



Thursday, June 8, 2023

Rocketship Public Schools National Board of Directors Meeting (2022-23 Q4)

Meeting Time: 1:00pm

Public Comment: Members of the public can make comment on off-agenda items at the start of the meeting, and on agenda items immediately preceding the board's discussion of each item. You will be recognized once the public comment time begins, and be permitted to make comment for a duration of up to 3 minutes.

Meeting Location: 2001 Gateway Place, Suite 230E San Jose, CA 95110

Teleconference locations:

198 W Alma Ave. San Jose, CA 95110
2960 Story Rd San Jose, CA 95116
1700 Cavallo Road, Antioch, CA 94509
370 Wooster Ave. San Jose, CA 95116
70 S. Jackson Ave. San Jose, CA 95116
2351 Olivera Rd, Concord, CA 94520
331 S. 34th St. San Jose, CA 95116
788 Locust St., San Jose, CA 95110
950 Owsley Ave. San Jose, CA 95122
1440 Connecticut Drive, Redwood City, CA 94061
3173 Senter Road San Jose, 95111
2249 Dobern Ave. San Jose, CA 95116
683 Sylvandale Ave San Jose, CA 95111
311 Plus Park Blvd Nashville, TN 37217
241 West Washington St, Indianapolis, IN 46204
3290 N. 44th St., Milwaukee, WI
1877 Camino A Los Cerros, Menlo Park, CA 94025
175 Fox Hollow Rd, Woodside, CA 94062
8118 Brookside Place, Milwaukee, WI 53213
6768 Christiansted Lane, Nashville, TN 37211
1080 North 7th Street, San Jose, CA 95112
1221 Oriental Gardens Rd, Jacksonville, FL 32207
1198 Crestmont Drive, Lafayette CA 94549
30 North 13th street San Jose ca 95112
1884 Pinecrest Dr, Altadena CA 91001
1670 Las Plumas Ave, San Jose, CA 95133
809 Pico Ln, Los Altos, CA 94022
2066 Cowden Ave, Memphis TN 38104
5 S Somerset Ave, Ventnor City NJ 08406
16620 Lower Valley Ridge Drive, Brookfield, WI 53005
245 North College Avenue, Bloomington, IN 47403

1. Opening Items

- A. Call to order
- B. Public comment on off-agenda items

2. Consent Items

- A. Approve minutes from the May 24, 2023 meeting of the Board of Directors

- B. Approve the 2023-24 School Instructional Calendar for Rocketship Schools in California and Tennessee
- C. Approve the 2023-24 Rocketship Education Employee Handbook for California and Tennessee
- D. Approve the Rocketship Education Board of Directors 2023-24 meeting calendar
- E. Approve the Rocketship Education 2023-24 Family Handbooks for California and Tennessee
- F. Approve the Rocketship Education 2023-24 Attendance Calendar for Rocketship Schools in California
- G. Approve 2023-24 Budget Education Protection Account fund spending plans for Rocketship Mateo Sheedy, Rocketship Si Se Puede, Rocketship Los Suenos, Rocketship Mosaic, Rocketship Discovery Prep, Rocketship Brilliant Minds, Rocketship Alma, Rocketship Spark, Rocketship Fuerza, Rocketship Rising Stars, Rocketship Redwood City Prep, Rocketship Futuro, and Rocketship Delta Prep
- H. Approve IFF Loan Subordination Agreement
- I. Approve Resolution #2023-02 to approve a Payment Guaranty by Rocketship Education for the benefit of the Charter School Growth Fund
- J. Approve the PNC Collective Banking Master Resolutions

3. Agenda Items

- A. Mission Moment
- B. Board Updates (CEO, Board Chair, Committee Chairs, Executive Directors, Regional Chairs and Development)
- C. Overview of School Safety Processes
- D. Review and approve the California School Dashboard 2022-23 Local Indicator Data
- E. Approval of the Local Control Accountability Plans (LCAPs) for all California Rocketship schools: Rocketship Mateo Sheedy, Rocketship Si Se Puede, Rocketship Los Suenos, Rocketship Mosaic, Rocketship Discovery Prep, Rocketship Brilliant Minds, Rocketship Alma, Rocketship Spark, Rocketship Fuerza, Rocketship Rising Stars, Rocketship Redwood City Prep, Rocketship Futuro, and Rocketship Delta Prep
- F. Approval of the 2023-24 Annual Plan and Budget, including all school-level budgets

4. Break

5. Agenda Items (Contd.)

- A. 5 Year Strategic Plan

6. Closed Session

- A. Conference with Legal Counsel — Anticipated Litigation: Significant exposure to litigation pursuant to California Government Code § 54956.9. Number of cases: 1

7. Agenda Items (Contd.)

- A. Public report on actions taken in closed session

8. Adjourn

THE ORDER OF BUSINESS AND TIMINGS MAY BE CHANGED WITHOUT NOTICE: Notice is hereby given that the order of consideration of matters on this agenda may be changed without prior notice, provided that the Board takes action to effectuate such change.

REASONABLE ACCOMMODATION WILL BE PROVIDED FOR ANY INDIVIDUAL WITH A DISABILITY: Pursuant to the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, any individual with a disability who requires reasonable accommodation to attend or participate in this meeting may request assistance by contacting us at compliance@rsed.org.

SPANISH & VIETNAMESE TRANSLATION: If you need Spanish or Vietnamese audio translation in order to access the Rocketship Board meeting, please send a request to compliance@rsed.org at least 24 hours before the start of the meeting. If you would like to make a public comment in Spanish or Vietnamese and would like us to translate to English for the Board, please send a request to compliance@rsed.org at least 24 hours before the start of the meeting.

Si necesita traducción de audio al español para acceder a la reunión de la Mesa Directiva de Rocketship, envíe una solicitud a compliance@rsed.org por lo menos 24 horas antes del inicio de la reunión.

Si desea hacer un comentario público en español y desea que lo traduzcamos al inglés para la Mesa Directiva, envíe una solicitud a compliance@rsed.org por lo menos 24 horas antes del inicio de la reunión.

**Rocketship Public Schools Board of Directors
Summary of Consent Items - June 8, 2023**

Item 2A. Approve minutes from the May 24th, 2023 meeting of the Board of Directors

We held our last Board of Directors meetings on May 24, 2023 and this agenda item puts forth the minutes from those meetings for approval.

Item 2B. Approve the 2023-24 School Instructional Calendars for Rocketship Schools in California and Tennessee

This item approves our Annual School Instructional Calendars, including details on the start date, end date, and holidays for our schools. This is approved as a best practice before submitting to our authorizers.

Item 2C. Approve the 2023-24 Rocketship Education Employee Handbook

Information will be shared concurrently with the employee handbook .

Item 2D. Approve the Rocketship Education Board of Directors 2023-24 meeting calendar

This item approves the annual board schedule for the 2023-24 school year.

Item 2E. Approve the Rocketship Education 2023-24 Family Handbooks for California and Tennessee

This item approves the Family Handbooks, also known as the Student/Parent Handbook. Changes to the 2023-34 Parent/Student Handbook include: incorporating full text of existing Board-approved student service and operations policies into the handbook; removal of inconsistent and outdated policy provisions; updates to policies for compliance purposes; refinements to discrimination/harassment policies and general and Title IX complaint procedures; new framework for chronic absenteeism and truancy under the Attendance and Truancy Policy.

Item 2F. Approve the Rocketship Education 2023-24 Attendance Calendar for Rocketship Schools in California

For our Santa Clara County Office of Education (SCCOE) authorized Rocketship schools, we are asked to submit our academic calendar for the new school year. SCCOE provides us with a template where we capture RPS' instructional days, professional development days, and attendance reporting segments. This calendar mirrors the school instructional calendar you are approving in agenda item 2B. We then make a copy for each school and submit them to the SCCOE.

Item 2G. Approve the FY 2023-24 Budget Education Protection Account fund spending plans for Rocketship Mateo Sheedy, Rocketship Si Se Puede, Rocketship Los Suenos, Rocketship Mosaic, Rocketship Discovery Prep, Rocketship Brilliant Minds, Rocketship Alma, Rocketship Spark, Rocketship Fuerza, Rocketship Rising Stars, Rocketship Redwood City Prep, Rocketship Futuro, and Rocketship Delta Prep

California's Proposition 30, The Schools and Local Public Safety Protection Act of 2012, approved by the voters on November 6, 2012, temporarily increases the state's sales tax rate for all taxpayers and the personal income tax rates for upper-income taxpayers.

The revenues generated from Proposition 30 are deposited into a state account called the Education Protection Account (EPA). School districts, county offices of education, and charter schools (LEAs) will receive funds from the EPA based on their proportionate share of the statewide revenue limit amount. A corresponding reduction is made to an LEA's revenue limit EPA entitlement. LEAs will receive EPA payments quarterly during the 2020- 21 Fiscal Year.

Proposition 30 provides that all K-14 local agencies have the sole authority to determine how the funds received from the EPA are spent, though prohibit the funds being spent on administrative costs. The LEA's spending plan must be approved by the governing board during a public meeting.

The plans put forth for approval today show how the EPA funds will be used for each of Rocketship's California schools. The funds are budgeted to be used to cover salary and benefits of non-administrative certificated staff, specifically Classroom Teachers, as well as non-administrative books, supplies and services.

Item 2H. Approve the IFF Loan Subordination Agreement

As a condition to approving the \$4.2mm loan for the RTP refinance and expansion, the lender IFF has requested a Subordination of Service Fee Agreement, ensuring that RTP will pay its facility rent prior to paying off its service fees. This document replaces an existing "Fee Deferral Agreement" signed by RPS in 2019 that was more complicated and ultimately worse for RPS.

This item requests the board's approval of the IFF Loan Agreement, which was recommended for approval by the Business Committee on May 31, 2023.

Item 2I. Approve Resolution #2023-02 to approve a Payment Guaranty by Rocketship Education for the benefit of the Charter School Growth Fund

As a condition to approving their \$1mm loan for the RTP refinance and expansion, the lender Charter School Growth Fund has requested a Guaranty of Payment from national RPS.

In the event that RTP defaults on its lease and that Launchpad cannot cover the outstanding principal, national Rocketship would be obligated to cover the amount due.

This item requests the board's approval of Resolution #2023-02, which was recommended for approval by the Business Committee on May 31, 2023.

Item 2J. Approve the PNC Collective Banking Master Resolutions

We are seeking approval of the PNC Collective Banking Master Resolutions to authorize entering into a banking and financial activities relationship with PNC. The resolution grants Preston Smith, Matthew Shaw and Alex Terman authority to conduct all financial activities, including opening and closing accounts, executing supplemental resolutions and executing agreements related to Rocketship's financial activity at PNC.

Rocketship Public Schools National Board of Directors (2022-23 Q4) (Wednesday, May 24, 2023)

Generated by Cristina Vasquez on Friday, May 26, 2023

1. Opening Items

A. Call to order

At 4:33pm, Mr. Jordan took roll call. With a quorum of board members present, Mr. Jordan called the meeting to order.

Present: Deb McGriff, Joey Sloter, Greg Stanger, Alex Terman, Ralph Weber, Mike Fox, Daniel Velasco, Yolanda Bernal Samano, Julie Miller, Hugo Castaneda, Rajen Sheth, Michelle Mercado, Dan Sanchez, Brian Kilb, Louis Jordan

Absent: Ray Raven, June Nwabara, Deja Gipson, Charmaine Detweiler, Malka Borrego

B. Public comment on off-agenda items

At 4:34pm, Mr. Jordan called for public comment on off-agenda items. No members of the public provided comment.

2. Information Item

A. IRS Form 990 for Rocketship Education for fiscal year ending 6/30/22

At 4:35pm, the board reviewed item 2(A). No action was taken.

3. Consent Items

A. Approve minutes from March 1, 2023 meeting of the Board of Directors

B. Appoint April Taylor to the Rocketship Public Schools Board of Directors through the end of May 2025

C. Reappoint Jolene Sloter, Michael Fox and Raymond Raven to the Rocketship Public Schools Board of Directors through the end of May 2025

D. Reappoint Jolene Sloter to the Rocketship Executive Committee for the remainder of their term on the Rocketship Board of Directors

E. Approve 2023-2024 Extension Agreement between Revolution Foods and Rocketship Education

F. Appoint Abraham Lee and Marcus Goodwin to the Launchpad Development Company Board

G. Approve the FY 2023-24 Charter School Retirement Reporting Agreement

At 4:37pm, Mr. Sanchez made a motion to remove consent item 3(F) to appoint Abraham Lee and Marcus Goodwin to the Launchpad Development Company Board, and place it as discussion item 4(A), reordering the remaining agenda items accordingly. This motion was seconded by Ms. Sloter, and carried unanimously by roll call vote.

Y: Deb McGriff, Joey Sloter, Greg Stanger, Alex Terman, Ralph Weber, Mike Fox, Daniel Velasco, Yolanda Bernal Samano, Julie Miller, Hugo Castaneda, Rajen Sheth, Michelle Mercado, Dan Sanchez, Brian Kilb, Louis Jordan

N: --

Abstain: --

At 4:38pm, Mr. Sanchez made a motion to approve the consent items. This motion was seconded by Ms. Miller, and carried unanimously by roll call vote.

Y: Deb McGriff, Joey Sloter, Greg Stanger, Alex Terman, Ralph Weber, Mike Fox, Daniel Velasco, Yolanda Bernal Samano, Julie Miller, Hugo Castaneda, Rajen Sheth, Michelle Mercado, Dan Sanchez, Brian Kilb, Louis Jordan

N: --

Abstain: --

4. Agenda Items

A. Appoint Abraham Lee and Marcus Goodwin to the Launchpad Development Company Board

At 4:40pm, the board discussed item 4(A), the appointment of Abraham Lee and Marcus Goodwin to the Launchpad Development Company Board.

At 4:46pm, Mr. Stanger made a motion to approve the appointment of Abraham Lee and Marcus Goodwin to the Launchpad Development Company Board. This motion was seconded by Mr. Sanchez, and carried unanimously by roll call vote.

Y: Deb McGriff, Joey Sloter, Greg Stanger, Alex Terman, Ralph Weber, Mike Fox, Daniel Velasco, Yolanda Bernal Samano, Julie Miller, Hugo Castaneda, Rajen Sheth, Michelle Mercado, Dan Sanchez, Brian Kilb, Louis Jordan, April Taylor

N: --

Abstain: --

B. Public Hearing of the Local Control Accountability Plans (LCAPs) for all California Rocketship schools: Rocketship Mateo Sheedy, Rocketship Si Se Puede, Rocketship Los Suenos, Rocketship Mosaic, Rocketship Discovery Prep, Rocketship Brilliant Minds, Rocketship Alma, Rocketship Spark, Rocketship Fuerza, Rocketship Rising Stars, Rocketship Redwood City Prep, Rocketship Futuro, and Rocketship Delta Prep

At 4:48pm, the board held the public hearing for item 4(B). No action was taken.

C. Approve Resolution #2023-03 Declaration of Need for Fully Certified Educators for Rocketship California Schools

At 5:12pm, the board discussed item 4(C), Declaration of Need for Fully Certified Educators for Rocketship California Schools.

At 5:18pm, Mr. Sanchez made a motion to approve Resolution #2023-03. This motion was seconded by Mr. Fox, and carried unanimously by roll call vote.

Y: Deb McGriff, Joey Sloter, Greg Stanger, Alex Terman, Ralph Weber, Mike Fox, Daniel Velasco, Yolanda Bernal Samano, Julie

Miller, Hugo Castaneda, Rajen Sheth, Michelle Mercado, Dan Sanchez, Brian Kilb, Louis Jordan, April Taylor

N: --

Abstain: --

D. Overview of School Safety Processes

At 5:19pm, Ben Carson and Eric Neumann presented item 4(D), School Safety Processes. No action was taken.

E. Development Update

At 5:58pm, Kristen Gates presented item 4(E), Development Update. No action was taken.

At 6:00pm, Brian Kilb, Daniel Velasco and Deb McGriff left the meeting.

5. Adjourn

At 6:04pm, Mr. Sanchez made a motion to adjourn the meeting. This motion was seconded by Ms. Miller, and carried unanimously by roll call vote.

Y: Joey Slotter, Greg Stanger, Alex Terman, Ralph Weber, Mike Fox, Yolanda Bernal Samano, Julie Miller, Hugo Castaneda, Rajen Sheth, Michelle Mercado, Dan Sanchez, Louis Jordan, April Taylor

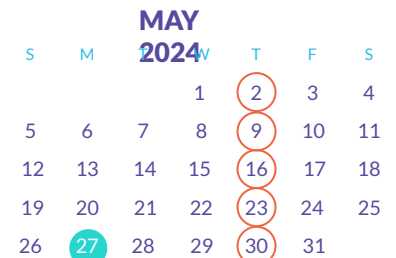
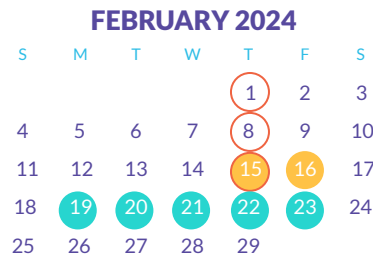
N: --

Abstain: --

2023-2024 CA School Calendar

- First/Last Day of School
- Holidays & Breaks - School Closed
- Minimum Day
- Family Conferences
- TK/Kinder Camp
- Wellness Day - No School for All

- Aug. 11 or 14:** TK/Kinder Camp
- Aug. 15:** First Day of School for All Grades
- Aug. 15-18:** Home Visits (Minimum Days)
- Sept. 4:** Labor Day Holiday
- Sept. 21-22:** Data Days (No School for Students)
- Oct. 9:** Indigenous Peoples Day (No School for All)
- Oct. 19-20:** Family/Teacher Conferences (Minimum Day 19th/ No School for Students 20th)
- Nov. 10:** Veterans Day
- Nov. 20-21:** Wellness Days (No School for All)
- Nov. 22-24:** Thanksgiving Holiday
- Dec. 21 - Jan. 3:** Winter Break
- Jan. 4-5:** Data Days (No School for Students)
- Jan. 15:** Martin Luther King, Jr. Day
- Feb. 15-16:** Family/Teacher Conferences (Minimum Day 15th/ No School for Students 16th)
- Feb. 19-23:** Wellness Break
- March 15:** Data Day (No School for Students)
- April 1-5:** Spring Break
- May 27:** Memorial Day Holiday
- June 6-12:** Family/Teacher Conferences (Minimum Days)
- June 12:** Last Day of School



2023-2024

Lịch học Trường CA

11 hoặc 14 tháng 8: Hội trại mẫu giáo

15 tháng 8: Ngày đầu năm học cho tất cả các lớp

15-18 tháng 8: Thăm nhà (Ngày học ngắn hơn)

4 tháng 9: Ngày lễ lao động

21-22 tháng 9: Ngày không giảng dạy
(Học sinh được nghỉ học)

9 tháng 10: Ngày dân tộc bản địa
(Không có trường học cho bất cứ ai)

19-20 tháng 10: Họp phụ huynh/giáo viên
(Ngày học ngắn hơn là ngày 19/Học sinh được nghỉ học vào ngày 20)

10 tháng 11: Ngày cựu chiến binh

20-21 tháng 11: Ngày hội sức khỏe (Không có trường học cho bất cứ ai)

22-24 tháng 11: Ngày lễ tạ ơn

21 tháng 12 - 3 tháng 1: Kỳ nghỉ đông

4-5 tháng 1: Ngày không giảng dạy
(Học sinh được nghỉ học)

15 tháng 1: Ngày sinh Martin Luther King, Jr.

15-16 tháng 2: Họp phụ huynh/giáo viên
(Ngày học ngắn hơn là ngày 15/Học sinh được nghỉ học vào ngày 16)

19-23 tháng 2: Kỳ nghỉ dưỡng

15 tháng 3: Ngày không giảng dạy
(Học sinh được nghỉ học)

1-5 tháng 4: Kỳ nghỉ xuân

27 tháng 5: Ngày lễ tưởng niệm

6-12 tháng 6: Họp phụ huynh/giáo viên
(Ngày học ngắn hơn)

12 tháng 6: Ngày kết thúc năm học

- Ngày đầu/ngày cuối năm học
- Ngày lễ & Kỳ nghỉ - Trường học đóng cửa
- Ngày học ngắn hơn
- Họp phụ huynh
- Hội trại TK (Mẫu giáo chuyên tiếp)/Mẫu giáo
- Ngày hội sức khỏe - Mọi học sinh đều được nghỉ học

THÁNG 8/2023

CN	T2	T3	T4	T5	T6	T7
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THÁNG 9/2023

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THÁNG 10/2023

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THÁNG 11/2023

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THÁNG 12/2023

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THÁNG 1/

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THÁNG 2/2024

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THÁNG 3/ 2024

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THÁNG 4/2024

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THÁNG 5/2024

CN	T2	T3	T4	T5	T6	T7
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THÁNG 6/2024

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Calendario Escolar CA 2023-2024

- Primer/último día de clases
- Campamento de TK/Kinder
- Día mínimo
- Días festivos y descansos - Escuela cerrada
- Conferencias Familiares
- Día del Bienestar - No hay escuela para todos

AGOSTO 2023

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SEPTIEMBRE 2023

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OCTUBRE 2023

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NOVIEMBRE 2023

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DICIEMBRE 2023

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ENERO 2024

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FEBRERO 2024

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MARZO 2024

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ABRIL 2024

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MAYO 2024

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JUNIO 2024

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11 o 14 de ago.: Campamento de TK/Kinder

15 de ago.: Primer día de clases para todos los grados

15-18 de ago.: Visitas domiciliarias (días mínimos)

4 de sept.: Día del Trabajo

21 y 22 de sept.: Días de datos (no hay clases para estudiantes)

9 de oct.: Día de los Pueblos Indígenas (no escuela para nadie)

19-20 de oct.: Conferencias de familias y maestros (día mínimo el 19/no hay clases para los estudiantes el 20)

10 de nov.: Día de los Veteranos

20 y 21 de nov.: Días de bienestar (No hay clases para nadie)

22-24 de nov.: Día de Acción de Gracias

21 de dic. - 3 de enero: Vacaciones de invierno

4 y 5 de enero: Días de datos (no hay clases para estudiantes)

15 de enero: Día de Martin Luther King, Jr.

