy.

CHILD FIND ACTIVITIES

Rocketship Texas 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 Texas 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 parents upon enrollment in a Rocketship Texas 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 Texas 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 Texas. Rocketship Texas expects all students to behave in a way that fosters a safe and welcoming environment for other students, Rocketship Texas staff, and community members.

The Rocketship Texas Code of Conduct includes the following nonnegotiable expectations for our Rocketeers:

- Adherence to the Rocketship Texas Commitment to Excellence
- Adherence to the Rocketship Texas Core Values: Respect, Responsibility, Persistence, Empathy
- Adherence to the **Rocketship Texas Creed:**

*I am a Rocketship Rocketeer
At home, at school, and in my community
I am respectful of myself, my neighbors, and the environment
I am responsible for my learning and actions
I have hope for myself, my family, and my community
I have empathy for our world and
I am persistent in attaining excellence
Together we are all Rocketship Rocketeers!*

STUDENT DISCIPLINE

Rocketship Texas 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 Texas 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 Texas 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 Texas may take alternative in-school disciplinary action.

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 Texas 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 Texas's Student Discipline Policy.

BULLYING PREVENTION

Bullying has a harmful social, physical, psychological and academic impact on bullies, victims and bystanders. Bullying at Rocketship Texas 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. In addition, Rocketship Texas prohibits retaliation against people who report incidents of bullying.

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

STUDENT DRESS CODE

Student uniforms help minimize disruption during the school day, promote respect for oneself and others, and foster school/community spirit.

All students are expected to wear the Rocketship Texas uniform to school every day. The Rocketship Texas uniform consists of a khaki bottom (pants, shorts, dress, skirt, or skorts) and dark purple collared shirt. Students may also wear a Rocketship Texas polo shirt or t-shirt, which

can be purchased from [Academic Outfitters](#). Shirts must be tucked in at all times, which Rocketship Texas 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 Texas campus:

- Dresses and shorts which are shorter than midhigh
- 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 no 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

In addition, Rocketship Texas may contact the student’s parent/guardian to discuss the dress code violation.

PERSONAL BELONGINGS

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

- Gum
- Soda
- Cell Phones
- Weapons and toy weapons
- Gameboys & any other electronic toys
- Matches or any flammable item
- Chips, candy, or other junk food
- Hats
- Any illegal substance
- Toys, stuffed animals, dolls or marbles
- Personal electronic devices (i.e. iPad, iPod, mp3 player)
- No Pokemon cards or items

TELEPHONE USE

Students may not use cell phones or other personal electronic devices during school. Cell phones must be kept in the front office. 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 parent/ 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 Texas 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 Texas, a student's parent/guardian must complete and submit a medication authorization form. Parents/guardians should contact the Office Manager for a copy of this form. Rocketship Texas staff will administer all medication in accordance with state law.

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

IMMUNIZATIONS

Each student shall be fully immunized against diphtheria, rubeola (measles), rubella, mumps, tetanus, and poliomyelitis, unless exempted under applicable law. The Texas Department of State Health Services ("TDSHS") may modify or delete any of these immunizations or may require immunizations

against additional diseases as a requirement for admission to any elementary or secondary school.
Education Code 38.001(a), (b)

Students in kindergarten through twelfth grade shall have the following additional vaccines, according to the immunization schedules set forth in TDSHS regulations: pertussis, hepatitis B, hepatitis A, and varicella (chickenpox). TDSHS requires students enrolling in seventh through twelfth grades to have one dose of meningococcal vaccine on or after the student's 11th birthday.
25 TAC 97.63

Under Health and Safety Code Chapter 81, Subchapter E, additional vaccinations may be required by TDSHS and/or the local health authority in specific situations under the mechanism of a control order containing control measures.
25 TAC 97.72