15 y 16 de feb.: Conferencias de familias y maestros (día mínimo el 15/ No hay clases para los estudiantes el 16)

19-23 de feb.: Descanso de bienestar

15 de mar.: Día de datos (No hay clases para estudiantes)

1-5 de abril: Vacaciones de primavera

27 de mayo: Día de los Caídos

6-12 de jun.: Conferencias de familias y maestros (días mínimos)

12 de jun.: Último día de clases

RPS Board of Directors 2023-24 Meeting Schedule

Date	Day of week	Time	Committee/Meeting	Location
Q1				
8/1/2023	Tuesday	10am-12pm PT	Executive Committee	2001 Gateway Place, Suite 230E San Jose, CA 95110
8/8/2023	Tuesday	1pm-3pm PT	Achievement Committee	2001 Gateway Place, Suite 230E San Jose, CA 95110
8/15/2023	Tuesday	10am-12pm PT	Business Committee	2001 Gateway Place, Suite 230E San Jose, CA 95110
8/15/2023	Tuesday	12pm-1pm PT	Audit Committee	2001 Gateway Place, Suite 230E San Jose, CA 95110
8/17/2023	Thursday	4pm-6pm PT	California Committee	2002 Gateway Place, Suite 230E San Jose, CA 95110
8/23/2023	Wednesday	12pm-5:45pm PT	Full Board	2001 Gateway Place, Suite 230E San Jose, CA 95110
8/24/2023	Thursday	7:30am-12pm PT	Full Board	2001 Gateway Place, Suite 230E San Jose, CA 95110
Q2				
10/11/2023	Wednesday	2pm-3:30pm PT	Full Board	2001 Gateway Place, Suite 230E San Jose, CA 95110
10/19/2023	Wednesday	4pm-6pm PT	California Committee	2002 Gateway Place, Suite 230E San Jose, CA 95110
11/7/2023	Tuesday	10am-12pm PT	Executive Committee	2001 Gateway Place, Suite 230E San Jose, CA 95110
11/14/2023	Tuesday	1pm-3pm PT	Achievement Committee	2001 Gateway Place, Suite 230E San Jose, CA 95110
11/16/2023	Thursday	10:30am-12:30pm PT	Business Committee	2001 Gateway Place, Suite 230E San Jose, CA 95110
11/30/2023	Thursday	4pm-6pm PT	California Committee	2002 Gateway Place, Suite 230E San Jose, CA 95110
12/4/2023	Monday	12:30pm-1:30pm PT	Audit Committee	2001 Gateway Place, Suite 230E San Jose, CA 95110
12/7/2023	Thursday	1pm-5pm PT	Full Board	2001 Gateway Place, Suite 230E San Jose, CA 95110
Q3				
2/6/2024	Tuesday	10am-12pm PT	Executive Committee	2001 Gateway Place, Suite 230E San Jose, CA 95110
2/13/2024	Tuesday	1pm-3pm PT	Achievement Committee	2001 Gateway Place, Suite 230E San Jose, CA 95110
2/20/2024	Tuesday	10:30am-12:30pm PT	Business Committee	2001 Gateway Place, Suite 230E San Jose, CA 95110
2/20/2024	Tuesday	12:30pm-1:30pm PT	Audit Committee	2001 Gateway Place, Suite 230E San Jose, CA 95110

2/28/2024	Wednesday	4pm-6pm PT	California Committee	2002 Gateway Place, Suite 230E San Jose, CA 95110
3/6/2024	Wednesday	3pm-7:30pm PT	School Tour & Full Board	2001 Gateway Place, Suite 230E San Jose, CA 95110
Q4				
5/7/2024	Tuesday	10am-12pm PT	Executive Committee	2001 Gateway Place, Suite 230E San Jose, CA 95110
5/14/2024	Tuesday	1pm-3pm PT	Achievement Committee	2001 Gateway Place, Suite 230E San Jose, CA 95110
5/16/2024	Thursday	4pm-6pm PT	California Committee	2002 Gateway Place, Suite 230E San Jose, CA 95110
5/21/2024	Tuesday	10:30am-12:30pm PT	Business Committee	2001 Gateway Place, Suite 230E San Jose, CA 95110
5/21/2024	Tuesday	12:30pm-1:30pm PT	Audit Committee	2001 Gateway Place, Suite 230E San Jose, CA 95110
5/29/2024	Wednesday	4:30pm-6pm PT	Full Board	2001 Gateway Place, Suite 230E San Jose, CA 95110
6/6/2024	Thursday	4pm-6pm PT	California Committee	2002 Gateway Place, Suite 230E San Jose, CA 95110
6/13/2024	Thursday	1pm-5pm PT	Full Board	2001 Gateway Place, Suite 230E San Jose, CA 95110

ROCKETSHIP PUBLIC SCHOOLS

ROCKETSHIP SCHOOL NAME

Student/Parent Handbook
2023-2024 School Year
California

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

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

ABOUT ROCKETSHIP

Rocketship **SCHOOL NAME** is part of Rocketship Public Schools, a network of public elementary charter schools serving students in 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

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

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

Unfortunately, Father Mateo Sheedy passed away but his legacy continues to live on. In 2006, parishioners approached Preston Smith, a high-achieving principal at a promising public elementary school in San Jose, to continue to build on Father Sheedy's vision to create a K-12 education pipeline for children in low-income neighborhoods. Several public and private schools had already formed a strong 6-12 pipeline, but a high-quality K-5 option in the neighborhood was still missing, so Preston focused on developing a new elementary school model. Preston was a young principal at a promising elementary school in San Jose who recognized the impact that empowered teachers and engaged parents could have on student success.

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

Today, Rocketship Education is a non-profit organization operating Rocketship Public Schools and it is governed by a Board of Directors. There are related, regional Rocketship Public Schools nonprofits in four other areas of the country including Wisconsin, Tennessee, District of Columbia and Texas. Altogether the Rocketship Public Schools nonprofits operate thirteen (13) Rocketship schools in California, including San Jose, Redwood City, Antioch, and Concord; three

(3) in Nashville, TN; two (2) in Milwaukee, WI; three (3) in Washington, DC; and one (1) in Fort Worth, TX.

OUR MISSION

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

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

At Rocketship, our goals include the following:

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

OUR MODEL

Our model is based on the following three core pillars:

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

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

behind grade level. Students also have opportunities to engage with technology in their classrooms.

CONTACT INFORMATION

SCHOOL SITES

SCHOOL NAME

ADDRESS

Phone:

Fax:

Principal:

Office Manager:

Email:

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

WEBSITES

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

SCHOOL NAME's website is [School URL here]. 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

Rocketship SCHOOL NAME is a public charter school. Public charter schools run independently of local school districts, but they must be approved by a local school board to open.

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

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

CALENDAR AND ATTENDANCE

SCHOOL SCHEDULE

Regular Day Schedule:

Minimum Day Schedule

LAUNCH

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

OFFICE HOURS

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

Front Office Hours:

Email requests:

Please allow 3 business days for all requests.

ATTENDANCE AND TRUANCY

All students are expected to be on time and present in school every day. A student arriving during the first 30 minutes of school is considered late/tardy. That student will be marked late on that day's attendance.

I. Excused and Unexcused Absences and Tardies

Proper notification and/or documentation is required for a student's absence, tardiness, or early dismissal from school to be marked as excused on the student's attendance record.

Such notification must be submitted within **24 hours** of the student’s absence. If Rocketship does not receive verification within this window, the student’s absence will be considered unexcused and cannot be changed.

Excused Absences

The charts below explain the type of notification and/or documentation required to excuse absences, in accordance with Education Code § 48205.

Reason for Absence	Documentation [MB2] Needed	Other Notes
Personal Illness, including an absence for the benefit of the pupil’s mental or behavioral health[MB3]	Written notice from parent/guardian (less than three consecutive days).	If a student is out sick for more than two consecutive days, a doctor’s note is required beginning on the third day and beyond.
Health-related appointments/treatments (i.e., medical, dental, optometric, chiropractic).	Signed note from physician’s office	
Attending funeral services for a family member	Written notice from parent/guardian.	Absence may not be more than one day if the service is held in California and not more than three days if the service is held outside of California.
Head lice	Written documentation of head lice.	Return to school subject to note and inspection under Rocketship’s Head Lice Policy.

<p>Exclusion due to quarantine under the direction of a county or city health officer.</p>	<p>As directed by local health department.</p>	<p>The family member must be an active-duty member of the uniformed services and has been called to duty for, is on leave from, or has immediately returned from, deployment. The length of absence shall be determined at the discretion of the Principal</p>
<p>To permit the student to spend time with an Immediate family member serving in the armed forces.</p>	<p>Written notice from parent/guardian. For longer absences, additional documentation may be required.</p>	
<p>Lawful suspension.</p>	<p>Documentation of suspension pursuant to Rocketship Suspension & Expulsion Policy.</p>	
<p>Court appearances.</p>	<p>Documentation from Court.</p>	
<p>For Justifiable personal reasons for a maximum of five (5) school days per school year.</p>	<p>Written notice from parent/guardian; additional documentation as determined by Principal.</p>	<p>At the discretion of the Principal. The Principal may require advance approval for justifiable personal reasons that are known about in advance.</p>

Absence for the purpose of participating in a cultural ceremony or event	Written note from parent/guardian. "Cultural" is defined as relating to habits, practices, beliefs, and traditions of a certain group of people.	
Participation in religious instruction or exercises		The student shall be excused for this purpose on no more than four (4) school days per month

Note that under certain exceptional circumstances, independent studies may be available for students who are not able to physically be present in the classroom for a period of time during the academic year. An independent study is an alternative education program designed to teach the knowledge and skills of the core curriculum. Families wishing to enter into an independent study arrangement must first complete all required documentation and be approved by the school Principal. If you are interested in pursuing an Independent Study at any time during the school year, please contact the school Principal to obtain more information about the requirements.

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 will make reasonable and diligent attempts to 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.

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's Student Release Policy.

If a parent/guardian shows up to take a child home early and it is within 10 minutes of the school's regularly scheduled dismissal time, the student will not be released early and the parent/guardian will be asked to participate in the regular dismissal process.

Vacations

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

II. 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.

If a student misses 15+ consecutive school days without notifying the school of the reason for the absence, and Rocketship is unable to get in touch with the student's parent/guardian after reasonable and good faith efforts, Rocketship will drop the student from the school's roster and his/her space will be given to a student on the wait list. For extended absences, Independent Studies may be available and arranged by the principal in accordance with Rocketship's Independent Study Policy and procedures.

If a student fails to show up to school during the entire first week of the instructional school year, and the family does not notify Rocketship in advance, the student may forfeit his/her seat at the school and be placed on the wait list.

<p><u>Stage 1</u> Student meets Truant classification. Stage 1 is for three (3) unexcused absences and/or unexcused tardies. (*Tardy for this purpose means arriving >30 minutes after school start time).</p>	<p>After a student has accumulated three (3) or more unexcused absences and/or tardies, Rocketship will notify the student's parent/guardian of the student's "truant" status and the parent/guardian will be sent the First Notification of Truancy. Written communication of the <i>First Notification of Truancy</i> may be sent through mail and/or electronic mail. Failure to compel the student's attendance at school could result in the parent/guardian being found guilty of an infraction under California law. The notification must include all requirements outlined in EC § 48260.5.</p>
<p><u>Stage 2</u> Student has accumulated a total of six (6) unexcused absences and/or unexcused tardies.</p>	<p>After a student has accumulated six (6) or more unexcused absences and/or tardies, Rocketship will notify the student's parent/guardian of the student's "truant" status and the parent/guardian will be sent the Second Notification of Truancy or Excessive Absences. Written communication of the <i>Second Notification of Truancy or Excessive Absences</i> communication may be sent through mail and/or electronic mail.</p> <p>The parent/guardian must also appear at an attendance meeting with School Leadership that may include the Principal, the Office Manager, and/or other members of campus leadership. Rocketship will provide at least one (1) week's notice of the scheduled meeting date. Failure to appear at this meeting may result in further disciplinary action.</p>

<p><u>Stage 3</u></p> <p>Student has accumulated a total of nine (9) unexcused absences and/or unexcused tardies.</p>	<p>After a student has accumulated nine (9) or more unexcused absences and/or tardies, Rocketship will notify the student’s parent/guardian of the student’s “truant” status and the parent/guardian will be sent the Third Notification of Truancy or Excessive Absences. Written communication of the Third Notification of Truancy or Excessive Absences may be sent through mail and/or electronic mail.</p> <p>The parent/guardian is required to appear and participate at an attendance meeting with School Leadership that may include: the Principal, Office Manager, and/or other members of campus leadership and their student’s teachers to develop an Attendance Intervention Plan. Rocketship will provide at least one (1) week’s notice of the scheduled meeting date. Failure to appear at the attendance meeting, and/or failure to improve attendance and/or uphold commitments of the Attendance Intervention Plan may result in a referral for further action.</p>
<p><u>Stage 4</u></p> <p>Student has accumulated a total of twelve (12) unexcused absences and/or unexcused tardies.</p>	<p>After a student has accumulated twelve (12) or more unexcused absences and/or tardies, Rocketship will notify the student’s parent/guardian of the student’s “truant” status and the parent/guardian will be sent Notification of Student Attendance Review Team (SART) I Conference. Written communication of the Notification of SART I Conference may be sent through mail and/or electronic mail.</p> <p>The parent/guardian is required to attend a Student Attendance Review Team (SART) Meeting. A <i>School Attendance Review Team (SART)</i> is a school-based team composed of School Leader(s), Teacher(s), CareCorps Coordinator(s), Wellness Team member(s), and ISE/Special Education Specialist(s) (as applicable) dedicated to addressing and supporting families experiencing escalated attendance issues.</p> <p>The existing attendance/intervention plan will be revisited and may be modified as needed. Parent/guardian and SART Team Members will also sign an Intervention/Attendance Contract. Rocketship will provide at least one (1) week’s notice of scheduled meeting date.</p> <p>Failure to appear and/or failure to improve attendance and/or uphold commitments of the Intervention/Attendance Contract will result in a referral for further action.</p>

<p><u>Stage 5</u></p> <p>Student has accumulated a total of fifteen (15) unexcused absences and/or unexcused tardies.</p>	<p>After a student has accumulated fifteen (15) unexcused absences and/or tardies, Rocketship will notify the student’s parent/guardian of the student’s “truant” status and the parent/guardian will be sent the Notification of SART II Conference. Written communication of the <i>Notification of SART II Conference</i> may be sent through mail and/or electronic mail.</p> <p>The parent/guardian is required to attend a Second SART Meeting and must attend a Mandatory School Attendance Workshop. Rocketship will provide at least one (1) week’s notice of any scheduled meeting date and/or workshop.</p> <p>The existing <i>Intervention/Attendance Contract</i> will be revisited and may be modified as the SART Team deems appropriate in its sole discretion. Parent/guardian and SART members will sign a Revised Intervention/Attendance Contract.</p> <p>Failure to appear and/or failure to improve attendance and/or uphold commitments of the Revised Intervention/Attendance Contract will result in a referral for further action.</p>
<p><u>Stage 6</u></p> <p>Student has accumulated a total of sixteen (16) <u>or more</u> unexcused absences and/or unexcused tardies.</p>	<p>After a student has accumulated sixteen (16) <u>or more</u> unexcused absences and/or tardies, Rocketship will notify the student’s parent/guardian of the student’s “truant” status and the parent/guardian will receive the Notification to Appear Before the Regional Attendance Review Board (RARB). Written communication of the <i>Notification to Appear Before the RARB</i> may be sent through mail and/or electronic mail.</p> <p>The Regional Attendance Review Board (RARB) serves as the final Rocketship review board. The RARB is charged with reviewing student’s truancy matters in the final internal escalation phase. The RARB may include the following School Leaders: Associate Director of School Supports, Associate Director of CareCorps, Director of Schools, and may include a CareCorps Manager and/or other members of Regional or National Leadership. External governmental agencies (e.g., the District Attorney’s Office, etc.) may be invited to this meeting at the sole discretion of the RARB. The focus of the RARB process is to ensure the family is clear on expectations and consequences of not meeting attendance expectations and commitments. For example, risk of retention, escalation to external governmental agencies, involuntary removal, etc.</p> <p>The parent/guardian is required to attend an Attendance Review Hearing. The previous stages, interventions, and contracts will be</p>

	<p>reviewed. The existing Revised Intervention/Attendance Contract may be modified as needed. Parent/guardian and RARB members will sign the Final Intervention/Attendance Contract. Rocketship will provide at least one (1) week’s notice of scheduled meeting date.</p> <p>Failure to appear or failure to improve attendance or uphold commitments of the Final Intervention/Attendance Contract will result in further consequences such as risk of retention, involuntary removal, or other administrative actions.</p> <p>Please note that under CA Penal Code § 270.1(a), a parent of a chronic truant who has failed to reasonably supervise and encourage the student’s attendance and who has been offered support services to address the truancy problem, may be found guilty of a misdemeanor punishable by a fine of up to \$2000 or by imprisonment of up to one year in a county jail.</p>
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Involuntary Removal Process

No student shall be involuntarily removed by Rocketship for any reason unless the parent or guardian of the student has been provided written notice of Rocketship’s intent to remove the student (“Involuntary Removal Notice”). The Involuntary Removal Notice must be provided to the parent or guardian no less than five (5) schooldays before the effective date of the proposed disenrollment date.

The written notice shall be in the native language of the student or the student’s parent or guardian or, if the student is a foster child or youth or a homeless child or youth, the student’s educational rights holder. The Involuntary Removal Notice shall include:

1. The charges against the student
2. An explanation of the student’s basic rights including the right to request a hearing before the effective date of the action
3. The CDE Enrollment Complaint Notice and Form

The hearing shall be consistent with Rocketship’s expulsion procedures. If the student’s parent, guardian, or educational rights holder requests a hearing, the student shall remain enrolled and shall not be removed until Rocketship issues a final decision. As used herein, “involuntarily removed” includes disenrolled, dismissed, transferred, or terminated, but does not include suspensions or expulsions pursuant to Rocketship’s suspension and expulsion policy.

Upon a parent’s or guardian’s request for a hearing, Rocketship will provide notice of hearing consistent with its expulsion hearing process, through which the student has a fair opportunity to present testimony, evidence, and witnesses and confront and cross-examine adverse witnesses, and at which the student has the right to bring legal counsel or an advocate. The

notice of hearing shall be in the native language of the student or the student's parent or guardian or, if the student is a foster child or youth or a homeless child or youth, the student's educational rights holder and shall include a copy of Rocketship's expulsion hearing process.

If the parent/guardian is nonresponsive to the Involuntary Removal Notice, the student will be disenrolled as of the effective date set forth in the Involuntary Removal Notice. If parent/guardian requests a hearing and does not attend on the date scheduled for the hearing, the student will be disenrolled effective the date of the hearing.

If as a result of the hearing the student is disenrolled, notice will be sent to the student's last known school district of residence within thirty (30) calendar days.

A hearing decision not to disenroll the student does not prevent Rocketship from making a similar recommendation in the future should student truancy continue or re-occur.

COMMUNICATION

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

SCHOOL CANCELLATION, LATE START, AND EARLY DISMISSAL

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

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.

Drop-Off/Pick Up

Maps, Instructions, Etc.

Dismissal Cards

At the beginning of the school year, parents/guardians are given a dismissal card with the student's dismissal number. During dismissal, the child's parent/guardian (or other authorized individual) must present this card to school staff along with a current government ID to pick up the child. If you lose your card, authorized individuals will be required to show ID in the front office to obtain a temporary pickup pass. [add PikMyKid instructions for schools that have it]

Reminders to Parents/Guardians for Arrival and Dismissal

- Please remember to treat all other Rocketship families, students, and staff members with courtesy and respect at all times. Do not take any actions that may endanger the health or safety of anyone on campus. Disruptive, disrespectful and/or unsafe behavior during arrival and dismissal may result in 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 passengers' side.
- Display your government ID when picking up your child.
- Please remember to leave adequate space between cars to avoid collision.
- Please DO NOT talk or text on your phone during this time. We need to be able to communicate with you for the safety of the children.

STUDENT RELEASE

Rocketship will make every effort to ensure that student dismissal proceeds in a safe manner when students leave school each day. At the beginning of the year, parents/guardians must:

- Ensure that they have accurately filled out their enrollment and registration forms entering all required information to Powerschool regarding the adults who are parents, guardians, and who authorized to pick up their students.
- In addition to presenting a government ID when picking up their child (described above).
- 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.

Dismissal Cards

In addition to the above, at or before the beginning of the school year, parents/guardians shall be issued a Dismissal Card with the student's name, grade, and homeroom.

Parent/guardians or other individuals authorized to pick up a child (see below) will display this card to school staff during dismissal. If a parent/guardian or other authorized individual forgets to bring the Dismissal Card to dismissal, they will need to check-in with the front office and get a new Dismissal Card or a temporary pass.

Emergency Cards

At the beginning of the school year, parents/guardians shall complete and submit an Emergency Contact Card to be kept on file at the school. Parents/guardians will be asked to include the names of individuals to be contacted in case of an emergency if attempts to contact the parent/guardian fail. Any person listed as an Emergency Contact also will be considered to be authorized by the child's parent/guardian to regularly pick them up from school unless the parent/guardian indicates otherwise. At any time during the year, parents/guardians may request to update the Emergency Card. Upon updating the Emergency Card, all previous versions become void.

Authorizing Individuals to Pick Up a Child

Parents/guardians may authorize Rocketship to release their child to other people by completing the *Authorization to Pick Up section of the Emergency Contact Card*.

Parents/guardians are asked to include the name, phone number and relationship to the child for each person they wish to allow their child to be released to. This section of the Authorization to Pick Up may be updated by the parent/guardian at any time by visiting the school front office. Rocketship staff may ask the authorized individuals for identification when they pick the child up from school.

Rocketship's general policy prohibits releasing students to minors. The only exception is that

parents/guardians may authorize Rocketship 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. Proper identification will also be required.

Rocketship recognizes that there will be situations in which a person not listed on the Emergency Contact Card will need to pick the student up from school. In these rare instances, the parent/guardian should call the school to inform school staff that they authorize school staff to release the student to another person that day. If a person that is not listed on the Emergency Contact Card form comes to pick the student up and the school has not already been contacted by the parent/guardian, the school will need to speak to the parent/guardian by phone prior to releasing the student. In addition, whenever feasible, parents/guardians should provide the authorized person with a signed note indicating their desire to have the person pick the child up on the day in question.

Emergency Dismissal

In case of an emergency dismissal, parents/guardians must wait for instructions from school leaders before coming to campus to pick up their child. School leaders will provide parents/guardians with updated information on the dismissal process using the automated calling system. Parents/guardians should expect that the dismissal location and procedures could be different than on a regular day. Parents/guardians should be prepared to present photo identification when picking up a child after an emergency on campus.

Protection of Students

Rocketship is responsible for protecting the health and safety of Rocketship students while the students are on Rocketship premises. If Rocketship has any reason to suspect that the health or safety of any Rocketship student would be endangered by releasing the student to an individual who is not a parent or guardian, even if that individual is authorized to pick up the student, Rocketship has the right to hold the student on campus and contact the parent/guardian or other valid emergency contact.

LATE PICK-UP

Rocketship's goal is to dismiss our students safely, efficiently, and responsibly. We understand that occasional family emergencies may cause a child to be picked up late from school, but consistently failing to pick up students on time places undue burden on school staff, is costly to the school, and disruptive to our students' daily routines. This policy addresses procedures and consequences when a child is picked up late, including Late Pick-Up Incident Reports, extremely late pick-ups, and tiered consequences for recurring late pick-ups.

- **Notifying the School**

Parents/guardians are expected to make arrangements for their children to be picked up during their designated dismissal time every day, before the end of dismissal. That said, we do understand that there may be unpredictable situations that could cause a parent/guardian to pick up a student late on a given day (i.e., car problems, traffic, issue at work). In these cases, we ask that a child's parent/guardian contact the school by phone to let the staff know that their child will be picked up late that day. The parent/guardian will still be required to complete a Late Pick-Up Incident Report when they come to pick up their child, per the section below.

- **Late Pick-up**

School staff will attempt to contact a child's parent/guardian if a child is left on campus after dismissal ends and the parent has not notified the school pursuant to the above section. Staff may also contact individuals listed on the child's emergency contact card.