The vaccine requirements discussed in this policy apply to all students entering, attending, enrolling in, and/or transferring to Rocketship Texas. *25 TAC 97.61(a)* Immunization is not required for admission if the student submits to Rocketship Texas any of the following:

i. *Medical Reasons*

An affidavit or a certificate signed by the student's physician (M.D. or D.O.) who is duly registered and licensed to practice medicine in the United States and who has examined the student. The affidavit or certificate must state that, in the physician's opinion, the immunization required is medically contraindicated or poses a significant risk to the health and well-being of the student or any member of the student's household. Unless it is written in the statement that a lifelong condition exists, the exemption statement is valid for only one year from the date signed by the physician.

ii. *Reasons of Conscience*

An affidavit signed by the student or, if a minor, the student's parent or legal guardian stating that the student declines immunization for reasons of conscience, including a religious belief. The affidavit will be valid for a two-year period. The affidavit must be on a form obtained from the TDSHS and must be submitted to the admitting official not later than the 90th day after the date the affidavit is notarized. A student who has not received the required immunizations for reasons of conscience may be excluded from school in times of emergency or epidemic declared by the commissioner of state health services.

A student may be provisionally admitted or enrolled if the student has begun the required immunizations. The student must have an immunization record that indicates the student has received at least one dose of each age-appropriate vaccine specified in the regulations. To remain enrolled, the student must continue to receive the necessary immunizations as rapidly as medically feasible. The student must complete the required subsequent doses in each vaccine series on schedule and as rapidly as is medically feasible and provide acceptable evidence of vaccination to Rocketship Texas. Rocketship Texas shall review the immunization status of a provisionally enrolled student every 30 days to ensure continued compliance in completing the required doses of vaccination. If, at the end of the 30-day period, a student has not received a subsequent dose of vaccine, the student is not in compliance and Rocketship Texas shall exclude the student from school attendance until the required dose is administered.

Please see the Policy Manual for a full copy of Rocketship Texas's Immunization Policy.

HEALTH EXAMINATIONS AND SCREENINGS

In accordance with Texas law, Rocketship Texas requires students to undergo various health examinations and screenings prior to entering or during their time at school.

As soon as possible after admission and within a period set by CSHS rule, a student required to be screened shall undergo approved screening for vision and hearing disorders and any other special senses and communication disorders specified by the Texas Department of State Health Services (the "TDSHS"). *Health and Safety Code 36.005(a)*. Children enrolled in prekindergarten and kindergarten must be screened each year within 120 days of enrollment. Children enrolled in the first, third, fifth, and seventh grades must receive vision and hearing screening in each of those grade years (can be done at any time during each of those years). Upon written request approved by the TDSHS, the screening of vision and hearing may instead occur in prekindergarten; kindergarten; and first, second, fourth, and sixth grades. *25 TAC 37.25(a)(2), (3), (6)*

Except for students enrolled in prekindergarten, kindergarten, or first grade, Rocketship Texas shall exempt a student from screening if the student's parent, managing conservator, or legal guardian, or the student under scenarios described at Family Code 32.003 submits a record showing that a professional examination was properly conducted during the grade year in question or during the previous year. The record must be submitted during the grade year for which the screening would otherwise be required. *25 TAC 37.25(a)(4)*

A parent, managing conservator, or legal guardian, or the student under scenarios described at Family Code 32.003 may execute an affidavit stating that a person, other than the screener used by Rocketship Texas, shall conduct the screening (or that a licensed professional shall conduct an examination) as soon as is feasible. Rocketship Texas may admit the student on a provisional basis for up to 60 days, or may deny admission until the screening record(s) are provided to Rocketship Texas. *25 TAC 37.25(b)*

A student is exempt from screening if it conflicts with the tenets and practices of a recognized church or religious denomination of which the student is an adherent or a member. To qualify for the exemption, the student or minor student's parent, managing conservator, or guardian must submit on or before the day of admission an affidavit stating the objections to screening. *Health and Safety Code 36.005(b), 25 TAC 37.25(c)*

HEAD LICE

If 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 sent home at the end of the school day with information to the parents regarding treatment and control measures.

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

EMERGENCY CONTACT CARDS

Over the summer, parent/guardians complete and submit an Emergency Contact/Authorization to Pick-Up Card. This card is kept on file at the school in the Front Office. This card contains the names and phone numbers of individuals who can be contacted if a child has an emergency and the child's parent/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.

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 Texas prohibits any weapons, imitation firearms or dangerous objects of any kind in school buildings, on school grounds, or at off campus school related or school sponsored activities.

DRUGS, ALCOHOL, AND TOBACCO

Rocketship Public Schools Texas 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 Texas's discipline policies.

INTERNET SAFETY

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

Rocketship Texas's Internet system is limited to educational purposes. Acceptable activities include classroom activities and high quality research. Rocketship Texas 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 Texas's Internet Safety Policy.

CHILD ABUSE AND NEGLECT

All school personnel are mandated reporters of suspected abuse and/or neglect. Under Texas law, mandated reporters must file a report when they have a "reasonable suspicion" of any of the following: physical abuse, sexual abuse (including both sexual assault and sexual exploitation), willful cruelty or unjustified punishment, unlawful corporal punishment or injury, and neglect (including both acts and omissions).

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 Texas law.

Please see the Policy Manual for a copy of Rocketship Texas's Child Abuse and Neglect Policy.

PARENT INVOLVEMENT

ROCKETSHIP'S COMMITMENT

Rocketship Commitment At Rocketship Texas, 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 Texas.

PARENTS'/GUARDIANS' COMMITMENT

Parents'/Guardians' Commitment We fully commit to Rocketship Texas 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 procedures.
- We will make sure our child follows the Rocketship Texas 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 parent/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.

PARENT PARTNERSHIP

Engaged parents are a core pillar of Rocketship Texas'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, parents become integrated into the fabric of the school community. An active partnership between families and Rocketship Texas faculty and staff benefits our Rocketeers Texas as they see their parents on campus, and families as they gain a deeper understanding of Rocketship Texas's model and are positioned to reinforce Rocketship Texas's core values at home.

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

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

HOME VISITS

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

Each Rocketship Texas student will receive a 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 parent 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 Texas's policies and procedures that parents have questions about
- Talking about the history of Rocketship Texas and the mission of the network and school

- Conversations about why the family chose Rocketship Texas, 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

Home visits may also include a tour of the house, including the space where the child will do homework; a performance by the student; a shared meal; and show-and-tell of an artifact that is important to the student (i.e. a photo, trophy, favorite shirt).

PARENT OPPORTUNITIES ON CAMPUS

We provide many different opportunities for you to stay involved with your child's education. These include (but are not limited to):

- **Mandatory Registration Day.** Before school begins each year, parents will receive an invitation to a Mandatory Registration Day. All parents must attend this event.
- **Conferences.** A parent/guardian must attend conferences to meet with teachers to go over student's progress report and/or report card.
- **Community Meetings.** All parents/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.
- **Parent/Family Meetings.** All parents/guardians are invited and strongly encouraged to attend the scheduled Parent/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 Parent Leadership group, a School Site Council, or other parent groups organized at the school.

NOTIFICATIONS OF RIGHTS AND ASSURANCES

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act ("FERPA") affords parents 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. Parents 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 parent 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 parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the School to amend a record should write 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 parent or eligible student, the School will notify the parent 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 parent or eligible student when notified of the right to a hearing. If the School decides to amend the record as requested by the parent or eligible student, the Principal must order the correction or the removal and destruction of the information and inform the parent 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 parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another School official in performing his or her tasks. A School official is 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 Texas 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 Texas not release student names, addresses and telephone listings to military recruiters or institutions of higher education without prior written parental consent.