A parent/guardian (or otherwise authorized individual), in accordance with Rocketship's Student Release Policy who comes to pick up a child after the end of dismissal, will need to complete a Late Pick-Up Incident Report and submit it to the staff member supervising their child before leaving campus. These reports will be kept on file at the school as a record of why the child was picked up late on that day.

- **Extremely Late Pick-up**

If a student is still on campus more than an hour after the end of dismissal and staff members have not been in contact with the student's parent/guardian, Rocketship staff must assume that the family has suffered an emergency and is unable to pick up the student. The Principal or another designated member of the School Leadership Team may contact the local authorities (i.e., police or CPS) and, if they have not already done so, call the individuals listed on the child's emergency contact card. The Principal or designee may release the child to an authorized individual or the police department.

- **Recurring Late Pick-up**

Rocketship will follow a tiered series of interventions/consequences for families who persistently pick up their child/ren late, as described below:

Late Pick-Up (each occurrence)	Must complete a Late Pick-Up Incident Report before leaving campus, as described above.
Recurring Late Pick-Up (three occurrences)	Parent/guardian must attend a meeting with a School Leader to review Late Pick-Up Incident Reports and create a verbal agreement and plan to prevent late pick-ups in the future. The School Leader may refer the family to local counseling or truancy resources.
Habitual Late Pick-Up (six occurrences)	A letter will be sent home to the student's parent/guardian specifying the date, time, and location of a meeting with a school leader. The parent/guardian must attend a meeting with a School Leader and sign an agreement to pick up their child on time.
Chronic Late Pick-Up (more than six occurrences)	Parent/guardian may become subject to an intervention workshop with school staff, comprised of including at least the Principal, Business Operations Manager, and Office Manager. In certain circumstances, Rocketship may also contact Child Protective Services, at the discretion of the Principal.

CAMPUS ACCESS AND VISITORS

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

Campus Access Points

Whenever students are in the building, the front office, and controlled access points to each Rocketship campus will be supervised by a Rocketship staff member. Visitors will also be required to undergo an ID check, a registered sex offender check, and adhere to any other security measures (i.e., sign-in/sign-out sheets) that the school has implemented. The school will inform visitors of any specific follow-up that may be required for visitors who are not able to provide proper identification or who are flagged with a sex offender offense.

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

Loitering

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

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

Visitor Registration and Passes/Badges

- All visitors (including Rocketship Public Schools regional and national staff members) must be registered and checked in via VisitU with their current government issued ID with the security guard immediately upon entering any school building or grounds at any time that students are in the building. Schools will be required to provide a sign-in sheet for any event held on campus.
- If visitors are flagged with a sex offender offense, will deny entry and connect them with school administrators. ***This will not prohibit families from picking up their student for dismissal if they are listed as an allowed pick-up person on the Powerschool pick up list.***
- The Principal, or designee, may refuse to register a visitor if he or she has a reasonable basis for concluding that the visitor is in possession of a firearm; or the visitor's presence or acts would disrupt the school, its students, its teachers, or its other employees; would result in damage to property; or would result in the distribution or use of unlawful or controlled substance.

- Visitors in disguise or costume will not be allowed entrance onto campus without prior agreement with the school administration.
- After registering with the front office, visitors who are not Rocketship employees will be issued a VisitU badge that they must display at all times while on campus.. Network Support staff must display their badge on their persons at all times while at a school site. If a Network Support staff member forgets his/her badge, he/ she will need to register with VisitU and obtain a Visitor's Pass from the front office..
- All visitors must also sign out when leaving the campus.
- The Principal or designee may withdraw consent for an individual to be on campus, even if the visitor has a right to be on campus, whenever there is reasonable basis for concluding that the visitor presence on school grounds would interfere or is interfering with the peaceful conduct of the activities of the school, or would disrupt or is disrupting the school, its students, its teachers, or its other employees.
- The Principal or designee may request that a visitor who has failed to register, or whose registration privileges have been denied or revoked, promptly leave school grounds. When a visitor is directed to leave, the Principal or designee shall inform the visitor that if he/she reenters the school without following the posted requirements, law enforcement may be notified and he/she may be guilty of a misdemeanor.
- While on campus, visitors are to enter and leave classrooms as quietly as possible, not converse with any student, teacher, or other instructional assistant unless permitted, and not interfere with any school activity.

Arranging for a Campus Visit

Visits during school hours by non-Network Support or other Rocketship staff members should be arranged with the teacher and Principal (or designee) in advance. Teacher conferences should be arranged by appointment in advance and must be scheduled to take place during non-instructional time. Parent/guardians who want to visit a classroom during school hours should first obtain approval from the classroom teacher and the Principal or designee. Classroom observations should be requested in advance and are approved at the Principal or designee's discretion.

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

Visitor Conduct

All visitors, regardless of their reason for being on campus, are expected to act in accordance with all Rocketship rules and policies while on the school premises. Visitors are strictly prohibited

from having any physical contact with any student for any reason, including touching, grabbing, or holding a student. Visitors are also strictly prohibited from scolding, disciplining, or yelling at any student. If a visitor has a concern about a student's conduct, the visitor should promptly alert a Rocketship staff member.

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

Withdrawing Consent for Individuals to be on Campus

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

Withdrawal of consent ("ousting") is specific to each individual Rocketship campus and its related activities. Principals generally have the authority to issue an ouster notice to a disruptive individual, and to do so, they must follow Rocketship's internal protocol and comply with all applicable laws. Principals may not oust an individual beyond his/her particular campus, unless specific authorization is granted by the Director of Schools or the legal department. It is the responsibility of the Business Operations Manager, Office Manager, and school security to:

- Enforce photo identification verification 100% of the time to ensure no ousted individuals enter the building.
- Document and maintain procedures for pick-up, drop-off and any documentation related to the ouster notice at the front desk.
- Determine, at the time of the incident and in collaboration with the Principals, whether the local police must be contacted.
- Maintain an accurate and current list of individuals who have been issued an ouster notice.
- Enforce the ouster notice by escorting individuals out of the building and off school grounds in a peaceful, quiet, and orderly fashion.
- Not engage any ousted individual off school grounds using combative language, tone, or action.
- Contact the local police department in the event that an individual becomes physically confrontational or refuses to comply with the ouster notice.

Refusal to Leave Campus

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

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

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

ELECTRONIC SURVEILLANCE

Electronic surveillance may be used at Rocketship campuses where deemed necessary by Rocketship administration. The use of electronic surveillance at our schools is solely for the purposes of controlling theft, ensuring the safety of Rocketship students and staff, and facilitating the identification of individuals who behave in a disruptive manner or commit a crime. In California, the consent of both parties is required before a conversation is recorded in any area where an individual would have a reasonable expectation of privacy. Rocketship will abide by applicable laws regarding electronic recording.

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

FAMILY CUSTODY

Rocketship will make best efforts to ensure compliance, on the part of school staff with legal custody arrangements. This policy addresses custody records; student release to custodial parents; the rights of non-custodial parents; and Rocketship's limited role in custody disputes.

Definitions

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

Court Order. An order issued by a court following a judicial proceeding to determine the custody rights of the parties or entered as part of a judicial proceeding related to the enforcement or adjudication of 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 or multiple parents have legal and physical custodial rights.

Legal Custody. The parent(s) 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(s). 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.

Custody Records

Rocketship 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 Office Manager with accurate and updated court orders involving the custody rights of their children. Updated Court Orders must be provided to the Office Manager as soon as possible.*** All documentation provided to the school will be kept confidential and will only be accessed by members of the staff when necessary.

In the absence of a Court Order, Rocketship will assume that separated or divorced 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 will also assume that siblings, aunts/uncles, grandparents, cousins, and others do not have Legal or Physical Custody of a child.

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 pick the student up from school as well as authorize Rocketship to release the student to any other person; provided that, such arrangements are consistent with the terms of the Court Order. At the beginning of the

school year, parents/guardians will be asked to complete an Authorization to Release form. Should the terms of a Court Order change during the course of the school year, it is incumbent on the parents/guardians to provide the Office Manager with a copy of the most recent Court Order as soon as possible.

Please see Rocketship'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 does not have the right to limit the rights of a parent of a Rocketship 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 must be provided with a Court Order limiting the other parent's rights.

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'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.

Rocketship's Role in Custody Disputes

It is the policy of Rocketship schools to remain impartial during custody disputes between family members of a Rocketship student. For this reason, Rocketship teachers, administrators, and school staff should 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, testifying in a custodial proceeding and serving any person with court documents.

Furthermore, Rocketship 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 pick-up days).

The previous paragraph notwithstanding, Rocketship will comply with requirements imposed by the State and local jurisdictions thereof. Rocketship will enforce any certified Court Orders presented to the school. When presented with a valid court subpoena or appropriately served request for information by a public agency, Rocketship teachers, administrators and staff will comply and make reasonable best efforts to respond with information of which they have personal knowledge. Consistent with this policy and to minimize disruption to the delivery of instruction to students, if properly subpoenaed, Rocketship will respond to a request by a guardian ad litem or other party to provide testimony in any adversarial proceeding with an offer to supply written testimony in lieu of presentation of a school representative for live testimony.

Rocketship 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 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-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.

Mandatory Background Checks/Clearance Requirements :

Meghan's Law Clearance

In California, pursuant to EC § 35021, individuals who have been required to register as a sex offender are prohibited from serving as a school volunteer. Thus, Rocketship will run the names of all prospective volunteers through a database for information about any past sex offenses. If the search returns no objectionable information, the volunteer will be considered to have received Meghan's Law clearance.

Criminal Background Checks

All prospective volunteers who may interact with students in an unsupervised capacity and/or who will serve on a regular and ongoing basis for more than five hours per week must undergo a criminal background check through the Department of Justice and the use of LiveScan fingerprinting technology. Rocketship will notify prospective volunteers when they have received clearance to volunteer.

The Department of Justice will provide automated updates to Rocketship on any volunteer applicant who is convicted of a crime after the initial scan.

Tuberculosis Testing

All Volunteers who volunteer in a Rocketship classroom for at least 10 hours each month will be required to complete a Tuberculosis Symptom Screening Questionnaire. The results of the questionnaire will be examined by a healthcare professional and individuals with a positive symptom screen will be referred for further evaluation prior to returning to volunteer in such a role. Only volunteers with a negative symptom screen will be cleared to continue to volunteer in a Rocketship classroom for over ten hours a month. Volunteers who are not required to complete the Symptom Screening Questionnaire or who fail to complete the Symptom Screening Questionnaire are restricted to 9 or fewer classroom hours per month or an unlimited number of hours outside the classroom. All Rocketship procedures will comply with the Tuberculosis Testing requirements promulgated by the local Public Health Department.

Disqualification

As described above, individuals will not be allowed to serve as volunteers if they have been required to register as a sex offender.

Additionally, individuals who have undergone a criminal background check will not be allowed to serve as volunteers if the results reveal that they have been convicted of a violent or serious felony as defined in the California Penal Code.

Minor Volunteer Requirements

Minor Volunteers CAN ONLY serve in roles that do not allow them to be alone with or otherwise supervise Rocketship students. Minor Volunteers cannot go on field trips. The Principal at the school where the Minor Volunteer wishes to volunteer has total discretion to accept or reject a prospective Minor Volunteer. Minor Volunteers will need to complete the following requirements:

- A Volunteer Application signed by the Minor Volunteer and the Minor Volunteer's parent/guardian.
- A behavior contract (available from the Office Manager) signed by the Minor Volunteer, the Minor Volunteer's parent/guardian, and the school leader at the school where the Minor Volunteer will be volunteering.

FIELD TRIPS

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

volunteer clearance and transportation requirements.

Permission Slips

A student must submit a field trip permission slip signed by his/her parent or guardian to participate in a field trip.

The designated Principal or Assistant Principal overseeing the field trip will review field trip permission slips in advance to confirm that they follow the appropriate official template and are signed by the child's parent/guardian. Verbal permission for field trip participation is not acceptable.

The designated Assistant Principal or Principal will also review the roster for the field trip with appropriate school personnel to identify any students attending the trip who regularly take medication or require access to medication while on the field trip. The designated Assistant Principal or Principal will ensure that a staff member attending the field trip brings along the student medication and is properly trained on how to assist in administering the medication and record the administration of that medication in accordance with Rocketship's Medication Administration policy.

Only Rocketship students who have submitted a valid field trip permission slip will be allowed to attend the field trip. Teachers must bring along all permission slips during the trip and keep the permission slips on file after the conclusion of the field trip.

Rocketship will provide alternative educational activities to those students who choose not to attend a specific field trip or excursion. Parents/guardians will have advance notice of any upcoming field trip or excursion and have the option to withdraw their permission for their child to attend that field trip or excursion

Chaperones

Chaperones must be cleared per the requirements of Rocketship's Volunteer Clearance Policy. The Principal or Assistant Principal overseeing the field trip must ensure that the school follows internal protocol to check the clearance status of all chaperones. 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. Chaperones may not bring other family members, friends, or pets on field trips.

Transportation

All Rocketship staff members (teachers and/or School Leaders) and parent chaperones are expected to be present with students on all transportation provided for a field trip unless they receive prior written approval from the school Principal to make an alternative transportation arrangement. If transportation is required for a field trip, Rocketship will provide this transportation. Should staff members and/or parents drive a vehicle in conjunction with a field trip, they will do so in accordance with Rocketship's Staff and Parent Driver Policy.

Dismissal from Field Trips

After a field trip, students will be returned to the school site and will be dismissed according to regular dismissal procedures. All chaperones and students are expected to return to school and participate in dismissal. In exceptional cases, students may be dismissed from a field trip location with a parent/guardian chaperone, but this is subject to the discretion of the Principal or Assistant Principal supervising the field trip. If a student needs to be picked up early from a field trip due to illness or another exceptional circumstance, he or she may be dismissed from the field trip site provided that the staff supervisors get in contact with the students' parent/guardian and the parent/guardian picks the student up or designates an authorized individual over the age of 18 to do so. Any authorized individual must provide proper identification prior to leaving with the student. The staff members supervising the field trip should contact the school's Office Manager to ensure that the child is appropriately signed out for the day.

Student Behavior

Students are under the jurisdiction of Rocketship Board at all times during the field trip or excursion and all Rocketship policies continue to be enforced during field trips and excursions.

Students may be excluded from a field trip as a disciplinary measure. Students may be excluded from field trip activities or future field trips due to poor behavior or excessive absences/truancy.

Expenses of Field Trips and Excursions

Rocketship may charge a fee for field trips and excursions pursuant Education Code section 35330. However, Rocketship will endeavor to keep the costs of any field trips affordable for all students' families. In no event will a student be prevented from participating in the field trip or excursion due to lack of sufficient funds. In accordance with Education Code section 35330(b), Rocketship will coordinate the efforts of community service groups to supply funds for students in need.

SCHOOL MEALS

California has implemented Universal Meals which allows all our students to eat free breakfast and lunch daily. Additionally, Rocketship participates in Provision 2 which also allows all our students to eat free breakfast and lunch daily.

Breakfast

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

Food Allergies

If your child has a known food allergy or dietary restriction, 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.

Under California law, schools are required to stock emergency epinephrine to be used by trained personnel on anyone suffering or reasonably believed to be suffering from an anaphylactic reaction.

Food Brought From Home

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

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

[peanuts and tree nuts]

Chips (unless included in a complete lunch, i.e., along with a sandwich, fruits, vegetables, etc.)

Cookies

Gum

Candy

Fast Food

Soda

Foods that are encouraged:

Salads

Carrots

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 regard to celebrating birthdays:

1. You must give teachers and front office AT LEAST 48 HOUR notice
2. Celebrations have to be done during the last 15 minutes of the school day
3. No balloons, flowers, or stuffed animals are allowed to stay at school
4. Any food brought to the school has to be store bought, not homemade.

ACADEMICS

CURRICULUM

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

The Rocketship curriculum follows all required state performance standards for what students should know and be able to do at each grade level. This includes the Common Core State Standards for English/Language Arts, English Language Development, and Mathematics.

Teachers will use regular assessments to measure how well students are progressing toward mastery. Rocketship shall annually administer required state testing to the applicable grades (e.g., the California Assessment of Student Performance and Progress [“CAASPP”].)

Notwithstanding any other provision of law, a parent’s or guardian’s written request to Rocketship officials to excuse their child from any or all parts of the CAASPP shall be granted.

Upon request, parents have a right to information on the level of achievement of their student on every State academic assessment administered to the student.

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.

California Healthy Kids Survey

Rocketship will administer the California Healthy Kids Survey ("CHKS") to students at grades five whose parent or guardian provides written permission. The CHKS is an anonymous, confidential survey of school climate and safety, student wellness, and youth resiliency that enables Rocketship to collect and analyze data regarding local youth health risks and behaviors, school connectedness, school climate, protective factors, and school violence.

English Learners

Rocketship is committed to the success of its English Learners and support will be offered both within academic classes and in supplemental settings for students who need additional support for English language learning. Rocketship will meet all applicable legal requirements for English Learners as they pertain to annual notification to parents, student identification, placement, program options, English Learners and core content instruction, teacher qualifications and training, reclassification to fluent English proficient status, monitoring and evaluating program effectiveness, and standardized testing requirements. Rocketship will implement policies to assure proper placement, evaluation, and communication regarding English Learners and the rights of students and parents.

HOMework

Put in the region's homework policy. Sample [Parents and students should expect homework each weekday evening.]

RETENTION, PROMOTION, AND ACCELERATION

Rocketship's instructional model is organized so that each student's learning plan is individualized

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

SPECIAL EDUCATION AND CHILD FIND ACTIVITIES

We are dedicated to the belief that all students can learn and must be guaranteed equal opportunity to become contributing members of the academic environment and society. Rocketship provides special education instruction and related services in accordance with the Individuals with Disabilities in Education Improvement Act ("IDEA"), Education Code requirements, and applicable policies and procedures of the SELPA. These services are available for special education students enrolled at Rocketship. We offer high quality educational programs and services for all our students in accordance with the assessed needs of each student. Rocketship collaborates with parents, the student, teachers, and other agencies, as may be indicated, in order to appropriately serve the educational needs of each student.

Pursuant to the IDEA and relevant state law, Rocketship is responsible for identifying, locating, and evaluating children enrolled at Rocketship with known or suspected disabilities to determine whether a need for special education and related services exists. This includes children with disabilities who are homeless or foster youth. Rocketship shall not deny nor discourage any student from enrollment solely due to a disability. If you believe your child may be eligible for special education services, please contact the Director of ISE:

Kennycia Hairston

Director of ISE, Bay Area

350 Twin Dolphin Drive, Suite 109

Redwood City, CA 94065

khairston@rsed.org

STUDENT ACCOMMODATIONS AND SECTION 504

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

Rocketship Public School's detailed policy and procedures for obtaining student accommodations and Section 504 can be found at its website or by request at your school [\[insert link\]](#).

BEHAVIORAL EXPECTATIONS AND DISCIPLINE

ROCKETEER CODE OF CONDUCT

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

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

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

I am a Rocketship Rocketeer, proud at home, at school, and in my community

I am respectful of myself, others, and the environment

I am responsible for my learning, actions, and achievement

With pride and power, I strive for excellence every minute of my day

I am empathetic to my world.

I am persistent in attaining success

Together we're all Rocketship Rocketeers!

- **Prohibited Conduct**

The following conduct is prohibited by Rocketship and may subject a student to in-class disciplinary action in accordance with this policy:

- Engaging in acts of discrimination, harassment, intimidation or bullying as defined by Rocketship's bullying prevention policies.
- Insubordination (including, but not limited to, refusing to follow directions, refusing to identify oneself to a staff member, running away from a staff member, talking back to a staff member).
- Fighting or engaging in behaviors that threaten the safety of oneself or others.
- Disrupting school activities.

- Playing in the hallways or bathroom.
- Dishonesty/lying to staff members.
- Theft of property.
- Academic dishonesty, including plagiarism or cheating.
- Inciting or attempting to incite others to violence or disruption.
- Aiding or abetting the infliction or attempted infliction of violence on other.
Committing an obscene act or engaging in habitual profanity or vulgarity.
- Recording or photographing students or staff members without their prior knowledge and consent.
- Using computers for non-school related activities, including viewing or accessing prohibited sites.
- Using cell phones or other personal electronic communication devices on school property, during school hours or during school functions, except when under express permission and supervision of a staff member
- Trespassing (including being on school grounds while school is not in session, being in unauthorized areas of the building, and use of the bathroom without permission)
- Leaving the classroom, school building, school property, or school activity without permission
- Intentionally altering, falsifying, destroying, or fabricating any official document (including 9-1-1 phone calls and setting off fire alarms).
- Repeatedly violating Rocketship's Student Dress Code.
- Violating Rocketship Public Schools' Code of Conduct, as described above.

COMMITMENT TO NON-DISCRIMINATION AND EQUAL OPPORTUNITY

Statement of Non-Discrimination

Rocketship is committed to equal opportunity for all individuals in education. Harassment, intimidation, bullying, and sexual harassment are all forms of discrimination and are disruptive behaviors that interfere with students' ability to learn, negatively affect student engagement, diminish school safety, and contribute to a hostile school environment. Rocketship prohibits discrimination in all forms, inclusive of instances that occur on any area of the school campus, at school-sponsored events and activities, regardless of location, through school-owned technology, and through other electronic means. It does not discriminate against any student or employee on the basis of actual or perceived disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or any other characteristic.

Rocketship adheres to all provisions of federal law related to students with disabilities, including, but not limited to, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act of 1990 (“ADA”), and the Individuals with Disabilities Education Improvement Act of 2004. Rocketship is committed to providing a work and educational atmosphere that is free of unlawful harassment under Title IX (sex), Title VI (race, color, or national origin), and Section 504 and Title II of the ADA. Rocketship prohibits sexual harassment and harassment based upon pregnancy, childbirth or related medical conditions, race, religion, creed, color, gender, gender identity, gender expression, national origin or ancestry, physical or mental disability, medical condition, marital status, age, sexual orientation, or any other basis protected by federal, state, local law, ordinance or regulation.

Rocketship does not condone or tolerate harassment of any type, including bullying, discrimination, or intimidation, by any employee, independent contractor or other person with which the Rocketship does business, or any other individual, student, or volunteer. This applies to all employees, students, or volunteers and relationships, regardless of position or gender. To the extent possible, Rocketship will make reasonable efforts to prevent students from being discriminated against, harassed, intimidated, and/or bullied, and will take action to respond to such behaviors in a timely manner. Rocketship school staff that witness acts of misconduct prohibited by this Policy will take immediate steps to intervene when safe to do so. Rocketship will promptly and thoroughly investigate any complaint of harassment and take appropriate corrective action, if warranted.

Harassment and Retaliation Prohibited

Harassment is a form of discrimination and Rocketship is committed to maintain a learning environment that is free from harassment. Rocketship prohibits harassment based on an individual’s membership in a protected class by a student, teacher, administrator or other school personnel, by any other person who is participating in, observing, or otherwise engaged in school activities, including sexual harassment and harassment consistent with Title IX, 20 U.S.C. § 1681 et seq. and state law. It prohibits harassment based upon race, color, religion, national origin, sex, age, personal appearance, familial status, family responsibilities, matriculation, political affiliation, genetic information, disability, source of income, status as a complainant of an intrafamily offense, place of business or residence, credit information, gender, gender identity, gender expression, marital status, sexual orientation, pregnancy, childbirth, reproductive health decisions, or related medical conditions, or any other basis protected by applicable law.