FERPA permits the disclosure of PII from student's education records, without consent of the parent 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 parent or eligible student, §99.32 of the FERPA regulations requires the School to record the disclosure. Parents 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 parents or the eligible student:

1. Rocketship Texas 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 Texas 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 Texas will make a reasonable attempt to notify the parent or eligible student of the request for records at his/her last known address, unless the disclosure is initiated by the parent or eligible student. Additionally, Rocketship Texas will give the parent or eligible student, upon request, a copy of the record that was disclosed and give the parent 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 RocketshipTexas in accordance with 20 U.S.C. § 1232g(b)(1)(F);
6. Accrediting organizations in order to carry out their accrediting functions;
7. Parents 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 parent or eligible student of the order or subpoena in advance of compliance, so that the parent 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 parent, 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 RocketshipTexas for student and parents, and any individualized education program ("IEP") or Section 504 plan that may have been developed or maintained by RocketshipTexas; and/or
12. A victim of an alleged perpetrator of a crime of violence or a nonforcible sex offense. The disclosure may only include the final results of the disciplinary proceedings conducted by RocketshipTexas with respect to that alleged crime or offense. RocketshipTexas discloses the final results of the disciplinary proceeding regardless of whether RocketshipTexas 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. RocketshipTexas may disclose the PII that it has designated as directory information without a parent's prior written consent. "Directory information," which is defined as set forth below, may be

released to requestors in limited circumstances by Rocketship Public School Texas, without additional notice to parents/guardians, unless the parent/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 Texas to disclose directory information from your child's education records without your prior written consent, you must notify Rocketship Texas in writing using the form below at the time of enrollment or re-enrollment.

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), your child'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 parent/student's prior written consent. The law, however, does allow to release student "directory information" without obtaining the prior consent of the parent/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 parent/guardian requests that the flag be removed by completing and submitting a revocation of the opt out to the School.

TO: [School Name] _____ I request the withholding of 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 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 not be able to stop the disclosure of my directory information.

Signature _____
Date _____

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 Texas’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 parent 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 Texas Homeless Liaison serves Rocketship Texas students in the designated region(s) below.

Sara Escamilla

350 Twin Dolphin Drive, Suite 109
Redwood City, CA 94065
sescamilla@rsed.org
408-726-1999

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 Texas 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 parents 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 parent/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 Texas 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 Texas 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 Texas shall provide and post notices of the educational rights of homeless children and youth.

IV. Identification and Reporting

Rocketship Texas 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 Texas 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 parents 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 Texas schools are independent charter schools, and therefore schools of choice rather than assigned district schools, placement decisions are based solely on parent request through the application process. In order to provide equal access to its schools, the Rocketship Texas 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 Texas enrollment policies even if the parent/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 Texas 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 parent/guardian to the homeless liaison.

The liaison shall assist the parent/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 or if unable to provide the school with the records normally required for enrollment (as above), and despite lack of parent or legal guardian's supervision or permissions, or "power of attorney" by supervising adult.

In accordance with current Rocketship Texas 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 Texas 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 parental 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 Texas 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 Texas, where feasible, at the request of the parent/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 Texas school of their choice for the duration of their homelessness. Rocketship Texas 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 parent/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 parent, guardian, or youth to appeal the decision;
3. the child, youth, parent, 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 Texas Dispute Resolution Process

Disputes may arise between a Rocketship Texas school and a homeless student or homeless parent/guardian regarding, among other things, enrollment or transportation. At such a time, the Homeless Education Liaison immediately becomes involved, and Rocketship Texas 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 parent 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 Texas challenges the enrollment or services of the child or unaccompanied youth, Rocketship Texas must:
 - Provide notice of the challenge to the parent, 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 parent, guardian, or unaccompanied youth. This notice must include a form to be completed by the parent, guardian, or unaccompanied youth should he or she decide to appeal Rocketship Texas's decision.
4. The Homeless Education Liaison will provide the parent, guardian, or unaccompanied youth with written notice in clear, easy-to-understand language detailing the dispute resolution process.
5. Rocketship Texas 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 Texas values the concerns of our parents, 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 General Complaint Process

Rocketship Texas's complaint process should be used as follows:

1. to deal with complaints and concerns pertaining to the educational environment, employment arrangements, or interpersonal conflicts;
2. to allege violations of federal or state law, or of the school's charter;