Prohibited Harassment includes, but is not limited to the following:

- Any unwelcome physical, verbal, nonverbal, or electronic conduct based on the aforementioned protected traits.
- Prohibited stalking that involves a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others or suffer substantial emotional distress.

Prohibited Sexual Harassment includes, but is not limited to the following:

- Unwelcome sexual advances of a student by another student; requests for sexual favors; sexually motivated physical, verbal, or nonverbal conduct; or other conduct or communication (including electronic communication) of a sexual nature (including sexual assault) that adversely affects the student in the ways set forth above.
- Abusive or coercive behavior or dating violence against one student by another student where a dating partner uses threats of, or actually uses physical, emotional, economic, technological, or sexual abuse to exert power or control over a current or former dating partner.
- Welcome AND unwelcome sexual advances of a student by a school employee; requests for sexual favors of a student by a school employee; sexually motivated physical, verbal, or nonverbal conduct by a school employee directed at a student; or other conduct or communication (including electronic communication) of a sexual nature directed to a student by a school employee.

A hostile environment exists if the harassment is sufficiently serious that it denies or limits the complainant's ability to participate in or benefit from the school's program (e.g., skipping class, dropping out of an activity, having trouble concentrating in class).

Retaliation includes any adverse action taken against an individual because they reported sexual harassment, dating violence, or discrimination, provided information, witnesses, assisted, participated, or refused to participate in an investigation or proceedings in relation to any of those acts. Rocketship prohibits retaliation against any individual who has made a complaint pursuant to this policy in good faith, assisted in an investigation, or otherwise exercised rights protected by law. Rocketship also prohibits taking any adverse action against an individual based on an unsubstantiated allegation or rumor of harassment. Any student who is subject to retaliation in violation of this policy or who knows of another student who has been subject to retaliation is urged to report it as soon as possible to school staff or the Title IX Compliance and Civil Rights Officer.

Reporting Process

Reports of Discrimination or Harassment - General. Students, parents or staff should report a claim of discrimination or harassment and the alleged acts promptly to a teacher, counselor, or school administrator. Reports do not have to be made by the complainant. Reports can be made in person, by mail, by telephone, or by email, using the complaint form attached below. A school employee who receives a report of discrimination that may be considered harassment, sexual harassment, dating violence, stalking, or retaliation under Title IX, has knowledge or should reasonably know about the aforementioned violations should promptly notify Rocketship's Title IX Compliance and Civil Rights Officer for next steps.

Reports of a Title IX Violation. Reports of alleged acts that may be considered harassment, sexual harassment, dating violence, stalking, or retaliation subject to review under Title IX should be made to the Title IX Compliance and Civil Rights Officer:

Renita Thukral

Title IX Compliance and Civil Rights Officer

350 Twin Dolphin Drive,

Suite 109 Redwood City,

CA 94056

rthukral@rsed.org

The Title IX Compliance and Civil Rights Officer is the Rocketship staff member designated by Rocketship to coordinate its responsibilities under Title IX. Upon receipt of a complaint, Rocketship will provide information to the complainants about the investigation process, about their rights under Title IX and other relevant laws.

Confidentiality

To the greatest extent possible, Rocketship shall respect the privacy of individuals who report potential violations of this policy, individual(s) against whom a report is filed, and witnesses. Rocketship will notify individuals/agencies of incidents of discrimination only to the extent allowed by law. Any notifications to other parties will be made only to ensure that services are provided to the complainant(s) and respondent and to protect the complainant(s) from further or sustained victimization. The Title IX Compliance and Civil Rights Officer/designee conducting the investigation will be responsible for making determinations about confidentiality. Rocketship will maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the ability of Rocketship to provide the supportive measures.

Process for Investigating Complaints of Discrimination and Harassment

General Complaints of Discrimination and Harassment. Complaints of discrimination or harassment that do not involve allegations of Title IX violation or allegations of sexual harassment should be made under the General Complaint Procedures described under the Notification of Rights and Assurances section of this Handbook.

Complaints under Title IX. Complaints governed by Title IX of the Education Amendments of 1972 are reported to the Title IX Compliance and Civil Rights Officer and an investigation of those complaints are conducted promptly and impartially pursuant to related Title IX Complaint Procedures outlined under the Notification of Rights and Assurances section of this Handbook.

BULLYING PREVENTION

Bullying can have a harmful social, physical, psychological, and academic impact on victims, bystanders, and bullies. Bullying at Rocketship is strictly prohibited and will not be tolerated. Bullying is defined as any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act. Bullying includes one or more acts committed by a student or group of students that may constitute sexual harassment, hate violence, or creates an intimidating and/or hostile educational environment, directed toward one or more students that has or can be reasonably predicted to have the effect of one or more of the following:

1. Placing a reasonable student or students in fear of harm to that student's or those students' person or property.
2. Causing a reasonable student to experience a substantially detrimental effect on their physical or mental health.
3. Causing a reasonable student to experience a substantial interference with their academic performance.
4. Causing a reasonable student to experience a substantial interference with their ability to participate in or benefit from the services, activities, or privileges provided by Rocketship.

Alleged incidents of bullying will be promptly investigated by designated Rocketship staff members. Rocketship Public School's policy and procedures for addressing bullying complaints through either the general complaint procedures or the Title IX procedures (as appropriate) are described under the Notification of Rights and Assurances section of this Handbook.

STUDENT DISCIPLINE

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

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

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

If students do not respond to our positive behavior supports or classroom management systems, Rocketship may take alternative in-school disciplinary action.

- **In-school Disciplinary Actions**

Rocketship relies on proactive, preventive supports to promote positive behavior at school. Rocketship has implemented a *Positive Behavior Interventions and Supports (PBIS)* framework in all schools. The fundamental purpose of PBIS is to create learning environments that are more consistent, predictable, positive, and safe. Key PBIS practices include clearly defined behavioral expectations and consequences, systems for recognizing and reinforcing positive behaviors, data-based decision making, multi-tiered systems of support, and the implementation of core social-emotional learning curricula.

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

In the event that Rocketship's PBIS infrastructure and classroom management systems are insufficient to prevent disciplinary infraction, or a disciplinary infraction is serious enough to immediately warrant additional discipline, Rocketship may take alternative in-school disciplinary action. These actions depend on the circumstances of the offense and may include, but are not limited to, the following:

- Sending the student to the Principal's office.
- Excluding the student from classroom activities or privileges through a "time out" or temporary placement in another classroom.
- Calling or writing/emailing the student's parent/guardian.
- Arranging a conference with the student, parent, teacher and/or administrator.
- Implementing an individualized behavior plan for the student.
- Implementing counseling sessions with a designated staff member.
- Sending the student to a peer mediation.
- Requiring that the student complete a reflective essay or assignment.
- Requiring that the student take actions to counteract/ameliorate a problem (i.e., fixing something the student broke).
- Referring the student to a Student Support Team.
- Restricting the student's participation in after-school/extra-curricular activities or field trips.
- Holding the student for detention or additional instructional time during lunch or before/after school.

- Confiscating inappropriate items related to the disciplinary infraction.

Corporal punishment shall not be used as a disciplinary measure against any student. “Corporal punishment” includes the willful infliction of or willfully causing the infliction of physical pain on a student. For purposes of the Policy, “corporal punishment” does not include an employee's use of force, restraint and/or seclusion that is reasonable and necessary to protect the employee, students, staff, or other persons or to prevent damage to school property.

As described above, severe infractions that threaten the safety or health of students, staff or others, may be cause for suspension or expulsion, as outlined in Rocketship’s Suspension and Expulsion Policy.

SUSPENSION AND EXPULSION

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

A student may be disciplined, suspended or expelled for prohibited misconduct if the act is related to school activity or school attendance occurring at a Rocketship school or at any other school or a school-sponsored event at any time including but not limited to: while on school grounds; while going to or coming from school; during the lunch period, whether on or off the school campus; and during, going to, or coming from a school-sponsored activity. Students may also be subject to disciplinary action for off-campus behavior if it creates a substantial disruption to the school environment or interferes with another student’s ability to participate in the school program.

In-School Suspension

In-school suspension (“ISS”) provides an alternative to out-of-school suspension. ISS allows students to be counted present and provides an in-school opportunity for them to complete and receive credit for class assignments. During ISS, students will complete schoolwork in a location separate from their class. ISS is not intended to be an alternative to or long-term replacement of the student’s regularly scheduled class.

ISS may be used in the event that a student is engaging in prohibited conduct that is making the classroom environment physically or emotionally unsafe for other students or that severely disrupts a class or school-sponsored activity;

Only the Principal or Assistant Principal, with prior approval from his/her supervisor, shall assign a student to ISS. Students assigned to ISS must have written notification of the date and duration of the ISS assignment. Assignment to ISS and the scheduling of the days assigned are at the Principal's discretion.

Principals should place the student in ISS as soon as possible after the infraction is reported. The principal will ensure that:

- Students assigned to ISS are provided a safe, positive environment
- Students assigned to ISS are properly supervised; and
- Students assigned to ISS are allowed to complete class work assigned during his/her placement in ISS.
- All class work for students is obtained, academic assistance is provided as necessary, and completed work is returned to the student's classroom teacher.
- Activities of academic value are provided for the student when the classroom teacher's work is not provided or is insufficient for ISS time assigned.
- Additionally, classroom teachers will:
 - Provide classwork commensurate to the work missed for a student in ISS.
 - Record a student in ISS as present. There will be no attendance-related penalty for assignment to ISS.
 - Evaluate the student's work completed in ISS and give credit for work completed in ISS.
 - Ensure that students in ISS receive credit for attendance and full credit for work completed.

The student's parent/guardian must be notified of a student's assignment to ISS at the time that the ISS placement is scheduled. The Principal should contact a parent/guardian by phone or in-person meeting. If the parent/guardian cannot be reached in this manner, the Principal or his/her designee may make contact through e-mail.

Out of School Suspensions and Expulsion

When disciplinary infractions occur,, our Principals are expected to respond in accordance with our Student Discipline Policy, which encourages positive behavioral interventions and supports and outlines available in-school disciplinary actions. The decision to pursue a suspension is, in most circumstances, largely at the discretion of the school leadership team in accordance with state law and should only be considered in cases of egregious behavioral infractions – and, even then, should be viewed as a last resort—as we believe that our students are best served when they are present at school every day. Recommendations for expulsion should not be pursued except in the most extreme cases, as our policy is to do whatever it takes to serve every student who enrolls in a Rocketship school.

If a situation does arise where a Principal feels that the student should be suspended or recommended for expulsion, this policy was written to guide the process. The policy has been written in accordance with relevant federal and state laws and regulations. It addresses grounds for suspension and expulsion; suspension and expulsion procedures; the maintenance of disciplinary records; student appeal rights; rehabilitation and readmission; and special procedures for the consideration of suspension and expulsion of students with disabilities.

Corporal punishment shall not be used as a disciplinary measure against any student. Corporal punishment includes the willful infliction of or willfully causing the infliction of physical pain on a student. For purposes of this policy, corporal punishment does not include an employee's use of force that is reasonable and necessary to protect the employee, students, staff or other persons or to prevent damage to school property.

A student identified as an individual with disabilities or for whom Rocketship has a basis of knowledge of a suspected disability pursuant to the Individuals with Disabilities Education Improvement Act of 2004 ("IDEA") or who is qualified for services under Section 504 of the Rehabilitation Act of 1973 ("Section 504") is subject to the same grounds for suspension and expulsion and is accorded the same due process procedures applicable to general education students except when federal and state law requires additional or different procedures.

Rocketship will follow all applicable federal and state laws including but not limited to the California Education Code, when imposing any form of discipline on a student identified as an individual with disabilities or for whom Rocketship has a basis of knowledge of a suspected disability or who is otherwise qualified for such services or protections in according to due process to such students.

No student shall be involuntarily removed by a Rocketship school for any reason unless the parent/guardian of the student has been provided written notice of intent to remove the student no less than five (5) school days before the effective date of the action. The written notice shall be in the native language of the student or the student's parent/guardian, and shall inform the student, and the student's parent/guardian, of the basis for which the student is being involuntarily removed and the student's parent/guardian's, right to request a hearing to challenge the involuntary removal. If a student's parent/ guardian requests a hearing, Rocketship shall utilize the same hearing procedures specified below for expulsions, before the effective date of the action to involuntarily remove the student. If the student's parent/ guardian requests a hearing, the student shall remain enrolled and shall not be removed until Rocketship issues a final decision. As used herein, "involuntarily removed" includes disenrolled, dismissed, transferred, or terminated, but does not include removals for misconduct which may be grounds for suspension or expulsion as enumerated below. Students may be involuntarily removed for reasons including, but not limited to, failure to comply with the terms of the student's independent study Master Agreement pursuant to Education Code Section 51747(c)(4).

I. Grounds for Suspension and Expulsion

A student may be disciplined, suspended or expelled for prohibited misconduct if the act is related to school activity or school attendance occurring at a Rocketship school or at any other school or a school-sponsored event at any time including but not limited to: while on school grounds; while going to or coming from school; during the lunch period, whether on or off the school campus; and during, going to, or coming from a school-sponsored activity. Students may also be subject to disciplinary action for off-campus behavior if it creates a substantial disruption to the school environment or interferes with another student's ability to participate in the school program.

II. Enumerated Offenses

1. Discretionary Suspension Offenses: Students may be suspended when it is determined the student:

- Caused, attempted to cause, or threatened to cause physical injury to another person or willfully used force of violence upon the person of another, except self-defense.
- Possessed, sold, or otherwise furnished any type of knife or other dangerous object or no reasonable use to the student unless, in the case of possession of any object of this type, the students had obtained written permission to possess the item from a certificated school employee, with the Principal/Administrator or designee's concurrence.
- Unlawfully possessed, used, or otherwise furnished, or was under the influence of any controlled substance, as defined in Health and Safety Code §§ 11053-11058, alcoholic beverage, or intoxicant of any kind.
- Unlawfully offered, arranged, or negotiated to sell any controlled substance as defined in Health and Safety Code §§ 11053-11058, alcoholic beverage or intoxicant of any kind, and then sold, delivered or otherwise furnished to any person another liquid substance or material and represented same as controlled substance, alcoholic beverage or intoxicant.
- Committed or attempted to commit robbery or extortion.
- Caused or attempted to cause damage to school property or private property, which includes but is not limited to, electronic files and databases.
- Stole or attempted to steal school property or private property, which includes but is not limited to, electronic files and databases.
- Possessed or used tobacco or any products containing tobacco or nicotine products, including but not limited to cigars, cigarettes, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets and betel. This section does not prohibit the use of his or her own prescription products by a student.
- Committed an obscene act or engaged in habitual profanity or vulgarity.
- Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug

- paraphernalia, as defined in Health and Safety Code § 11014.5.
- Knowingly received stolen school property or private property, which includes but is not limited to, electronic files and databases.
- Possessed an imitation firearm, i.e.: a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
- Harassed, threatened, or intimidated a student who is a complaining witness or witness in a school disciplinary proceeding for the purpose of preventing that student from being a witness and/or retaliating against that student for being a witness.
- Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- Engaged in or attempted to engage in hazing of another. For the purposes of this subdivision, "hazing" means a method of initiation or preinitiation into a pupil organization or body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil. For purposes of this section, "hazing" does not include athletic events or school-sanctioned events.
- Aiding or abetting as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may be subject to suspension, but not expulsion, pursuant to this section, except that a pupil who has been adjudged by a juvenile court to have committed, as an aider and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to suspension or expulsion.
- Made terrorist threats against school officials and/or school property, which includes but is not limited to, electronic files and databases. For purposes of this section, "terroristic threat" shall include any statement, whether written or oral, by a person who willfully threatens to commit a crime which will result in death, great bodily injury to another person, or property damage in excess of \$1000, with the specific intent that the statement is to be taken as a threat, even if there is no intent of actually carrying it out, which, on its face and under the circumstances in which it is made, is so unequivocal, unconditional, immediate, and specific as to convey to the person threatened, a gravity of purpose and an immediate prospect of execution of the threat, and thereby causes that person reasonably to be in sustained fear for his or her own safety or for his or her immediate family's safety, or for the protection of school property, which includes but is not limited to, electronic files and databases, or the personal property of the person threatened or his or her immediate family.
- Committed sexual harassment, as defined in EC § 212.5. For the purposes of this section,
- the conduct described in § 212.5 must be considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive to have a negative impact upon the individual's academic performance or to create an intimidating, hostile, or offensive educational environment. This section does not apply to students

in grades K-3.

- Caused, attempted to cause, threatened to cause, or participated in an act of hate violence, as defined in subdivision (e) of Section 233 of the Education Code. This section does not apply to students in grades K-3.
- Intentionally harassed, threatened or intimidated school personnel or volunteers and/or a student or group of students to the extent of having the actual and reasonably expected
- effect of materially disrupting classwork, creating substantial disorder and invading the rights of either school personnel or volunteers and/or student(s) by creating an intimidating or hostile educational environment. This does not apply to students in grades K-3.
- Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act, as defined in subdivisions (f) and (g) of Section 32261 of the Education Code, directed specifically toward a student or school personnel.

A. "Bullying" means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a student or group of students which would be deemed hate violence or harassment, threats, or intimidation, which are directed toward one or more students that has or can be reasonably predicted to have the effect of one or more of the following:

- i. Placing a reasonable student (defined as a student, including, but is not limited to, a student with exceptional needs, who exercises average care, skill, and judgment in conduct for a person of his or her age, or for a person of his or her age with exceptional needs) or students in fear of harm to that student's or those students' person or property.
- ii. Causing a reasonable student to experience a substantially detrimental effect on his or her physical or mental health.
- iii. Causing a reasonable student to experience substantial interference with his or her academic performance.
- iv. Causing a reasonable student to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by Rocketship.

B. "Electronic Act" means the creation or transmission originated on or off the school site, by means of an electronic device, including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager, of a communication, including, but not limited to, any of the following:

- i. A message, text, sound, video, or image.
- ii. A post on a social network Internet Web site including, but not limited to:

a. Posting to or creating a burn page. A “burn page” means an Internet Web site created for the purpose of having one or more of the effects as listed in subparagraph (1) above.

b. Creating a credible impersonation of another actual pupil for the purpose of having one or more of the effects listed in subparagraph (1) above. “Credible impersonation” means to knowingly and without consent impersonate a pupil for the purpose of bullying the pupil and such that another pupil would reasonably believe, or has reasonably believed, that the pupil was or is the pupil who was impersonated.

c. Creating a false profile for the purpose of having one or more of the effects listed in subparagraph (1) above. “False profile” means a profile of a Fictitious pupil or a profile using the likeness or attributes of an actual pupil other than the pupil who created the false profile.

iii. An act of cyber sexual bullying.

a. For purposes of this clause, “cyber sexual bullying” means the dissemination of, or the solicitation or incitement to disseminate, a photograph or other visual recording by a pupil to another pupil or to school personnel by means of an electronic act that has or can be reasonably predicted to have one or more of the effects described in subparagraphs (i) to (iv), inclusive, of paragraph (1). A photograph or other visual recording, as described above, shall include the depiction of a nude, semi-nude, or sexually explicit photograph or other visual recording of a minor where the minor is identifiable from the photograph, visual recording, or other electronic act.

b. For purposes of this clause, “cyber sexual bullying” does not include a depiction, portrayal, or image that has any serious literary, artistic, educational, political, or scientific value or that involves athletic events or school-sanctioned activities.

C. Notwithstanding subparagraphs (1) and (2) above, an electronic act shall not constitute pervasive conduct solely on the basis that it has been transmitted on the Internet or is currently posted on the Internet.

2. Non-Discretionary Suspension and Expellable Offenses

A student must be suspended and recommended for expulsion for any of the following acts when it is determined that the student:

1. Possessed, sold or otherwise furnished any firearm, explosive, or other destructive device unless, in the case of possession of any object of this type, the student had obtained written permission to possess the item from a certified school employee, with the Principals or designee’s concurrence.
2. Brandishing a knife at another person.

3. Unlawfully selling a controlled substance listed in Health and Safety Code Section 11053, et seq.
4. Committing or attempting to commit a sexual assault as defined in Penal Code Sections 261, 266c, 286, 287, 288, or 289 or former Section 288a of the Penal Code, or committed a sexual battery as defined in Penal Code Section 243.4 or committing a sexual battery as defined in Education Code Section 48900(n).

If it is determined by the Academic Affairs Committee that a student has brought a firearm or destructive device, as defined in Section 921 of Title 18 of the United States Code, on to campus or to have possessed a firearm or dangerous device on campus, the student shall be expelled for one year, pursuant to the Federal Gun Free Schools Act of 1994. In such instances, the student shall be provided due process rights of notice and a hearing as required by this policy.

The term “firearm” means (A) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (B) the frame or receiver of any such weapon; (C) any firearm muffler or firearm silencer; or (D) any destructive device. Such term does not include an antique firearm.

The term “destructive device” means (A) any explosive, incendiary, or poison gas, including but not limited to: (i) bomb, (ii) grenade, (iii) rocket having a propellant charge of more than four ounces, (iv) missile having an explosive or incendiary charge of more than one-quarter ounce, (v) mine, or (vi) device similar to any of the devices described in the preceding clauses.

The term “knife” means (A) any dirk, dagger, or other weapon with a fixed, sharpened blade fitted primarily for stabbing; (B) a weapon with a blade fitted primarily for stabbing; (C) a weapon with a blade longer than 3½ inches; (D) a folding knife with a blade that locks into place; or (E) a razor with an unguarded blade.

III. Suspension Procedures

A suspension is a temporary dismissal of a student from the regular school program and school-sponsored events for the allotted time assigned by a school administrator. Suspensions can range from one to five school days, depending on the seriousness of the violation (unless followed by a recommended for expulsion). Students are expected to complete all work assigned while they serve their suspension.

Suspensions at Rocketship will adhere to the following procedures:

Conference

In accordance with Ed Code 47605(c)(5)(J)(i), suspensions of less than 10 days will be preceded by a conference conducted by the Principal or designee with the student and his/her parent and, whenever practical, the teacher, supervisor, or school employee who referred the student to the Principal. The conference may be omitted if the Principal or designee determines that an emergency situation exists. An "emergency situation" involves a clear and present danger to the lives, safety or health of students or school personnel. If a student is suspended without this conference in an emergency situation, both the parent/guardian and student shall be given the opportunity to conference within two school days.

At the conference, the student shall be informed of the reason for the disciplinary action and the evidence against him/her and shall be given the opportunity to present his/her version and evidence in his/her defense.

Absent an emergency situation, the conference must occur before the student is sent home on suspension.

No penalties may be imposed on a student for failure of the student's parent/guardian to attend a conference with school officials. Reinstatement of the suspended student shall not be contingent upon attendance by the student's parent or guardian at the conference.

Notice to Parents/Guardians

At the time that the decision is made to suspend a student, the Principal or designee shall make a reasonable effort to contact the student's parent/guardian by telephone or in person. Whenever a student is suspended, the parent/guardian shall also be notified in writing of the suspension, the reason for the suspension, the length of the suspension, the student's right to return to school at the end of the suspension, and any conditions for that return (i.e., a return conference with the parent/guardian) and the date of return following suspension. If school officials wish to ask the parent/guardian to confer regarding matters pertinent to the suspension, the notice may request that the parent/guardian respond to such requests without delay.

A copy of this notice will also be filed in the student's cumulative folder in the school.

Suspension Time Limits/Recommendation for Expulsion

Suspensions, when not including a recommendation for expulsion, shall not exceed five consecutive school days per suspension. In calculating days of suspension, days served will not include days when school is not in session for students, including but not limited to school

closure days, school holidays, spring break, and summer break. If the student leaves school on the day that the suspension was imposed, this day will be counted as part of the suspension if the student was denied class participation prior to 12 noon of that day. The suspension shall terminate at midnight on the day listed as the last day of the suspension.

Upon a recommendation of expulsion by the Principal or Principal's designee, the student and the student's parent/guardian or representative will be invited to a second conference to determine if the suspension for the student should be extended pending an expulsion hearing. In such instances when the School has determined a suspension period shall be extended, such extension shall be made only after a conference is held with the pupil or the pupil's parents, unless the pupil and the pupil's parents fail to attend the conference.

This determination will be made by the Principal or designee upon either of the following determinations: (1) the student's presence will be disruptive to the education process; or (2) the student poses a threat or danger to others. Upon either determination, the student's suspension will be extended pending the results of an expulsion hearing.

Students who are suspended shall be excluded from all school and school-related activities unless otherwise agreed during the period of suspension.

Homework Assignments During Suspension

In accordance with Education Code 47606.2 and 48913.5, Rocketship shall adhere to the following regarding homework assignments during suspension:

(a) Upon the request of a parent, a legal guardian or other person holding the right to make education decisions for the pupil, or the affected pupil, a teacher shall provide to a pupil in any of grades 1 to 12, inclusive, who has been suspended from school for two or more schooldays, the homework that the pupil would otherwise have been assigned.

(b) If a homework assignment that is requested pursuant to subdivision (a) and turned into the teacher by the pupil either upon the pupil's return to school from suspension or within the timeframe originally prescribed by the teacher, whichever is later, is not graded before the end of the academic term, that assignment shall not be included in the calculation of the pupil's overall grade in the class.

IV. Authority to Expel

An expulsion is the permanent dismissal of a student from the Rocketship program, subject to any rehabilitation plan as further described below. If an expulsion is approved, the

parent/guardian has the responsibility to place the student in another school.

In accordance with Ed Code 47605(c)(5)(J)(iii), no student will be involuntarily dis-enrolled, dismissed, or transferred by Rocketship for any reason, unless the parent or guardian has been provided written notice at least five school days before the effective date of the removal. For all involuntary removals, including expulsions and dismissals for non-disciplinary reasons, parents must be informed of their right to a hearing before the effective date of the removal. If the student's parent or guardian initiates the hearing procedures, the student must remain enrolled until Rocketship issues a final decision.

The full authority of the Rocketship governing Board of Directors ("the Board") to hear and conduct expulsions shall be granted to the Academic Affairs Committee, a committee of the Board.

The Academic Affairs Committee shall consist of three board members. The Academic Affairs Committee may expel any student found to have committed an expellable offense as listed in Section II above.

Instead of conducting the hearing itself, the Academic Affairs Committee may appoint an impartial administrative panel, as described below. The Academic Affairs Committee will pre-appoint a panel of at least five certificated Rocketship staff members, each from different Rocketship school sites. Should any of the persons appointed to the panel work at the school in which the student is enrolled, he/she will recuse him/herself from the proceedings.

V. Expulsion Procedures

In accordance with Ed Code 47605(c)(5)(J)(ii), for expulsions and suspensions in excess of 10 days, Rocketship shall provide timely written notice of the charges against the student and an explanation of the student's basic rights.

Hearing

In accordance with Ed Code 47605(c)(5)(J)(ii), students recommended for expulsion are entitled to a hearing adjudicated by a neutral officer to determine whether the student should be expelled. The hearing shall be held within thirty(30) school days after the Principal or designee determines that the student has committed an expellable offense, unless the student requests, in writing, that the hearing be postponed.

In the event an administrative panel hears the case, it will, within 10 days of the hearing, make a recommendation to the Academic Affairs Committee for a final decision whether or not to expel.

The hearing shall be held in closed session (complying with all student confidentiality rules under the Family Educational Rights and Privacy Act “FERPA”) unless the student makes a written request for a public hearing three days prior to the hearing.

Written notice of the hearing shall be forwarded to the student and the student's parent/guardian before the date of the hearing. Upon mailing the notice, it shall be deemed served upon the student. The notice shall include:

- The date and place of the expulsion hearing;
- A statement of the specific facts, charges and offenses upon which the proposed expulsion is based, along with a summary of the evidence against the student;
- A copy of Rocketship's disciplinary rules which relate to the alleged violation;
- Notification of the student's or parent/guardian's obligation to provide information about the student's status at the school to any other school district or school to which the student seeks enrollment;
- The opportunity for the student or the student's parent/guardian to appear in person or to employ and be represented by counsel or a non-attorney advisor;
- The right to inspect and obtain copies of all documents to be used at the hearing;
- The opportunity to confront and question all witnesses who testify at the hearing;
- The opportunity to question all evidence presented and to present oral and documentary evidence on the student's behalf including witnesses.

Special Procedures for Expulsion Hearings Involving Sexual Assault or Battery Offenses

Rocketship may, upon a finding of good cause, determine that the disclosure of either the identity of the witness or the testimony of that witness at the hearing, or both, would subject the witness to an unreasonable risk of psychological or physical harm. Upon this determination, the testimony of the witness may be presented at the hearing in the form of sworn declarations that shall be examined only by Rocketship or the hearing officer. Copies of these sworn declarations, edited to delete the name and identity of the witness, shall be made available to the pupil.

I. The complaining witness in any sexual assault or battery case must be provided with a copy of the applicable disciplinary rules and advised of his/her right to (a) receive five days notice of his/her scheduled testimony, (b) have up to two (2) adult support persons of his/her choosing present in the hearing at the time he/she testifies, which may include a parent, guardian, or legal counsel, and (c) elect to have the hearing closed while testifying.

II. Rocketship must also provide the victim a room separate from the hearing room for the complaining witness' use prior to and during breaks in testimony.

III. At the discretion of the entity conducting the expulsion hearing, the complaining witness shall be allowed periods of relief from examination and cross-examination during

which he or she may leave the hearing room.

IV. The Administrative Panel or the Academic Affairs Committee may also arrange the seating within the hearing room to facilitate a less intimidating environment for the complaining witness.

V. The entity conducting the expulsion hearing may also limit time for taking the testimony of the complaining witness to the hours he/she is normally in school, if there is no good cause to take the testimony during other hours.

VI. Prior to a complaining witness testifying, the support persons must be admonished that the hearing is confidential. Nothing in the law precludes the Administrative Panel or the Academic Affairs Committee from removing a support person whom the presiding person finds is disrupting the hearing. The entity conducting the hearing may permit any one of the support persons for the complaining witness to accompany him or her to the witness stand.

VII. If one or both of the support persons is also a witness, Rocketship must present evidence that the witness' presence is both desired by the witness and will be helpful to Rocketship. The entity presiding over the hearing shall permit the witness to stay unless it is established that there is a substantial risk that the testimony of the complaining witness would be influenced by the support person, in which case the presiding official shall admonish the support person or persons not to prompt, sway, or influence the witness in any way. Nothing shall preclude the presiding officer from exercising his or her discretion to remove a person from the hearing whom he or she believes is prompting, swaying, or influencing the witness.

VIII. The testimony of the support person shall be presented before the testimony of the complaining witness and the complaining witness shall be excluded from the room during that testimony.

IX. Especially for charges involving sexual assault or battery, if the hearing is to be conducted in public at the request of the pupil being expelled, the complaining witness shall have the right to have his/her testimony heard in a closed session when testifying at a public meeting would threaten serious psychological harm to the complaining witness and there are no alternative procedures to avoid the threatened harm. The alternative procedures may include videotaped depositions or contemporaneous examination in another place communicated to the hearing room by means of closed-circuit television.

X. Evidence of specific instances of a complaining witness' prior sexual conduct is presumed inadmissible and shall not be heard absent a determination by the entity conducting the hearing that extraordinary circumstances exist requiring the evidence be heard. Before such a determination regarding extraordinary circumstance can be made, the witness shall be provided notice and an opportunity to present opposition to the introduction of the evidence. In the hearing on the admissibility of the evidence, the complaining witness shall be entitled to be represented by a parent, legal counsel, or other support person. Reputation or opinion evidence regarding the sexual behavior of the complaining witness is not admissible for any purpose.

Record of Hearing

A record of the hearing shall be made and may be maintained by any means, including electronic recording, as long as a reasonably accurate and complete written transcription of the proceedings can be made.

Presentation of Evidence

While technical rules of evidence do not apply to expulsion hearings, evidence may be admitted and used as proof only if it is the kind of evidence on which reasonable persons can rely in the conduct of serious affairs. A recommendation by the Administrative Panel or Academic Affairs Committee to expel must be supported by substantial evidence that the student committed an expellable offense. Findings of fact shall be based solely on the evidence at the hearing. While hearsay evidence is admissible, no decision to expel shall be based solely on hearsay. Sworn declarations may be admitted as testimony from witnesses of whom the Academic Affairs Committee or Administrative Panel determines that disclosure of their identity or testimony at the hearing may subject them to an unreasonable risk of physical or psychological harm.

If, due to a written request by the expelled student, the hearing is held at a public meeting, and the charge is committing or attempting to commit a sexual assault or committing a sexual battery as defined in Education Code Section 48900, a complaining witness shall have the right to have his or her testimony heard in a session closed to the public.

Expulsion Decision

The decision of the Administrative Panel shall be in the form of written findings of fact and a written recommendation to the Academic Affairs Committee, which will make a final determination regarding the expulsion. The final decision by the Academic Affairs Committee shall be made within ten (10) school days following the conclusion of the hearing.

If the Administrative Panel decides not to recommend expulsion, the student shall immediately be returned to his/her educational program.

VI. Written Notice to Expel

The Principal or designee, following a decision of the Board to expel, shall send written notice of the decision to expel, including the Board's adopted findings of fact, to the student or parent/guardian. This notice shall also include the following:

- notice of the specific offense committed by the student and
- notice of the student's or parent/guardian's obligation to inform any new district in which the student seeks to enroll of the student's status with Rocketship.
- notice of the right to appeal and the process
- information regarding rehabilitation and readmission

- information regarding alternative education.

The Principal or designee shall send a copy of the written notice of the decision to expel to the chartering authority. This notice shall include the following: (a) the student's name; and (b) the specific expellable offense committed by the student.

VII. Disciplinary Records

Rocketship shall maintain records of all student suspensions and expulsions at Rocketship. Such records shall be made available to the chartering authority upon request.

VIII. Right to Appeal

The student/family shall have the right to appeal the decision to expel the student from Rocketship to the Executive Committee of the Board. The request to appeal must be made in writing and shall be submitted to the Executive Committee within five business days of being made aware of the decision to expel the student. The appeal shall be heard by the Executive Committee within 15 days of receipt of the appeal. Any decision made on appeal shall be final.

IX. Expelled Students/Alternative Education

With the exception of students with disabilities under IDEA, students who are expelled shall be responsible for seeking alternative education programs including, but not limited to, programs within their school district of residence. The Charter School shall work cooperatively with parents/guardians to assist with locating alternative placements during expulsion.

X. Rehabilitation and Readmission

At the time of the expulsion order, students who are expelled shall be given a rehabilitation plan, to be developed by the Academic Affairs Committee in conjunction with Rocketship staff, which may include, but is not limited to, periodic review as well as assessment at the time of review for readmission. The rehabilitation plan should include a date not later than one year from the date of expulsion when the student may be reviewed for readmission to a Rocketship school.

The decision to readmit a pupil who has been expelled from a Rocketship school shall be in the sole discretion of the Board following a meeting with the Principal and the pupil and guardian or representative to determine whether the pupil has successfully completed the rehabilitation plan and to determine whether the pupil poses a threat to others or will be disruptive to the school environment. The Principal shall make a recommendation to the Board following the meeting regarding his or her determination. The pupil's readmission is also contingent upon RSPS's capacity at the time the student seeks readmission.

The decision to admit a pupil who has previously been expelled from another school, school district or charter school shall be in the discretion of the Principal following a meeting with the pupil and guardian or representative to determine whether the pupil poses a threat to others or will be disruptive to the school environment. Where applicable, the Principal may also consider whether the pupil has completed any rehabilitation plan or other improvement measures prescribed by the pupil's previous school. The Principal shall make a recommendation following the meeting regarding his or her determination. The pupil's admission is also contingent upon RSPS's capacity at the time the student seeks admission.

XI. Notice to Teachers

Rocketship shall notify teachers of each student who has engaged in or is reasonably suspected to have engaged in any of the acts listed in Education Code Section 49079 and the corresponding enumerated offenses set forth above.

XII. Involuntary Removal for Truancy

As charter schools are schools of choice and as a charter school student who fails to attend school is potentially depriving another student of their opportunity to enroll, a student may be involuntarily removed as described within Rocketship's Board adopted Attendance Policy for truancy and only after Rocketship follows the requirements of the Attendance Policy and only in accordance with the policy described above which requires notice and an opportunity for a parent, guardian, educational rights holder to request a hearing prior to any involuntary removal. Students who are involuntarily removed for truancy will be given a rehabilitation plan and will be subject to the readmission procedures set forth herein.

XIII. Special Procedures for the Consideration of Suspension and Expulsion or Involuntary Removal of Students with Disabilities

Services During Suspension

Students suspended for more than 10 school days in a school year shall continue to receive services so as to enable the student to continue to participate in the general education curriculum, although in another setting, and to progress toward meeting the goals set out in the child's IEP; and receive, as appropriate, a functional behavioral assessment, and behavioral intervention services and modifications, that are designed to address the behavior violation so that it does not recur. These services may be provided in an interim alternative educational setting.

Procedural Safeguards/Manifestation Determination

Within 10 school days of any decision to change the placement of a child with a disability because of a violation of a code of student conduct, a manifestation determination shall take place. "Change of Placement" includes a recommendation for expulsion or a cumulative removal

of more than 10 school days in a school year.

If Rocketship, the parent, and relevant members of the IEP Team make the determination that the conduct was a manifestation of the child's disability, the IEP Team will (a) conduct a functional behavioral assessment and implement a behavioral intervention plan for such child, provided that the school had not conducted such assessment prior to such determination before the behavior that resulted in a change in placement; (b) if a behavioral intervention plan has been developed, review the behavioral intervention plan if the child already has such a behavioral intervention plan, and modify it, as necessary, to address the behavior; and (c) return the child to the placement from which the child was removed, unless the parent and the school agree to a change of placement as part of the modification of the behavioral intervention plan.

The conduct will be considered a manifestation of the child's disability if it is determined that (a) the conduct in question was caused by, or had a direct and substantial relationship to, the child's disability; or (b) the conduct in question was the direct result of the local educational agency's failure to implement the IEP/504 Plan.

If the school, the parent, and relevant members of the IEP team determine that the behavior was not a manifestation of the student's disability and that the conduct in question was not a result of the failure to implement the IEP, then the school may apply the relevant disciplinary procedures to children with disabilities in the same manner and for the same duration as the procedures would be applied to students without disabilities.

Due Process Appeals

The parent of a child with a disability who disagrees with any decision regarding placement, or the manifestation determination, or the school believes that maintaining the current placement of the child is substantially likely to result in injury to the child or to others, may request an expedited administrative hearing through the Special Education Unit of the Office of Administrative Hearings.

When an appeal relating to the placement of the student or the manifestation determination has been requested by either the parent or the school, the student shall remain in the interim alternative educational setting pending the decision of the hearing officer in accordance with state and federal law, including 20 U.S.C. Section 1415(k), until the expiration of the 45 day time period provided for in an interim alternative educational setting, unless the parent and the school agree otherwise. . Rocketship shall comply with 20 U.S.C. Section 1415(k)(2), which states that interim alternative educational setting shall be determined by the IEP team.

In accordance with 20 U.S.C. Section 1415(k)(3), if a parent/guardian disagrees with any decision regarding placement, or the manifestation determination, or if the School believes that maintaining the current placement of the child is substantially likely to result in injury to the child

or to others, the parent/guardian or School may request a hearing.

In such an appeal, a hearing officer may: (1) return a child with a disability to the placement from which the child was removed; or (2) order a change in placement of a child with a disability to an appropriate interim alternative educational setting for not more than 45 school days if the hearing officer determines that maintaining the current placement of such child is substantially likely to result in injury to the child or to others.

Special Circumstances

Rocketship personnel may consider any unique circumstances on a case-by-case basis when determining whether to order a change in placement for a child with a disability who violates a code of student conduct. The Principal or designee may remove a student to an interim alternative educational setting for not more than 45 days without regard to whether the behavior is determined to be a manifestation of the student's disability in cases where a student: a) carries or possesses a weapon, as defined in 18 U.S.C. Section 930, to or at school, on school premises, or to or at a school function; (b) knowingly possesses or uses illegal drugs, or sells or solicits the sale of a controlled substance, while at school, on school premises, or at a school function; or (c) has inflicted serious bodily injury, as defined by 20 U.S.C. Section 1415(k)(7)(D), upon a person while at school, on school premises, or at a school function.

Interim Alternative Educational Setting

The student's interim alternative educational setting shall be determined by the student's IEP team.

Procedures for Students Not Yet Eligible for Special Education Services

A student who has not been identified as an individual with disabilities pursuant to IDEIA and who has violated the Rocketship's behavioral policies may assert the procedural safeguards granted under this administrative regulation only if Rocketship had knowledge that the student was disabled before the behavior occurred.

Rocketship shall be deemed to have knowledge that the student had a disability if one of the following conditions exists prior to the behavior at issue:

- The parent of the child expressed concern in writing to supervisory or administrative personnel of Rocketship, or a teacher of the child, that the child is in need of special education and related services;
- The parent of the child requested an evaluation of the child pursuant to §§ 300.300 through 300.311; or

- The teacher of the child, or other Rocketship personnel, expressed specific concerns about a pattern of behavior demonstrated by the child directly to the director of special education of the agency or to other supervisory personnel of the agency.

If the school knew or should have known the student had a disability under any of the three circumstances described above, the student may assert any of the disciplinary protections available to IDEA-eligible children with disabilities. If the school had no basis for knowledge of the student's disability, it shall proceed with the proposed discipline. The school shall conduct an expedited evaluation if requested by the parents; however, the student shall remain in the education placement determined by Rocketship pending the results of the evaluation.

Rocketship shall not be deemed to have knowledge that the student had a disability if the parent has not allowed an evaluation, refused services, or if the student has been evaluated and determined to not be eligible.

STUDENT DRESS CODE

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

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

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

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

- Dresses and shorts which are shorter than mid-thigh
- Thin strap shirts/blouses (thinner than two inches)
- 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 (e.g., red, blue, yellow, 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

- Heely shoes/shoes with wheels
- Underwear or undergarments that are visible
- Exposed midriff areas
- Pants that sag around the waist
- Intentionally torn pants or jeans
- Bandanas; non-religious head coverings
- Sunglasses and hats may not be worn in the building, but may be worn outside to protect from the sun

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

PERSONAL BELONGINGS

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

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

TELEPHONE USE

Students should not bring cell phones or personal electronic devices to school. However, if a student does bring a cell phone or device to school, they will be required to store it during the school day. Students should not bring cell phones or personal electronic devices to school. However, if a student does bring a cell phone or device to school, they will be required to store it during the school day. Students may not use cell phones or other personal electronic devices during school. Students may not use any school phone without permission from a teacher. Students will only be allowed to use the school phone in case of emergency or to inform a 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 is committed to supporting the health of its students and meeting the needs of students with medical conditions, in compliance with state laws and regulations.

Before medication can be kept or administered at Rocketship, a student's parent/guardian must complete and submit a Medication Authorization Plan that includes Medical Authorizations, Student Parent/Guardian Authorizations and Waivers, among other required documents. Parents/guardians should contact the Office Manager for a copy of the Medication Authorization Plan forms. Rocketship staff will administer all medication in accordance with applicable law, the Medication Authorization Plans on file, and established guidelines.

A student who self-administers medication while at school, at a school-sponsored activity, or while on school-sponsored transportation for a purpose other than his or her own treatment will be subject to disciplinary action in accordance with Rocketship's Student Discipline Policy. Such disciplinary action shall not limit or restrict the access of a student to his or her prescribed medication. Rocketship will promptly notify the student's parent/guardian of any disciplinary action imposed.

IMMUNIZATIONS

Rocketship Public Schools adheres to all laws related to legally required immunizations for entering students pursuant to Health and Safety Code Sections 120325-120380, and Title 17, California Code of Regulations Sections 6000-6075.

Required Immunizations, Records and Reports:

California law requires that an immunization record be presented to Rocketship staff before a child can be unconditionally enrolled in school. Entering students who are not exempt must provide Rocketship written verification from a doctor or immunization clinic of the following immunizations:

Immunization (TK/K-12)	Dosage
Diphtheria, Pertussis, and Tetanus (DTaP)	Five (5) doses
Polio	Four (4) doses
Measles, Mumps, and Rubella (MMR)	Two (2) doses
Hepatitis B (Hep B)	Three (3) doses
Varicella (chickenpox)	Two (2) doses
Tetanus, reduced Diphtheria, and acellular Pertussis (Tdap)	One (1) dose
Varicella	Two (2) Doses

Verification of immunizations will be completed with written medical records from the child's doctor or immunization clinic. Immunization records shall be part of the mandatory permanent pupil record and shall be kept in accordance with Rocketship's Educational Records and Student Information Policy. Rocketship will file a written report on the immunization status of all new entrants to Rocketship with the California Department of Public Health ("CDPH"), on at least an annual basis, as required by law.

Any child leaving the United States for a short vacation to or long stay in any country considered by the Center of Disease Control and Prevention ("CDC") to have increased risk of TB exposure MUST contact the County Tuberculosis Clinic for a TB Screening upon return.

Rocketship shall immediately admit a foster child, as defined in Education Code Section 48853.5(a), and a homeless child, as defined in Section 11434a(2) of Title 42 of the United States Code, even if the foster or homeless child's immunization records are not available or are missing. However, this does not alter Rocketship's obligation to obtain immunization records for foster and homeless students or to ensure the full immunization of foster and homeless students as required by law.

If Rocketship discovers that an admitted student who was previously believed to be in compliance with the immunization requirements is subsequently discovered to not be in compliance with either the unconditional admission requirements or the conditional admission requirements, Rocketship will notify the student's parent/guardian of: 1) the time period within which the doses must be received, which may be no more than ten (10) school days after notification; and 2) that the student shall continue in attendance only if the parent/guardian provides documentation that the immunization requirements have been met within the time period designated by Rocketship. If the student does not provide documentation of having received all required immunizations within the time period designated by Rocketship, per State law, Rocketship shall exclude this student from attendance. The student shall remain excluded from Rocketship until the student provides proper documentation of the student's compliance with the immunization requirements as required by law. Information regarding the student's exclusion shall also be reported to Student Information Services.