Please note that Rocketship Texas will comply with its Uniform Complaint Procedures ("UCP") when investigating and responding to complaints alleging unlawful harassment, discrimination, intimidation or bullying against a protected group or on the basis of a person's association with a person or group with one or more of the protected characteristics set forth in the UCP that meet the criteria for UCP complaints under state law. For complaints related to discrimination, bullying, intimidation or harassment, including sexual harassment under Title IX, Rocketship Texas will also follow the process set forth in its Discrimination, Harassment, Intimidation, Bullying, and Title IX Policy. Both this policy and the UCP can be found in the Policy Manual. par

II. Who May File a Complaint

The procedures set forth below may be used by complainants who are employees, students, parents, or visitors.

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 Site Procedures, Practices, and Policies

Complaints should follow the process outlined below when they wish to file a formal complaint described in Section I above. This process is available to complaints against employees, students, parents, or visitors.

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.

3. The Principal will immediately 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 150 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 designated Rocketship Texas Regional Director.

3. The Principal will prepare a final report with a recommendation for resolving the complaint. 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 Principal should keep the final report on file and provide a copy of this report to the complainant. The Principal should report any incident found to be discrimination, harassment, intimidation or bullying 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.

4. If the complainant is not satisfied with the Principal's response, he/she may appeal to the Principal's direct supervisor. All appeals must be in writing and include the reason for appeal. Appeals must be submitted to the appropriate party within 15 school days of receiving the response.

5. 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 school days of receiving the appeal.

6. If the complainant is not satisfied with the supervisor's resolution, he/she may file a final appeal to a Review Committee to be comprised of one Board member, the Regional Director, and the Chief Operating Officer. The Review Committee will conduct an investigation upon receiving the appeal. This process may include an interview with the decision-maker to discuss the rationale. The Review Committee will issue a written resolution within 15 business days of receiving the appeal. Any decision of the Review Committee shall be final. The Review Committee shall hear appeals in its reasonable discretion.

7. 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 4-5 above. Appeals will go to the review committee as described in Step 6.

VI. Prohibition Against Retaliation

Rocketship Texas 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 Texas 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 any kind of retaliation will be subject to appropriate disciplinary action.

VII. Modification

Rocketship Texas 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 Texas.

VIII. 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.

IX. 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 Public Schools Texas ("Rocketship") does not exclude from participation in, deny the benefits of, or subject to discrimination on the basis of race, religion, color, national origin, sex, age, disability, or relationship or association with an individual with a disability in providing educational services, activities, and programs, including vocational and career technology programs, in accordance with Title VI of the Civil Rights Act of 1964, as amended; the Individuals with Disabilities Education Act, as amended; Title IX of the Educational Amendments of 1972, as amended; the Americans with Disabilities Act ("ADA"), as amended, and Section 504 of the Rehabilitation Act of 1973, as amended.

Rocketship Texas 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 Texas 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 Texas 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 Texas 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 Texas 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 Texas will promptly and thoroughly investigate any complaint of harassment and take appropriate corrective action, if warranted.

SECTION 504

Rocketship Texas 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 Texas. 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 Texas. The parent/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 Texas's Section 504 policies and procedures are available in the Policy Manual.

SCHOOL-PARENT COMPACT

Rocketship Texas has a responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables participating students to achieve the state's student academic achievement standards.

Parents/guardians will be responsible for supporting their children's learning in a variety of ways, including but not limited to the following:

- monitoring attendance, homework completion, and television viewing;
- volunteering in the classroom, at the school, or at a school-sponsored event (not required, but Rocketship Texas strongly encourages the completion of 20 Parent Participation hours);
- attending school community meetings and other school events ;
- participating, as appropriate, in decisions related to their children's education and the positive use of extracurricular time.

Rocketship Texas believes in the importance of communication between teachers and parents/guardians on an ongoing basis. This shall be established by:

- Parent-teacher conferences , at least annually, during which the compact shall be discussed as it relates to the student's achievement.
- Frequent reports to parents/guardians on their children's progress.
- Reasonable access to staff, opportunities to volunteer and participate in their child's classroom, and observation of classroom activities.
- Ensuring regular two-way communication between family members and school staff, and, to the extent practicable, in a language that family members can understand.
- Regular opportunities to attend school community meetings and other school-sponsored events.