Conditional Admission

Students may be conditionally admitted in accordance with Health and Safety Code Section 120340 and Title 17, California Code of Regulations Section 6035. The Principal or designee shall notify the student's parents/guardians of the date by which the student must complete all the remaining doses. The Principal or designee shall review the immunization record of each student admitted conditionally at least every thirty (30) days from the date of admission until that student has received all the required immunizations or submitted a valid exemption. If a

student conditionally admitted fails to fulfill the conditions of admission, Rocketship will prohibit the student from further attendance until that student provides proper documentation of the student's compliance with the immunization requirements as required by law.

Documentary Proof

The Principal shall maintain the student's immunization information in the student's mandatory permanent record and shall file annual immunization status reports as required by the CDPH.

Exemptions from Immunization Requirements

All students must be fully immunized in accordance with the California Health and Safety Code, the California Code of Regulations, and this Policy with the following exceptions:

1. Students who show proof of a medical exemption by a physician licensed to practice medicine in California pursuant to Health and Safety Code Sections 120370-120372.
 - a. Commencing January 1, 2021, the CDPH standardized medical exemption form shall be the only documentation of a medical exemption that Rocketship shall accept.
 - b. On and after July 1, 2021, Rocketship shall not unconditionally admit or readmit, or admit or advance any student to 7th grade, unless the student has been fully immunized or files a CDPH standardized medical exemption form as required by law.
 - c. Medical exemptions remain valid until the earliest of:
 - 1) the child's enrollment in the next grade span, as defined below;
 - 2) the expiration date specified in a temporary medical exemption, which shall not exceed one year; or
 - 3) revocation of the exemption pursuant to Health and Safety Code Section 120372.

2. Students who are enrolled in a home-based private school or independent study program and do not receive any classroom-based instruction.
 - a. A student who has not received all of the required immunizations will not be eligible to attend classes at a Rocketship campus unless the student is otherwise exempt under #1 or #3.

3. Students who, prior to January 1, 2016, submitted a letter or affidavit on file at a private or public elementary or secondary school in California stating beliefs opposed to immunization, and who provides said letter or affidavit to the Rocketship, shall be allowed to enroll at Rocketship without being fully immunized until the student enrolls in the next grade span, as defined below, pursuant to Health and Safety Code Section 120335(g).

"Grade span" means each of the following:

1. Birth to Preschool.

2. Kindergarten and grades 1 to 6, inclusive, including transitional kindergarten.
3. Grades 7 to 12, inclusive.

If there is good cause to believe that a child has been exposed to a disease listed in Health and Safety Code Section 120335(b) and the child's documentary proof of immunization status does not show proof of immunization against that disease, that child may be temporarily excluded from Rocketship until the local health officer is satisfied that the child is no longer at risk of developing or transmitting the disease.

This Policy does not prohibit a student who qualifies for an individualized education program ("IEP"), pursuant to federal law and Education Code Section 56026, from accessing any special education and related services required by the student's IEP.

HEALTH EXAMINATIONS AND SCREENINGS

Physical Examinations and Right to Refuse

All students must complete a health screening examination on or before the 90th day after the student's entrance into first grade or such students must have obtained a waiver pursuant to Health and Safety Code Sections 124040 and 124085. This examination can be obtained from your family physician or possibly through the services provided by your County Health Department. Information and forms are distributed to students enrolled in kindergarten. If your child's medical status changes, please provide the teacher with a physician's written verification of the medical issue, especially if it impacts in any way your child's ability to perform schoolwork.

A parent/guardian having control or charge of any child enrolled in Rocketship may file annually with the Executive Director a written and signed statement stating that the parent/guardian will not consent to a physical examination of the child. Thereupon the child shall be exempt from any physical examination, but whenever there is a good reason to believe that the child is suffering from a recognized contagious or infectious disease, the child shall be sent home and shall not be permitted to return until the school authorities are satisfied that any contagious or infectious disease does not exist.

Oral Health Assessment

Students enrolled in kindergarten in a public school or while enrolled in first grade if the student was not previously enrolled in kindergarten in a public school are required to have an oral health assessment completed by a dental professional. Please contact the main office if you have questions about this requirement.

HEAD LICE

If a student is suspected of having head lice (i.e., constant itching or tickling feeling in the hair), the school nurse or other trained school employee may examine the hair of the suspected student for lice or nits (lice eggs). In certain circumstances, the employee may also examine other members of that student's household. If a student is positive for live head lice, the student is to be sent home at the end of the school day with information to the parents regarding treatment and control measures. Students with head lice do not need to be sent home early, they can go home at the end of the day, be treated, and return to class after appropriate treatment has begun. Any absences related to head lice will be documented and counted as an excused absence in accordance with Rocketship's Attendance and Truancy Policy.

Exposure Notice

If there are two or more students affected in any class, Rocketship will send home an exposure notice with information about head lice to all parents/guardians in that class. Rocketship will maintain the privacy of students identified as having head lice and excluded from attendance.

Returning to School

Rocketship will provide parents/guardians of affected students with instructions on how to conduct post-treatment examinations on their children. Parents/guardians may send their child back to school when they believe that the child's hair is no longer infested with head lice. Parents should not withhold the child from school for any days longer than necessary; typically, no more than three days. Any absences longer than three days require a doctor's note. If the family is unable to obtain a doctor's note, the family should arrange to have a meeting with the school to discuss the length of absence. The school has the discretion to excuse additional days if school staff determine this is necessary. The school nurse or other trained staff members may reexamine the student's hair upon return. If the student shows no trace of live head lice, the student may return to school.

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.

Primary and Secondary Evacuation Sites

INSERT DETAILS

Emergencies

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

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

WEAPONS AND FIREARMS

There have been many news reports of children bringing firearms to school. In many instances, the child obtained the firearm(s) from his or her home. These incidents can be easily prevented by storing firearms in a safe and secure manner, including keeping them locked up when not in use and storing them separately from ammunition.

To help everyone understand their legal responsibilities, this notice spells out California law regarding the storage of firearms. Please take some time to review this notice and evaluate your own personal practices to assure that you and your family are in compliance with California law:

- With very limited exceptions, California makes a person criminally liable for keeping any firearm, loaded or unloaded, within any premises that are under their custody and control where that person knows or reasonably should know that a child is likely to gain access to the firearm without the permission of the child's parent or legal guardian, and the child obtains access to the firearm and thereby (1) causes death or injury to the child or any other person; (2) carries the firearm off the premises or to a public place, including to any preschool or school grades kindergarten through twelfth grade, or to any school-sponsored event, activity, or performance; or (3) unlawfully brandishes the firearm to others.

- The criminal penalty may be significantly greater if someone dies or suffers great bodily injury as a result of the child gaining access to the firearm.
- With very limited exceptions, California also makes it a crime for a person to negligently store or leave any firearm, loaded or unloaded, on their premises in a location where the person knows or reasonably should know that a child is likely to gain access to it without the permission of the child's parent or legal guardian, unless reasonable action is taken to secure the firearm against access by the child, even where a minor never actually accesses the firearm.
- In addition to potential fines and terms of imprisonment, as of January 1, 2020, a gun owner found criminally liable under these California laws faces prohibitions from possessing, controlling, owning, receiving, or purchasing a firearm for 10 years.
- Finally, a parent or guardian may also be civilly liable for damages resulting from the discharge of a firearm by that person's child or ward.

The county or city may have additional restrictions regarding the safe storage of firearms. Thank you for helping to keep our children and schools safe. Remember that the easiest and safest way to comply with the law is to keep firearms in a locked container or secured with a locking device that renders the firearm inoperable.

DRUGS, ALCOHOL, AND TOBACCO

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

Campus Search and Seizure

At their discretion and where they deem appropriate, Rocketship school leaders may engage in searches of student property, student use areas, and/or student desks, cubbies, and/or lockers, and the seizure of unsafe, unauthorized, illegal, or contraband items and materials.

Student desks, cubbies and lockers, are school property and remain at all times under the control of the school. Student desks, cubbies, and lockers may not be used to store unauthorized, illegal, or contraband materials. The acceptance and use of school facilities and/or the presence on school campus by any student, shall constitute consent by the student to the search of such school facilities, student property, student use areas, by authorized school personnel and/or law enforcement.

Similarly, at their discretion and where they deem appropriate, Rocketship school leaders may confiscate a student's mobile/smartphone/ personal electronic device.

INTERNET SAFETY

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

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

Rocketship strives to leverage advanced education technology to support personalized instruction and facilitate comprehensive data analysis. Rocketship adheres to the federal requirements and guidelines set forth in the Children's Internet Protection Act (CIPA) (47 U.S.C. § 254(h)). This policy is written in accordance with CIPA and outlines relevant definitions; the educational purpose of Rocketship's Internet system; technology protection measures; inappropriate network usage; supervising and monitoring; training; disciplinary actions; and liability for misuse.

Definitions

"Minor" means any individual under 17 years of age.

"Technology protection measure" means a specific technology that blocks or filters Internet access to visual depictions that are:

- Obscene, as that term is defined in 18 U.S.C. § 1460;
- Child Pornography, as that term is defined in 18 U.S.C. § 2256; or
- Harmful to minors, as that term is defined below.

"Harmful to minors" means any picture, image, graphic image file, or other visual depiction that:

- Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
- Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
- Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors. "Sexual act" and "sexual contact" have the meanings defined in 18 U.S.C. § 2246.

Educational Purpose

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

Technology Protection Measures

To the extent practicable, Rocketship will use technology protection measures to block or filter Internet, or other forms of electronic communications, access to inappropriate information. Specifically, as required by CIPA, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors.

Subject to staff supervision, technology protection measures may be disabled for adults or, in the case of minors, minimized only for bona fide research or other lawful purposes.

Inappropriate Network Usage

In accordance with CIPA, the following uses of Rocketship Internet system are considered unacceptable:

- Unauthorized access, including "hacking." This includes logging in through another person's account and accessing another person's files; making deliberate attempts to disrupt the computer system; destroying data by spreading computer viruses; and downloading software without the explicit consent of a staff member. Rocketship students shall immediately notify a teacher if they have identified a possible security problem.
- Unauthorized disclosure, use, and dissemination of personal identification information regarding minors. This includes posting a student's personal contact information (i.e., name, email address, home address, telephone number, school address) through email or through websites that solicit personal information, social networking websites, and Internet chat rooms.
- Illegal activities. This includes using the Internet to engage in any illegal act, including, but not limited to, arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, or threatening the safety of another person.
- Inappropriate online behavior. This includes using obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language while online; engaging in personal attacks or cyberbullying, including prejudicial or discriminatory attacks; and knowingly or recklessly posting false or defamatory information about a person or organization on any websites.
- Plagiarism.
- Accessing inappropriate material. This includes material that is designated for

adults only or is profane or obscene (i.e., pornography), material that advocates illegal or dangerous acts, or material that advocates violence or discrimination.

Supervising and Monitoring

It shall be the responsibility of all members of the Rocketship Schools team to educate, supervise and monitor appropriate usage of the access to the Internet in accordance with this policy, CIPA, the Neighborhood Children's Internet Protection Act, and the Protecting Children in the 21st Century Act. Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of Rocketship's Vice President of Schools or his/her designated representatives.

Training

Rocketship will provide age- appropriate training for students who use Rocketship Internet facilities. The training provided will be designed to promote Rocketship's commitment to:

- The standards and acceptable use of Internet services as set forth in this policy.
- Student safety with regard to Safety on the Internet; appropriate behavior while online, on social networking Web sites, and in chat rooms; and cyberbullying awareness and response.
- Compliance with the E-Rate requirements of the Children's Internet Protection Act ("CIPA").

Following receipt of this training, the student will acknowledge that he/she received the training, understood it, and agrees to follow the provisions of Rocketship's acceptable use policies.

Disciplinary Action

Record maintenance and network monitoring may lead to the discovery that a student has violated this Policy and/or the laws. If there is reasonable suspicion, Rocketship will conduct a search of the student's Internet activities. A student's parent/guardian may request to see such activities.

Students who are found to have violated this policy or any relevant laws will be disciplined in accordance with Rocketship's Discipline Policy.

Rocketship will cooperate fully with local or federal officials in any investigation related to illegal activities conducted through the school network.

Liability

Rocketship Public Schools is not responsible for an individual's financial obligations arising through the unauthorized use of its Internet system. A student's parent/guardian can be held financially responsible for any harm to Rocketship's Internet system arising from a student's intentional misuse.

CHILD ABUSE AND NEGLECT

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

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

PARENT INVOLVEMENT

ROCKETSHIP'S COMMITMENT

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

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

PARENTS'/GUARDIANS' COMMITMENT

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

- We will always help our child in the best way we know how, and we will do whatever it takes for him/her to learn and prepare for college and life by supporting him/her and encouraging him/her to adhere to his/her "commitment to excellence."
- We will make sure our child arrives at school on time every school day.

- We will make arrangements so our child can remain at school until the end of the school day each day and be picked up when school ends.
- We will follow all arrival and dismissal regulations and parking and busing procedures.
- We will make sure our child follows the Rocketship dress code.
- We will ensure that our child is reading or being read to every night.
- We will check our child's homework every night, sign his/her agenda, and we will carefully read and sign (if requested) all the papers our school sends home to us.
- We will meet regularly with teachers to discuss our child's progress and support their work to help our child excel.
- We will participate in as many school activities including 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'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 faculty and staff benefits our Rocketeers as they see their parents on campus, and families as they gain a deeper understanding of Rocketship's model and are positioned to reinforce Rocketship's core values at home.

Rocketship asks that families participate in 20 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.

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 community.

Each Rocketship 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's policies and procedures that parents have questions about
- Talking about the history of Rocketship and the mission of the network and school
- Conversations about why the family chose Rocketship, how long they have lived in their community, etc.
- Invitation to an upcoming event at the school (i.e., Back to School Night, community meeting)
- Conversation about the teacher's background

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):

- **Family Orientation.** Before school begins each year, parents will receive an invitation to an Orientation. All parents must attend this event.
- **Conferences.** A parent/guardian must attend conferences to meet with teachers to go over a 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 or other parent groups organized at the school.

OPEN MEETING POLICY

All meetings of the Rocketship Education Board of Directors will comply with state open meetings law. Agendas will be posted publicly in advance and Rocketship shall also make meeting minutes publicly available upon approval.

NOTIFICATIONS OF RIGHTS AND ASSURANCES

PUPIL RECORDS

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 has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

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

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

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

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

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

- a. Rocketship officials who have a legitimate educational interest as defined by 34 C.F.R. Part 99;
- b. Other schools to which a student seeks or intends to enroll so long as the disclosure is for purposes related to the student's enrollment or transfer. When a

student transfers schools, the Rocketship will mail the original or a copy of a student's cumulative file to the receiving district or private school within ten (10) school days following the date the request is received from the public school or private school where the student intends to enroll. Rocketship will make a reasonable attempt to notify the 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 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;

- c. Certain government officials listed in 20 U.S.C. § 1232g(b)(1) in order to carry out lawful functions;
- d. 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;
- e. Organizations conducting certain studies for Rocketship in accordance with 20 U.S.C. § 1232g(b)(1)(F);
- f. Accrediting organizations in order to carry out their accrediting functions;
- g. Parents of a dependent student as defined in section 152 of the Internal Revenue Code of 1986;
- h. 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;
- i. Persons who need to know in cases of health and safety emergencies;
- j. State and local authorities, within a juvenile justice system, pursuant to specific State law;
- k. 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 Rocketship for student and parents, and any individualized education program ("IEP") or Section 504 plan that may have been developed or maintained by Rocketship; and/or

1. A victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense. The disclosure may only include the final results of the disciplinary proceedings conducted by Rocketship with respect to that alleged crime or offense. Rocketship discloses the final results of the disciplinary proceeding regardless of whether Rocketship concluded a violation was committed.

Solicitation and Disclosure of Student Information for Immigration Purposes

Rocketship shall observe the following:

1. Except as required by state or federal law or as required to administer a state or federally supported education program, Rocketship officials and employees will not collect information or documents regarding citizenship or immigration status of students or their family members.
2. If Rocketship possesses information that could indicate immigration status, citizenship status, or national origin information, Rocketship will not use the acquired information to discriminate against any student or families or bar children from enrolling in or attending school.
3. If parents or guardians choose not to provide information that could indicate their or their children's immigration status, citizenship status, or national origin, Rocketship will not use such actions as a basis to discriminate against any students or families or bar children from enrolling or attending school.
4. Rocketship will not allow school resources or data to be used to create a registry based on race, gender, sexual orientation, religion, ethnicity, or national origin.
5. During the enrollment process:
 - a. Where permitted by law, Rocketship shall accept alternative means to establish residency, age, or other eligibility criteria for enrollment or programs, and those alternative means shall include among them documentation or information that are available to persons regardless of immigration status, citizenship status, or national origin, and that do not reveal information related to citizenship or immigration status.
 - b. Rocketship will not inquire specifically about a student's citizenship or immigration status or the citizenship or immigration status of a student's parents or guardians; nor shall personnel seek or require, to the exclusion of other permissible documentation or information, documentation or information that may indicate a student's immigration status, such as a green card, voter registration, a passport, or citizenship papers.
 - c. Rocketship will not collect entire social security numbers or cards or a statement that the parent or guardian does not possess a Social Security number for the purposes of enrollment, and failure to provide this information will not bar a student from enrolling

or attending Rocketship. However, the last four digits of an adult household member's Social Security number may be solicited and/or collected if required to establish eligibility for federal benefit programs such as free or reduced-price meals. This Social Security information will only be collected for the limited purpose of establishing eligibility for federal benefit programs and will not affect student enrollment.

6. Rocketship will not release information to third parties for immigration-enforcement purposes, except as required by law or court order. Except for investigations of child abuse, child neglect, or child dependency, or when the subpoena served on Rocketship prohibits disclosure, Rocketship shall provide parental or guardian notification of any court orders, warrants, or subpoenas before responding to such requests.

The parent, guardian, or eligible student is not required to sign the consent form. If the parent, guardian or eligible student refuses to provide written consent for the release of student information that this not otherwise subject to release, Rocketship shall not release the information. Rocketship will permanently keep the consent notice with the record file.

7. Rocketship personnel shall take the following steps upon receiving an information request related to a student's or family's immigration or citizenship status:

- a. Notify a designated Rocketship official about the information request.
- b. Provide students and families with appropriate notice and a description of the immigration officer's request.
- c. Document any verbal or written request for information by immigration authorities.
- d. Unless prohibited, provide students and parents/guardians with any documents issued by the immigration-enforcement officer.

Contract for Digital Storage, Management, and Retrieval of Student Records

Rocketship may enter into a contract with a third party for the digital storage, management, and retrieval of student records and/or to authorize a third-party provider of digital software to access, store, and use student records, provided that the contract meets the requirements of Education Code section 49073.1 and other applicable state and federal laws.

NOTICE FOR DIRECTORY INFORMATION

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

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

"Directory Information" is information that is generally not considered harmful or an invasion of privacy if released. Rocketship may disclose the PII that it has designated as directory information without a 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 Schools, 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 to disclose directory information from your child's education records without your prior written consent, you must notify Rocketship in writing using the form below at the time of enrollment or re-enrollment.

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

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

FERPA DIRECTORY INFORMATION OPT-OUT FORM

Name (Printed) _____

NOTICE OF DIRECTORY INFORMATION OPT OUT

In accordance with the Federal Educational Rights and Privacy Act (FERPA), a student’s education records are maintained as confidential and, except for a limited number of special circumstances listed in that law, will not be released to a third party without the parent/student’s prior written consent. The law, however, does allow schools 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 personally-identifiable information identified as Directory Information under FERPA. I understand that upon submission of this Form, my information cannot be released to third parties without my written consent or unless the School is required by law or permitted under FERPA to release such information without my prior written consent; and that the directory information will not otherwise be released from the time the School receives my Form until my opt out request is rescinded. I further understand that if directory information is released prior to the School receiving my opt out request, the School may not be able to stop the disclosure of my directory information.

Signature _____

Date _____

EDUCATION OF FOSTER YOUTH

The Governing Board of Rocketship Public Schools (“Rocketship,” or “Rocketship”) recognizes that foster youth may face significant barriers to achieving academic success due to their family circumstances, disruption to their educational program, and their emotional, social, and other health needs. To enable such students to achieve state and charter school academic standards, Rocketship shall provide them with full access to Rocketship’s educational program and implement strategies identified as necessary for the improvement of the academic achievement of foster youth in Rocketship’s local control and accountability plan (LCAP).

I. Definitions

- “Foster youth” means any of the following:

- i. a child who is the subject of a petition filed pursuant to California Welfare and Institutions Code (“WIC”) section 309 (whether or not the child has been removed from the child’s home by juvenile court).
- ii. A child who is the subject of a petition filed pursuant WIC section 602, has been removed from the child’s home by the juvenile court, and is in foster care.
- iii. A nonminor under the transition jurisdiction of the juvenile court, as described in WIC section 450, who satisfies all of the following criteria:
 1. The nonminor has attained 18 years of age while under an order of foster care placement by the juvenile court.
 2. The nonminor is in foster care under the placement and care responsibility of the county welfare department, county probation department, Indian tribe, consortium of tribes, or tribal organization.
 3. The nonminor is participating in a transitional independent living case plan.
- iv. A dependent child of the court of an Indian tribe, consortium of tribes, or tribal organization who is the subject of a petition filed in the tribal court.
- v. A child who is the subject of a voluntary placement agreement, as defined in WIC section 11400.
 - “Former juvenile court school student” means a student who, upon completion of the student’s second year of high school, transfers from a juvenile court school to Rocketship, excluding a school district operated by the Division of Juvenile Justice of the Department of Corrections and Rehabilitation, from a juvenile court school.
 - “Child of a military family” refers to a student who resides in the household of an active-duty military member.
 - “Currently Migratory Child” refers to a child who, within the last 12-months, has moved with a parent, guardian, or other person having custody to Rocketship from another Local Educational Agency (“LEA”), either within California or from another state, so that the child or a member of the child’s immediate family might secure temporary or seasonal employment in an agricultural or fishing activity, and whose parents or guardians have been informed of the child’s eligibility for migrant education services. This includes a child who, without the parent/guardian, has continued to migrate annually to secure temporary or seasonal employment in an agricultural or fishing activity.
 - “Student participating in a newcomer program” means a student who is participating in a program designed to meet the academic and transitional needs of newly arrived immigrant students that has as a primary objective the development of English language proficiency.
 - “Educational Rights Holder” (“ERH”) means a parent, guardian, responsible adult appointed to make educational decisions means a parent, guardian, or

responsible person appointed by a court to make educational decisions pursuant to Welfare and Institutions Code sections 361 or 726, or Education Code 56055.

- “School of origin” means the school that the foster youth attended when permanently housed or the school in which he/she was last enrolled. If the school the foster youth attended when permanently housed is different from the school in which he/she was last enrolled, or if there is some other school that the foster youth attended within the immediately preceding 15 months, Rocketship liaison for foster youth, in consultation with and with the agreement of the foster youth and the person holding the right to make educational decisions for the youth, shall determine, and in the best interests of the foster youth, the school is the school of origin.
- “Best interests” means that, in making educational and school placement decisions for a foster youth, consideration is given to, among other factors, the opportunity to be educated in the least restrictive educational program and the foster youth's access to academic resources, services, and extracurricular and enrichment activities that are available to all Rocketship students.
- “Partial coursework satisfactorily completed” includes any portion of an individual course, even if the pupil did not complete the entire course.

Within this Policy, foster/juvenile court youth, former juvenile court school students, a child of a military family, a currently migratory child, and a student participating in the newcomer program will be referred to collectively as “Foster and Mobile Youth.”

II. Rocketship Liaison

In order to help facilitate the enrollment, placement, and transfer of foster youth to Rocketship, the Governing Board shall designate a Rocketship foster youth liaison. The Governing Board designates the following position as Rocketship's liaison for foster youth:

Sara Escamilla

350 Twin Dolphin Drive, Suite 109

Redwood City, CA 94065

sescamilla@rsed.org

The liaison for foster youth shall:

- Ensure and facilitate the proper educational placement, enrollment in Rocketship, and checkout from Rocketship of foster youth.

- Ensure proper transfer of credits, records, and grades when foster youth transfer to or from Rocketship.
- When a foster youth is enrolling in Rocketship, Rocketship liaison shall contact the school last attended by the student, within two business days, to obtain all academic and other records. The last school attended by the foster youth shall provide all required records to the new school regardless of any outstanding fees, fines, textbooks, or other items or moneys owed to the school last attended. When a foster youth is transferring to a new school, Rocketship liaison shall provide the student's records to the new school within two business days of receiving the new school's request, regardless of any outstanding fees, fines, textbooks, or other items or moneys owed to Rocketship.
- When required by law, notify the foster youth's attorney and the appropriate representative of the county child welfare agency at least ten calendar days preceding the date of the following:
 1. of pending expulsion proceedings if the decision to recommend expulsion is a discretionary act under Rocketship's charter;
 2. pending proceedings to extend a suspension until an expulsion decision is rendered if the decision to recommend expulsion is a discretionary act under Rocketship's charter; The foster youth's attorney and the agency representative will be invited to participate.
 3. a manifestation determination prior to a change in the foster youth's placement if the change in placement is due to an act for which the recommendation for expulsion is discretionary and the student is a student with a disability under state and federal special education laws.
- As needed, make appropriate referrals to ensure that students in foster care receive necessary special education services and services under Section 504 of the federal Rehabilitation Act of 1973.
- As needed, ensure that students in foster care receive appropriate school-based services, such as counseling and health services, supplemental instruction, and after-school services.
- Develop protocols and procedures for creating awareness for Charter School staff, including but not limited to principals, deans, and attendance clerks, of the requirements for the proper enrollment, placement, and transfer of foster youth.
- Collaborate with the county placing agency, social services, probation officers, juvenile court officers, and other appropriate agencies to help coordinate services for Rocketship's foster youth.
- Monitor the educational progress of foster youth and provide reports to the Principal or designee and the Governing Board based on indicators identified in Rocketship's local control and accountability plan.

This policy does not grant Rocketship liaison authority that supersedes the authority granted

under state and federal law to a parent or legal guardian retaining educational rights, a responsible person appointed by the court to represent the child pursuant to Welfare and Institutions Code sections 361 or 726, a surrogate parent, or a foster parent exercising authority under the Education Code. The role of Rocketship liaison is advisory with respect to placement options and determination of the school of origin.

III. School Stability and Enrollment

Rocketship will work with foster youth and their ERH to ensure that each foster youth is placed in the least restrictive educational programs and has access to the academic resources, services, and extracurricular and enrichment activities that are available to all students, including, but not limited to, interscholastic sports. All decisions regarding a foster youth's education and placement will be based on the best interest of the child and shall consider, among other factors, educational stability, and the opportunity to be educated in the least restrictive educational setting necessary to achieve academic progress.

Foster youth, currently migratory children, and children of military families have the right to remain in their school of origin if it is their best interest. The Charter School will immediately enroll a foster youth, a currently migratory child, or child of a military family seeking reenrollment in Rocketship as their school of origin.

A foster youth, currently migratory child, or child of a military family who seeks to transfer to Rocketship will be immediately enrolled (subject to Rocketship's capacity, if Rocketship is not the student's school of origin, and pursuant to the procedures stated in Rocketship's charter and Board policy) even if the student has outstanding fees, fines, textbooks, or other items or monies due to the school last attended or is unable to meet normal enrollment documentation or school uniform requirements (e.g. producing medical records or academic records from a previous school).

At the initial detention or placement, or any subsequent change in placement, a foster youth may continue in their school of origin for the duration of the court's jurisdiction. A currently migratory child or child of a military family may continue in their school of origin as long as the student meets the definition of a currently migratory child or child of a military family as described above. Foster youth, currently migratory children, and children of military families have the right to remain in their school of origin following the termination of the court's jurisdiction or termination of the child's status as a currently migratory child or child of a military family, as follows:

1. For students in Kindergarten through eighth grade, inclusive, the student will be allowed to continue in the school of origin through the duration of the academic year in which the student's status changed.
2. If the foster youth, currently migratory child or child of a military family is transitioning

between school grade levels, the youth shall be allowed to continue in the district of origin in the same attendance area to provide the youth the benefit of matriculating with their peers in accordance with the established feeder patterns of school districts. A student who is transitioning to a middle school or high school shall be allowed to enroll in the school designated for matriculation in another school district.

The Rocketship liaison may, in consultation with and with the agreement of the foster youth and the person holding the right to make educational decisions for the youth, recommend that the youth's right to attend the school of origin be waived and he/she be enrolled in any school that students living in the attendance area of the school district in which the foster youth resides are eligible to attend or in Rocketship consistent with current enrollment procedures. All decisions shall be made in accordance with the foster youth's best interests.

Prior to making any recommendation to move a foster youth from his/her school of origin, the liaison shall provide the youth and the person holding the right to make educational decisions for the youth with a written explanation of the basis for the recommendation and how the recommendation serves the youth's best interests.

If any dispute arises regarding the request of a foster youth to remain in the school of origin, the youth has the right to remain in the school of origin pending resolution of the dispute. The dispute shall be resolved in accordance with the existing Rocketship dispute resolution process.

IV. Transportation

Rocketship shall not be responsible for providing transportation to allow a foster youth to attend school, unless there is an agreement with a local child welfare agency that Rocketship assumes part or all of the transportation costs in accordance with Section 6312(c)(5) of Title 20 of the United States Code, or unless required by federal law. Rocketship is not prohibited from providing transportation, at its discretion, to allow a foster youth to attend school

If there are no existing and acceptable agreements with other educational entities, Rocketship will work with the local child welfare agency to establish an agreement clarifying operational and financial obligations for any foster children enrolled in the school with transportation needs.

Any agreements should include a process for identifying all the resources, including no-cost and low-cost options such as public transportation; foster parent or other family members who may be willing and able to transport the student; special education services if the student is eligible; and any other public or private transportation resources either agency has at their disposal to provide transportation to the student.

Any additional costs are incurred in providing transportation should be outlined in the

agreements and may include: Rocketship shall provide such transportation if the local child welfare agency agrees to reimburse Rocketship for such costs; Rocketship agrees to pay for the cost; or Rocketship and the local child welfare agency agree to share the cost.

For any student who has an individualized education program ("IEP"), the student's IEP team will determine if the student requires special education transportation as a related service regardless of the student's status.

V. Effect of Absences on Grades

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

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

VI. Transfer of Coursework and Credits

Rocketship shall accept coursework satisfactorily completed by a Foster and Mobile Youth while attending another public school, a juvenile court school, a charter school, a school in a country other than the United States, or a nonpublic, nonsectarian school or agency even if the student did not complete the entire course and shall issue that student full or partial credit for the coursework completed. The credits accepted pursuant to this paragraph shall be applied for enrollment purposes to the same or equivalent course, if applicable, as the coursework completed in the prior public school, juvenile court school, charter school, school in a country other than the United States, or nonpublic, nonsectarian school. For purposes of the official transcript, the credits accepted pursuant to this paragraph shall be added to the credits earned from the same or equivalent course for purposes of calculating the total credits earned for the course but shall separately identify the school and local educational agency in which the credits were earned.

If a Foster and Mobile Youth transfers in or out of Rocketship, Rocketship shall issue the full and partial credits on an official transcript for the pupil and shall ensure the transcript includes all of the following:

All full and partial credits and grades earned based on any measure of full or partial coursework being satisfactorily completed, including a determination of the days of enrollment or seat time, or both, if applicable, at a school of that local educational agency or a prior local educational agency, or any other public school, juvenile court school, charter school, school in a country other than the United States, or nonpublic, nonsectarian school.

The credits and grades for each school and local educational agency listed separately so it is clear where they were earned.

A complete record of the pupil's seat time, including both period attendance and days of enrollment.

If Rocketship has knowledge that the transcript from the transferring local educational agency may not include certain credits or grades for the pupil, it shall contact the prior local educational agency within two business days to request that the prior local educational agency issue full or partial credits pursuant to this paragraph. The prior local educational agency shall issue appropriate credits and provide all academic and other records to Rocketship within two business days of the request.

If the foster youth did not complete the entire course, he/she shall be issued partial credit for the coursework completed and shall not be required to retake the portion of the course that he/she completed at his/her previous school. However, Rocketship may require the foster youth to retake the portion of the course completed if, in consultation with the holder of educational rights for the foster youth, Rocketship finds that the foster youth is reasonably able to complete the requirements in time to graduate from high school. Whenever partial credit is issued to a foster youth in any particular course

he/she shall be enrolled in the same or equivalent course, if applicable, so that he/she may continue and complete the entire course.

VII. Eligibility for Extracurricular Activities

A foster youth whose residence changes pursuant to a court order or decision of a child welfare worker shall be immediately deemed to meet all residency requirements for participation in interscholastic sports or other extracurricular activities.

VIII. Waivers of Fees for Afterschool Programs

Rocketship shall not charge any student who Rocketship knows is in foster care any family fees associated with an After-School Education and Safety ("ASES") Program operated by Rocketship.

IX. Student Records

When Rocketship receives a transfer request and/or student records request for the educational information and records of a foster youth from a new LEA, Rocketship shall provide these student records within two (2) business days. Rocketship shall compile the complete educational record of the student, including but not limited to a determination of seat time, full or partial credits earned, current classes and grades, immunization, and other records, and, if applicable, a copy of the student's special education records including assessments, IEPs, and/or 504 plans. All requests for student records will be shared with the Foster and Mobile Youth Liaison, who shall be aware of the specific educational record keeping needs of Foster and Mobile Youth.

In accordance with Rocketship's Educational Records and Student Information Policy, under limited circumstances, Rocketship may disclose student records or personally identifiable information contained in those records to certain requesting parties including but not limited to a foster family agency and state and local authorities within a juvenile justice system, without parental consent.

X. Complaints of Noncompliance

Complaints of noncompliance with this policy shall be governed by Rocketship's Uniform Complaint Procedures policy.

EDUCATION OF HOMELESS CHILDREN AND YOUTH

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

Definitions

"Homeless children and youth" mean 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.

Designated Homeless Liaisons

The Rocketship Public Schools Homeless Liaison serves Rocketship 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 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.

General Assurances

Rocketship provides the following general assurances:

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

Identification and Reporting

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

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

Rocketship will comply with all federal, state, county, and other data collections and reporting requirements regarding homeless children and youth. Materials will be provided for students and 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.

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.

Enrollment and Records

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

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

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

Information about a student's living situation that is maintained by Rocketship is part of the student's record, subject to the protections of the Family Educational Rights and Privacy Act (FERPA). In general, FERPA prohibits a school from disclosing personally identifiable information ("PII) from students' educational records without 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.

Transportation

Per the McKinney-Vento Act, Rocketship must provide services to homeless children and youth that are comparable to those received by other students in the school selected, including

transportation. In addition, schools must provide transportation for homeless students to and from their school of origin, if feasible.

Rocketship, where feasible, at the request of the 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 school of their choice for the duration of their homelessness. Rocketship may work with the youth's district of residence or other agencies to provide transportation services.

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 Dispute Resolution Process

Disputes may arise between a Rocketship 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 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 challenges the enrollment or services of the child or unaccompanied youth, Rocketship 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'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 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.

Pregnant and Parenting Students

Rocketship recognizes that pregnant and parenting students are entitled to accommodations that provide them with the opportunity to succeed academically while protecting their health and the health of their children. A pregnant or parenting student is entitled to eight (8) weeks of parental leave, or more if deemed medically necessary by the student's physician, which the student may take before the birth of the student's infant if there is a medical necessity and after childbirth during the school year in which the birth takes place, inclusive of any mandatory summer instruction, in order to protect the health of the student who gives or expects to give birth and the infant, and to allow the pregnant or parenting student to care for and bond with the infant. The Charter School will ensure that absences from the student's regular school program are excused until the student is able to return to the regular school program.

Upon return to school after taking parental leave, a pregnant or parenting student will be able to make up work missed during the pregnant or parenting student's leave, including, but not limited to, makeup work plans and reenrollment in courses. Notwithstanding any other law, a pregnant or parenting student may remain enrolled for a fifth year of instruction in Rocketship if it is necessary in order for the student to be able to complete any graduation requirements, unless Rocketship determines that the student is reasonably able to complete the graduation

requirements in time to graduate from high school by the end of the student's fourth year of high school.

Complaints of noncompliance with laws relating to pregnant or parenting students may be filed under the Uniform Complaint Procedures ("UCP") of Rocketship.

GENERAL COMPLAINT PROCESS

Rocketship 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.

Use of General Complaint Process

Rocketship's complaint process should be used as follows:

- To deal with complaints and concerns pertaining to the educational environment or interpersonal conflicts, in accordance with Section II below.
- To allege violations of federal or state law (other than Title IX violations), or of the school's charter.

Who May File a Complaint

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

Confidentiality

All complainants shall be notified that information obtained from the complainants, and thereafter gathered during the investigation, shall be maintained in a manner as confidential as possible, but in some circumstances absolute confidentiality cannot be guaranteed.

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.

Complaint Process Regarding School Procedures, Practices, and Policies

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

1. Fill out a Complaint Form, available at the school's front office. In the Complaint Form, complainants should describe the nature of the complaint and any steps taken so far to

resolve the issue. The Complaint Form should be submitted to the school Principal. Complaint Forms must be submitted within 90 days of encountering the issue that is the subject of the complaint.

2. The Principal will timely initiate an adequate, reliable, and impartial investigation of the complaint. This will include interviewing witnesses, obtaining any relevant documents, and allowing parties to present evidence. The investigation is considered highly confidential and is not to be revealed or discussed by any participant with persons not directly involved with the decision-making process. The investigation will be concluded within 10 school days of receiving the complaint unless “exceptional circumstances” justify a more expedited response. The amount of time granted for an exceptional circumstance will be determined on an individual case basis.

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

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

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

Prohibition Against Retaliation

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

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

Modification

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

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 above.

Other Remedies

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

UNIFORM COMPLAINT POLICY

This contains rules and instructions about the filing, investigation and resolution of a Uniform Complaint Procedures (UCP) complaint regarding an alleged violation by Rocketship Public Schools ("Rocketship") of federal or state laws or regulations governing educational programs.

This document presents information about how we process UCP complaints concerning particular programs or activities that are subject to the UCP.

A UCP complaint is a written and signed statement alleging a violation of enumerated federal or state laws or regulations, which may include an allegation of unlawful discrimination, harassment, intimidation or bullying. A signature may be handwritten, typed (including in an email) or electronically generated. Complaints may be filed anonymously. A UCP complaint filed on behalf of an individual student may only be filed by that student or that student's duly authorized representative.

A complainant is any individual, including a person's duly authorized representative or an

interested third party, public agency, or organization who files a written complaint alleging violation of federal or state laws or regulations, including allegations of unlawful discrimination, harassment, intimidation or bullying in programs and activities funded directly by the state or receiving any financial assistance from the state. If the complainant is unable to put the complaint in writing, due to a disability or illiteracy, we shall assist the complainant in the filing of the complaint. Rocketship developed the Uniform Complaint Procedures (UCP) process with policies and procedures adopted by the governing board or the authorized designee.

Scope

As described above, the UCP does not apply to all types of complaints, only those as designated below. The following is a list of all programs and activities that are subject to the UCP:

Accommodations for Pregnant and Parenting Pupils (California Education Code [EC] Section 46015)

Adult Education (EC sections 8500–8538, 52334.7, 52500–52617)

After School Education and Safety (EC sections 8482–8484.65)

Agricultural Career Technical Education (EC sections 52460–52462)

Career Technical and Technical Education and Career Technical and Technical Training Programs (EC sections 52300–52462)

Child Care and Development Programs (EC sections 8200–8488) Compensatory Education (EC Section 54400)

Consolidated Categorical Aid Programs (34 CFR sections 299.10–12, EC Section 33315)

Course Periods without Educational Content (EC sections 51228.1–51228.3)

Discrimination, harassment, intimidation, or bullying against any protected group as identified under sections 200 and 220 and Section 11135 of the Government Code, including any actual or perceived characteristic as set forth in Section 422.55 of the Penal Code, or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics, in any program or activity conducted by an educational institution, as defined in Section 210.3, that is funded directly by, or that receives or benefits from, any state financial assistance.

Educational and graduation requirements for pupils in foster care, pupils who are homeless, pupils from military families and pupils formerly in Juvenile Court now enrolled in a school district (EC sections 48645.7, 48853, 48853.5, 49069.5, 51225.1, 51225.2)

Every Student Succeeds Act (20 United States Code [20 U.S.C.] Section 6301 et seq.; EC Section 52059)

Local Control and Accountability Plans (LCAP) (EC Section 52075) Migrant Education (EC sections 54440–54445)

Physical Education Instructional Minutes (EC sections 51210, 51222, 51223) Pupil Fees (EC sections 49010–49013)

Reasonable Accommodations to a Lactating Pupil (EC Section 222)

Regional Occupational Centers and Programs (EC sections 52300–52334.7)

School Plans for Student Achievement (EC Section 64001)

School Safety Plans (EC sections 32280–32289)

School Site Councils (EC Section 65000)

State Preschool (EC sections 8235–8239.1)

State Preschool Health and Safety Issues in LEAs Exempt from Licensing (EC Section 8235.5)

And any other state or federal educational program the State Superintendent of Public Instruction (SSPI) or designee deems appropriate. Rocketship Public Schools does not offer State Preschool Programs.

The following complaints shall be referred to the specified agencies for appropriate resolution and are not subject to our UCP complaint procedures set forth in this document:

Allegations of child abuse shall be referred to the applicable County Department of Social Services (DSS), Protective Services Division or appropriate law enforcement agency.

Health and safety complaints regarding licensed facilities operating a Child Development Program shall be referred to DSS.

Employment discrimination complaints shall be sent to the State Department of Fair Employment and Housing (DFEH). The complainant shall be notified in writing in a timely manner of any DFEH transferal.

Rocketship has the primary responsibility to ensure compliance with applicable state and federal laws and regulations. Rocketship shall investigate and seek to resolve, in accordance with the LEA's UCP, complaints alleging failure to comply with applicable state and federal laws and regulations including, but not limited to, allegations of discrimination, harassment, intimidation, or bullying or noncompliance with laws relating to all programs and activities implemented by the district that are subject to the UCP.

Rocketship acknowledges and respects every individual's right to privacy. Unlawful discrimination, harassment, intimidation, or bullying complaints shall be investigated in a manner that protects, to the greatest extent reasonably possible, the confidentiality of the parties and the integrity of the process. Rocketship cannot guarantee anonymity of the complainant. This includes keeping the identity of the complainant confidential. However, Rocketship will attempt to do so as appropriate. Rocketship may find it necessary to disclose information regarding the complaint/complainant to the extent necessary to carry out the investigation or proceedings, as determined by the Vice President of Schools or designee on a case-by-case basis.

Rocketship prohibits any form of retaliation against any complainant in the complaint process, including but not limited to a complainant's filing of a complaint or the reporting of instances of unlawful discrimination, harassment, intimidation, or bullying. Such participation shall not in any way affect the status, grades, or work assignments of the complainant.

The UCP Annual Notice

We disseminate on an annual basis the UCP Annual Notice which is a written notice of our approved UCP complaint procedures to all of our students, employees, parents or guardians of its students, school and district advisory committee members, appropriate private school officials or representatives, and other interested parties .

This notice may be made available on our website and shall include the following:

- information regarding allegations about discrimination, harassment, intimidation, or

bullying

- the list of all federal and state programs within the scope of the UCP;
- the title of the position whose occupant is responsible for processing complaints, and the identity(ies) of the person(s) currently occupying that position, if known
- a statement that the occupant responsible for processing complaints is knowledgeable about the laws and programs that they are assigned to investigate;

Filing UCP Complaints

All UCP complaints shall be filed no later than one year from the date the alleged violation occurred. We investigate all allegations of unlawful discrimination, harassment, intimidation or bullying against any protected group. Unlawful discrimination, harassment, intimidation or bullying complaints shall be filed no later than six months from the date the alleged discrimination, harassment, intimidation or bullying occurred, or six months from the date the complainant first obtained knowledge of the facts of the alleged discrimination, harassment, intimidation or bullying.

The Board of Directors designates the Compliance Officer to receive and investigate complaints and to ensure Rocketship's compliance with law:

Compliance Officer

350 Twin Dolphin Drive, Suite 109

Redwood City, CA 94065

compliance@rsed.org

The Compliance Officer or designee shall ensure that employees designated to investigate complaints are knowledgeable about the laws and programs for which they are responsible. Designated employees may have access to legal counsel as determined by the Compliance Officer or designee.

A pupil fee includes a purchase that a pupil is required to make to obtain materials, supplies, equipment, or clothes associated with an educational activity.

A pupil fees complaint may be filed with the principal of a school or with our Executive Director or their designee. A pupil fees complaint may be filed anonymously, that is, without an identifying signature, if the complaint provides evidence or information leading to evidence to support an allegation of noncompliance.

For complaints relating to Local Control and Accountability Plans (LCAP), the date of the alleged violation is the date when the reviewing authority approves the LCAP or annual update that we adopted. An LCAP complaint may be filed anonymously, that is, without an identifying signature, if the complaint provides evidence or information leading to evidence to support an allegation of noncompliance.

We advise complainants of the right to pursue civil law remedies that may be available under state or federal discrimination, harassment, intimidation or bullying laws, including, but not limited to, injunctions, restraining orders, or other remedies or orders that may also be available to complainants.

Procedures for the Investigation and Resolution of UCP Complaints

The UCP complaint investigation is our administrative process for the purpose of gathering data regarding the complaint. We provide an opportunity for complainants and/or representatives to present evidence or information. Refusal by the complainant to provide the investigator with documents or other evidence related to the allegations in the complaint, or to otherwise fail or refuse to cooperate in the investigation or engage in any other obstruction of the investigation, may result in the dismissal of the complaint because of a lack of evidence to support the Allegations. Refusal by Rocketship to provide the investigator with access to records and/or other information related to the allegation in the complaint, or to otherwise fail or refuse to cooperate in the investigation or engage in any other obstruction of the investigation, may result in a finding based on evidence collected that a violation has occurred and may result in the imposition of a remedy in favor of the Complainant.

The Complaint shall be presented to the compliance officer, who shall maintain a log of complaints received, providing each with a code number and date stamp. Upon receiving a complaint, the compliance officer shall also promptly notify the designated Rocketship Executive Director. All parties involved in allegations shall be notified when a complaint is filed, when a complaint meeting or hearing is scheduled, and when a decision or ruling is made.