ESSA PARENTS RIGHT TO KNOW

Pursuant to Section 1112(e)(1)(AB) of the Every Student Succeeds Act, a student's parent may request, and Rocketship Texas will provide the parents 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 Texas 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 Texas consents to the vendors' collection, use, and disclosure of information obtained directly from students. Rocketship Texas gives this consent on behalf of parents.

Under COPPA, each software provider or website operator is bound to maintain the confidentiality of the information collected, and must provide parental notification and obtain parental 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 parental consent given directly to the web site operator. For more information on COPPA, please visit <http://www.ftc.gov/privacy/coppafaqs.shtml>.

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 Texas, 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.

Parents retain the right to request review of their child's personal information and/or have information deleted. Parents 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 Texas maintains a robust set of Board-approved policies in its Policy Manual. These policies set forth parameters, requirements, and procedures for Rocketship Texas operations and student services. Each official Rocketship Texas policy is assigned a number upon Board approval, indicated in the parenthesis below. While this handbook serves to notify parents of policies annually, 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 Texas families at the school 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 (#1-10.TX)*

Academic Policies

Retesting Policy and Assessment Code of Ethics (#203)

End of Course Assessments Policy (#204.TX)

Academic Testing Programs Policy (#205.TX)

Accelerated Instruction for Unsatisfactory Performance Policy (#2-06.TX)

Schools Operations Policies

Campus Access and Visitor Policy (#301.TX)*

Field Trip Policy (#3-02)

Student Release Policy (#303)

Late Pick-Up Policy (#3-04)

Staff and Parent Driver Policy (#3-06)

Electronic Recording Policy (#3-07)

Volunteer Clearance Policy (#3-09.TX)

School Closure Policy (#310)

Animals on Campus Policy (#311)

Public Solicitation on School Grounds Policy (#312)

School Social Media Policy (#313)

Attendance Accounting Policy (#3-15.TX)

Emergency Plans Policy (#316.TX)

Crisis and Trauma Response Policy (#317.TX)

Student Services Policies

Admissions and Enrollment Policy (#401.TX)

Discrimination, Retaliation, Harassment, and Title IX Policy (#403.TX)

Student Discipline Policy (#404.TX)

Student Dress Code (#406.TX)

Compulsory Attendance Policy (#407.TX)

Family Custody Policy (#408)*

Bed Bug Policy (#409)

Head Lice and Communicable Disease Policy (#40.TX)

Internet Safety Policy (#4-11.TX)

Local School Wellness Policy (#412.TX)

Medication Administration Policy (#413.TX)

Immunization Policy (#414.TX)

Education of Homeless Children and Youth Policy (#417)*

Pupil Fee Policy (#418.TX)

School Publications and Literature Policy (#419.TX)

FERPA Policy (#420)*

Educational Records and Student Information Policy (#421.TX)

Home Visit Policy (#4-23)

Parent Partnership Policy (#4-24)

Concussion Policy (#428)

Suicide Prevention Policy (#4-29.TX)

Equal Educational Opportunities Policy (#4-31.TX)

Prohibited Bullying Policy (#4-32.TX)

Student Alcohol, Drug, and Tobacco Policy (#43.TX)

Child Abuse and Neglect Policy (#434.TX)

Sexual Abuse and Sex Trafficking Policy (#4-35.TX)

Anaphylaxis and Seizure Management Policy (#436.TX)

Health Screenings and Physical Examinations Policy (#437.TX)

School Safety Transfers Policy (#438.TX)

Personal Electronic Devices Policy (#439.TX)

Student Activities Policy (#4-40.TX)

Interrogations and Searches Policy (#441.TX)

Accommodations for Transgender Students Policy (#442.TX)

Mental Health Services Guide

**Copy of policy also included in Handbook.*