Within three (3) days of receiving the complaint, the compliance officer may informally discuss with the complainant the possibility of using mediation. If the Complainant agrees to mediation in writing, the compliance officer shall make arrangements for this process. Before initiating the mediation of an unlawful discrimination, harassment, intimidation or bullying complaint, the compliance officer shall ensure that all parties agree to make the mediator a party to related confidential information.

If the mediation process does not resolve the problem within the parameters of law, the compliance officer shall proceed with his/her investigation of the complaint. The use of mediation shall not extend Rocketship's timelines for investigating and resolving the complaint

unless the complainant agrees in writing to such an extension of time.

We will thoroughly investigate the UCP complaint and issue a written Investigation Report to the complainant within 60 calendar days from the date of the receipt of the complaint, unless the Complainant agrees in writing to an extension of time.

This Investigation Report will contain the following elements:

- the findings of fact based on the evidence gathered;
- a conclusion that provides a clear determination for each allegation as to whether we are in compliance with the relevant law;
- corrective actions if we find merit in a complaint:
 - for complaints regarding Pupil Fees; LCAP; Physical Education Instructional Minutes, or Course Periods without Educational Content, the remedy shall go to all affected pupils, parents, and guardians,
 - for all other complaints within the scope of the Uniform Complaint Procedures the remedy shall go to the affected pupil
 - With respect to a Pupil Fees complaint, corrective actions shall include reasonable efforts to ensure full reimbursement to all pupils, parents and guardians who paid a pupil fee within one year prior to the filing of the complaint;
- a notice of the complainant's right to appeal our Investigation Report to the Department of Education (CDE); and
- the procedures to be followed for initiating an appeal to the CDE.

If an employee is disciplined as a result of the complaint, the decision shall simply state that disciplinary action was taken and that the employee was informed of Rocketship's expectations. The report shall not give any further information as to the nature of the disciplinary action.

Appeals to the California Department of Education

An appeal is a written and signed request by the complainant to the CDE seeking review of an LEA Investigation Report that was issued in response to a properly-filed complaint. A signature may be handwritten, typed (including in an email) or electronically generated.

The Complainant may appeal our Investigation Report of a UCP complaint to the CDE by filing a written appeal within 30 calendar days of the date. In order to request an appeal, the Complainant must specify and explain the basis for the appeal, including at least one of the following:

- Rocketship failed to follow its complaint procedures, and/or
- the Investigation Report lacks material findings of fact necessary to reach a conclusion of law, and/or
- the material findings of fact in the Investigation Report are not supported by substantial evidence, and/or
- the legal conclusion in the Investigation Report is inconsistent with the law, and/or
- in a case in which we were found in noncompliance, the corrective actions fail to provide a proper remedy.

The appeal shall be sent with: (1) a copy of the locally filed complaint; and (2) a copy of the Rocketship Investigation Report.

Complaints should be sent to:

California Department of Education
 Categorical Programs Complaints Management Office
 1430 N Street
 Sacramento, CA 95814-5901

For questions, Complainants can also contact the CDE's Complaints Management Office at 916-319-0929.

Civil Law Remedies

A Complainant may pursue available civil law remedies outside of Rocketship's complaint procedures. Complainants may seek assistance from mediation centers or public/private interest attorneys. Civil law remedies that may be imposed by a court include, but are not limited to, injunctions and restraining orders. For unlawful discrimination, harassment, intimidation or bullying complaints arising under state law, however, a Complainant must wait until sixty (60) days have elapsed from the filing of an appeal with the CDE before pursuing civil law remedies. The moratorium does not apply to injunctive relief and is applicable only if Rocketship has appropriately, and in a timely manner, apprised the complainant of his/her right to file a complaint in accordance with 5 CCR 4622.

TITLE IX COMPLAINT PROCESS

Rocketship 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 Title IX Complaints receive full consideration.

Prohibited Unlawful Harassment under Title IX

Title IX (20 U.S.C. § 1681 *et seq.*; 34 C.F.R. § 106.1 *et seq.*) and California state law each prohibit discrimination and harassment on the basis of sex. Under Title IX, “sexual harassment” carries a specific meaning and in this context covers conduct on the basis of sex that satisfies one or more of the following:

- A school employee conditioning the provision of a school aid, benefit, or service on an individual’s (e.g., student, parent, guardian, employee, etc.) participation in unwelcome sexual conduct;
- Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the school’s education program or activity; or
- “Sexual assault” as defined in 20 U.S.C. 1092(f)(6)(A)(v), “dating violence” as defined in 34 U.S.C. 12291(a)(10), “domestic violence” as defined in 34 U.S.C. 12291(a)(8), or “stalking” as defined in 34 U.S.C. 12291(a)(30).

In accordance with Title IX, discrimination and harassment on the basis of sex in education institutions, including in the education institution’s admissions and employment practices, is prohibited. All persons, regardless of sex, are afforded equal rights and opportunities and freedom from unlawful discrimination and harassment in education programs or activities conducted by Rocketship.

Rocketship does not discriminate on the basis of sex in the education program or activity that it operates and is required by Title IX to not to discriminate in such a manner. The requirement not to discriminate in the education program or activity extends to admission and employment.

Rocketship is committed to providing an educational and work environment free of sexual harassment and considers such harassment to be a major offense, which may result in disciplinary action. Inquiries about the application of Title IX and 34 C.F.R. Section 106 to Rocketship may be referred to either Renita Thukral, the Rocketship Title IX Compliance and Civil Rights Officer, the Assistant Secretary for Civil Rights of the U.S. Department of Education, or both.

Complaints under Title IX. Complaints governed by Title IX of the Education Amendments of 1972 are reported to the Title IX Compliance and Civil Rights Officer and investigations of those complaints are conducted promptly and impartially. Once a report of discrimination, harassment, or retaliation has been received the school designee and/or Title IX Compliance and Civil Rights

Officer/designee will offer supportive measures to ensure the safety of the alleged complainant referenced in a reported discrimination incident, all staff and students, and restore or preserve equal access to Rocketship's education program or activity. These steps will be designed to restore a sense of safety to the complainant and to protect them from further incidents, if necessary. Examples of such steps taken include designating a staff member to serve as that complainant's "safe" person, altering the respondent/complainant's seating or schedule to reduce access between the respondent and the complainant, creating individual safety plans, and possible consultation with the school's professional mental health service providers. Once an investigation is concluded, further steps will be taken, as needed, to interrupt or stop each specific act of harassment, prevent recurrence, address its effects, and remedy the alleged violation regardless of whether the incident is the subject of a criminal investigation. The respondent is presumed not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process. The investigation will be conducted by the Title IX Compliance and Civil Rights Officer/designee in a prompt and equitable manner to remedy the alleged violation.

Rocketship will inform all relevant parties that retaliation for reporting acts of discrimination is prohibited. Written records of the investigation process will be maintained and may be included in the prevention database to generate a more accurate picture of student-on-student discriminatory behaviors at Rocketship. Where necessary, provisions will be made to include the advice of legal counsel. The Title IX Compliance and Civil Rights Officer/designee is charged with making determinations as to whether a reported incident constitutes a Title IX violation. These determinations will take into account all of the facts and the circumstances surrounding the incident. Rocketship will use a preponderance of the evidence standard (i.e., more likely than not that harassment occurred) when resolving complaints. If the Title IX Compliance and Civil Rights Officer/designee determines that an incident of discrimination has occurred, they should take prompt and effective steps to end the discrimination, eliminate its effects, including response steps listed in Rocketship's Discipline Policy to prevent the recurrence of an incident and restore the safety of a complainant.

The Title IX Complaint and Investigation Procedures are available on the Rocketship website.

Loss of Damaged School Property

If a student willfully damages Rocketship's property or the personal property of a Rocketship employee, or fails to return a textbook, library book, computer/tablet or other Rocketship property that has been loaned to the student, the student's parents/guardians are liable for all damages caused by the student's misconduct not to exceed ten thousand dollars (\$10,000), adjusted annually for inflation. After notifying the student's parent or guardian in writing of the student's alleged misconduct and affording the student due process, Rocketship may withhold the student's grades, transcripts, until the damages have been paid. If the student and the student's parent/guardian are unable to pay for the damages or to return the property, Rocketship will provide a program of voluntary work for the minor in lieu of the payment of monetary damages. Upon completion of the voluntary work, the student's grades will be released.

TITLE I PARENT INVOLVEMENT

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

Development and Review of Policy

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

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

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

Involvement of Parents in the Title I Program

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

- All parents are invited to participate in the annual review of the school's Title I programs. All flyers and notices about the meetings are disseminated by classroom and school newsletters, email, calls and posted on the website. Each year the school holds at least two meetings to review, elaborate, edit, and add goals to school programs and plans. The plan may also be discussed at meetings of the School Site Council.
- Rocketship schools provide the necessary coordination, technical assistance, flexibility, and other support to assist Title I schools in planning and implementing effective parental involvement activities to improve student academic achievement and school Performance. The school will offer monthly community meetings, workshops, and additional activities for parents. The parents will vote at community meetings held either at the end of the school year (for the following year) or at the beginning of the year (for current year) to give input on the content of community meetings and any additional workshops they would like to have. Parents who cannot attend the meetings will be invited to give input through a survey, letter, email or call to their Title I teacher.
- If the schoolwide plan is not satisfactory to the parents of participating children, Rocketship

shall submit any parent comments on the plan when the school makes the plan available.

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

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

School-Parent Compact

Rocketship distributes to parents of all students a school-parent compact. The compact, which has been jointly developed with parents, outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement. It describes specific ways the school and families will partner to help children achieve the State's high

academic standards. It addresses the following legally required items, as well as other items suggested by parents of Title I students.

Building Capacity for Involvement

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

- Rocketship provides Title I parents with assistance in understanding the State’s academic content standards, assessments, and how to monitor and improve the achievement of their children.
- Rocketship provides Title I parents with materials and training to help them work with their children to improve their children's achievement.
- Rocketship educates staff members about the value of parent contributions, and in how to work with parents as equal partners. Rocketship Public Schools has a Parent Leadership team, which is tasked with building parental capacity for leadership and parent involvement.
- Rocketship involves parents of all backgrounds, including those with limited English proficiency, those with disabilities, and parents of migratory students.
- Rocketship coordinates and integrates the Title I parental involvement program with other programs, and conducts other activities, such as parent resource centers, to encourage and support parents in more fully participating in the education of their children.
- Rocketship distributes Information related to school and parent programs, meetings, and other activities to Title I parents in a format and language that the parents understand.
- Rocketship provides support for parental involvement activities requested by Title I parents.

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

SCHOOL-PARENT COMPACT

Rocketship 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 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 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)(A-B) of the Every Student Succeeds Act, a student's parent may request, and Rocketship 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 schools use several computer software applications and web-based services, operated not by schools in our network, but by third-party vendors. We use these tools to provide students with the most effective software and web-based services for learning. In accordance with the Children's Online Privacy Protection Act (COPPA), Rocketship consents to the vendors' collection, use, and disclosure of information obtained directly from students. Rocketship gives this consent on behalf of 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 <https://www.ftc.gov/business-guidance/resources/complying-coppa-frequently-asked-questions>.

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

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.

ROCKETSHIP [School Name]

Student/Parent Technology Agreement 2023-202 School Year

CHROMEBOOK USE AGREEMENT

Rocketship Public School provides a Chromebook for all students. Beginning Week 4 of school, students in Grade 2-5 will bring Chromebooks between home and school daily. Homework for these grades will be completed on the computer. A charger and case will be provided for transportation between home and school.

- Parents may opt out of bringing the Chromebook home but must confirm access to a compatible personal computer for homework.

CHROMEBOOK CARE AGREEMENT

Proper handling and care of the Chromebook/iPad will include all of the following:

- A. The user must keep the Chromebook/iPad in Rocketship Public Schools provided protective case when carrying.
- B. Chromebook/iPad and case must remain free of any writing, drawing, stickers, or labels that are not applied by Rocketship Public Schools.
- C. Use the Chromebook/iPad on a flat, stable surface. Do not set books and other heavy items on the device.
- D. Do not have food or drinks around the Chromebook/ iPad.
- E. Wipe surfaces with a clean, dry soft cloth.
- F. Avoid touching the screen with pens or pencils.
- G. Do not leave the iPad exposed to direct sunlight or near any heat or moisture sources for extended periods of time.
- H. It is the user's responsibility to bring their device to school each day fully charged. There will be charging stations at school, but waiting for the device to charge may cause a delay in learning time.
- I. The Chromebook/iPad, case, charger and any additional peripherals are the property of Rocketship Public Schools and must be returned when requested by Rocketship Public Schools.
- J. Damages to the device should be reported to the Business Operations Manager. Damages will be assessed and may result in a meeting with the guardian and student to review the Chromebook Care policies.

- K. If a user has damaged their device, Rocketship Public Schools reserves the right to discontinue sending the device home and will meet with the family to plan how to complete homework.

ONLINE LEARNING PROGRAMS AGREEMENT

Rocketship uses Online Learning Programs (OLPs) and Instructional Technology to personalize and supplement learning for all Rocketeers. All programs used by Rocketship Public Schools are FERPA and COPPA compliant. A full list of the programs being used can be found on your school’s website. Your child will use OLPs during school hours and for homework. A full list of expectations for daily program usage will be provided by the school.

JETPACKED AGREEMENT

Rocketship uses an internally owned software application, JetPackED, to manage and track student completion of Online Learning Programs. The primary guardian listed in the student’s registration will be enrolled into bi-weekly updates that will include a Monday SMS/Email highlighting the student’s previous week progress and upcoming week’s goals, and a Thursday SMS/Email with updated progress towards weekly goals. Texts and emails are one-way. Guardians may unenroll from the weekly texts or emails at any point after receiving the first message by logging into their child’s JetPacked portal and updating settings.

Please acknowledge receipt of this Technology Agreement by [filling out this form](#):



ROCKETSHIP PUBLIC SCHOOLS

ROCKETSHIP SCHOOL NAME

Student/Parent Handbook

2023-2024 School Year

Tennessee

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

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

ABOUT ROCKETSHIP

Rocketship **SCHOOL NAME** is part of Rocketship Public Schools, a network of public elementary charter schools serving students in 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

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

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

Unfortunately, Father Mateo Sheedy passed away but his legacy continues to live on. In 2006, parishioners approached Preston Smith, a high-achieving principal at a promising public elementary school in San Jose, to continue to build on Father Sheedy's vision to create a K-12 education pipeline for children in low-income neighborhoods. Several public and private schools had already formed a strong 6-12 pipeline, but a high-quality K-5 option in the neighborhood was still missing, so Preston focused on developing a new elementary school model. Preston was a young principal at a promising elementary school in San Jose who recognized the impact that empowered teachers and engaged parents could have on student success.

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

Today, Rocketship Education is a non-profit organization operating Rocketship Public Schools and it is governed by a Board of Directors. There are related, regional Rocketship Public Schools nonprofits in four other areas of the country including Wisconsin, Tennessee, District of Columbia and Texas. Altogether the Rocketship Public Schools nonprofits operate thirteen (13) Rocketship schools in California, including San Jose, Redwood City, Antioch, and Concord; three (3) in Nashville, TN; two (2) in Milwaukee, WI; three (3) in Washington, DC; and one (1) in Fort Worth, TX.

OUR MISSION

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

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

At Rocketship, our goals include the following:

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

OUR MODEL

Our model is based on the following three core pillars:

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

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

CONTACT INFORMATION

SCHOOL SITES

SCHOOL NAME

ADDRESS

Phone:

Fax:

Principal:

Office Manager:

Email:

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

WEBSITES

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

SCHOOL NAME's website is [School URL here]. 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

Rocketship SCHOOL NAME is a public charter school. Public charter schools run independently of local school districts, but they must be approved by a local school board to open.

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

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

CALENDAR AND ATTENDANCE

SCHOOL SCHEDULE

Regular Day Schedule:

LAUNCH

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

OFFICE HOURS

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

Front Office Hours:

Email requests:

Please allow 3 business days for all requests.

ATTENDANCE AND TRUANCY

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

I. Excused and Unexcused Absences

All students are expected to be on time and present in school every day. In Tennessee, 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 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 conditions requiring separation from other students for medical or health reasons.	As directed by the 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 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 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's Student Release Policy.

IV. Vacations

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

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 is unable to get in touch with the student’s parent/guardian after reasonable and good faith efforts, Rocketship will drop the student from the school's roster and his/her space will be given to a student on the waitlist. 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 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. (T.C.A. § 49-6-3007(e)) If, within three days after receipt of notice, the child continues to be absent from school without excuse, Rocketship may report the unlawful attendance to the Metro Nashville Public Schools Court Liaison, who may take legal action. (T.C.A. § 49-6-3007(e))

10+ unexcused absences	Rocketship will report the unlawful attendance to the Metro Nashville Public Schools Court Liaison or to the Achievement School District (ASD), who may take legal action. (T.C.A. § 49-6-3007(e)). Each successive accumulation of five unexcused absences shall also be reported to the ASD.
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All intervention efforts will be documented.

COMMUNICATION

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

SCHOOL CANCELLATION, LATE START, AND EARLY DISMISSAL

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

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.

Drop-Off/Pick Up

Maps, Instructions, Etc.

Rider Cards

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

Reminders to Parents/Guardians for Arrival and Dismissal

- Please remember to treat all other Rocketship families, students, and staff members with courtesy and respect at all times. Do not take any actions that may endanger the health or safety of anyone on campus. Disruptive, disrespectful and/or unsafe behavior during arrival and dismissal may result in 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 passengers' side.
- Display your Rider card and government ID when picking up your child.
- Please remember to leave adequate space between cars to avoid collision.
- Please DO NOT talk or text on your phone during this time. We need to be able to communicate with you for the safety of the children.

BUS TRANSPORTATION

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 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 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 pick-up, 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 PikMyKid ID number. If you do not have the tag, or the number, your child will not be dismissed, 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 on the PikMyKid app or 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 from instituting school discipline in accordance with the Student Code of Conduct, and the Student Handbook.

Bus Rules for Students

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

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

STUDENT RELEASE

Rocketship will make every effort to ensure that student dismissal proceeds in a safe manner when students leave school each day. At the beginning of the year, parents/guardians must:

- Ensure that they have accurately filled out their enrollment, Transportation Survey, and registration forms entering all required information to Powerschool regarding the adults who are parents, guardians, and who authorized to pick up their students.

- Complete a Rider Card that they must display, in addition to presenting a government ID when picking up their child (described above). If a parent/guardian or other authorized individual forgets to bring the Rider Card to dismissal, they will need to check-in with the front office and get a new card or a temporary pass.
- 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.

Emergency Cards

At the beginning of the school year, parents/guardians shall complete and submit an Emergency Contact Card to be kept on file at the school. Parents/guardians will be asked to include the names of individuals to be contacted in case of an emergency if attempts to contact the parent/guardian fail. Any person listed as an Emergency Contact also will be considered to be authorized by the child's parent/guardian to regularly pick them up from school unless the parent/guardian indicates otherwise. At any time during the year, parents/guardians may request to update the Emergency Card. Upon updating the Emergency Card, all previous versions become void.

Authorizing Individuals to Pick Up a Child

Parents/guardians may authorize Rocketship to release their child to other people by completing the *Authorization to Pick Up section of the Emergency Contact Card*.

Parents/guardians are asked to include the name, phone number and relationship to the child for each person they wish to allow their child to be released to. This section of the Authorization to Pick Up may be updated by the parent/guardian at any time by visiting the school front office. Rocketship staff may ask the authorized individuals for identification when they pick the child up from school.

Rocketship's general policy prohibits releasing students to minors. The only exception is that parents/guardians may authorize Rocketship 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 Rider 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. Proper identification will also be required.

Rocketship recognizes that there will be situations in which a person not listed on the Emergency Contact Card will need to pick the student up from school. In these rare instances, the parent/guardian should call the school to inform school staff that they authorize school staff to release the student to another person that day. If a person that is not listed on the Emergency Contact Card form comes to pick the student up and the school has not already been contacted by the parent/guardian, the school will need to speak to the parent/guardian

by phone prior to releasing the student. In addition, whenever feasible, parents/guardians should provide the authorized person with a signed note indicating their desire to have the person pick the child up on the day in question.

Emergency Dismissal

In case of an emergency dismissal, parents/guardians must wait for instructions from school leaders before coming to campus to pick up their child. School leaders will provide parents/guardians with updated information on the dismissal process using the automated calling system. Parents/guardians should expect that the dismissal location and procedures could be different than on a regular day. Parents/guardians should be prepared to present photo identification when picking up a child after an emergency on campus.

Protection of Students

Rocketship is responsible for protecting the health and safety of Rocketship students while the students are on Rocketship premises. If Rocketship has any reason to suspect that the health or safety of any Rocketship student would be endangered by releasing the student to an individual who is not a parent or guardian, even if that individual is authorized to pick up the student, Rocketship has the right to hold the student on campus and contact the parent/guardian or other valid emergency contact.

LATE PICK-UP

Rocketship's goal is to dismiss our students safely, efficiently, and responsibly. We understand that occasional family emergencies may cause a child to be picked up late from school, but consistently failing to pick up students on time places undue burden on school staff, is costly to the school, and disruptive to our students' daily routines. This policy addresses procedures and consequences when a child is picked up late, including Late Pick-Up Incident Reports, extremely late pick-ups, and tiered consequences for recurring late pick-ups.

- **Notifying the School**

Parents/guardians are expected to make arrangements for their children to be picked up during their designated dismissal time every day, before the end of dismissal. That said, we do understand that there may be unpredictable situations that could cause a parent/guardian to pick up a student late on a given day (i.e., car problems, traffic, issue at work). In these cases, we ask that a child's parent/guardian contact the school by phone to let the staff know that their child will be picked up late that day. The parent/guardian will still be required to complete a Late Pick-Up Incident Report when they come to pick up their child, per the section below.

- **Late Pick-up**

School staff will attempt to contact a child's parent/guardian if a child is left on campus after dismissal ends and the parent has not notified the school pursuant to the above section. Staff may also contact individuals listed on the child's emergency contact card.

A parent/guardian (or otherwise authorized individual), in accordance with Rocketship's Student Release Policy who comes to pick up a child after the end of dismissal, will need to complete a Late Pick-Up Incident Report and submit it to the staff member supervising their child before leaving campus. These reports will be kept on file at the school as a record of why the child was picked up late on that day.

- **Extremely Late Pick-up**

If a student is still on campus more than an hour after the end of dismissal and staff members have not been in contact with the student's parent/guardian, Rocketship staff must assume that the family has suffered an emergency and is unable to pick up the student. The Principal or another designated member of the School Leadership Team may contact the local authorities (i.e., police or CPS) and, if they have not already done so, call the individuals listed on the child's emergency contact card. The Principal or designee may release the child to an authorized individual or the police department.

- **Recurring Late Pick-up**

Rocketship will follow a tiered series of interventions/consequences for families who persistently pick up their child/ren late, as described below:

Late Pick-Up (each occurrence)	Must complete a Late Pick-Up Incident Report before leaving campus, as described above.
Recurring Late Pick-Up (three occurrences)	Parent/guardian must attend a meeting with a School Leader to review Late Pick-Up Incident Reports and create a verbal agreement and plan to prevent late pick-ups in the future. The School Leader may refer the family to local counseling or truancy resources.

<p>Habitual Late Pick-Up (six occurrences)</p>	<p>A letter will be sent home to the student’s parent/guardian specifying the date, time, and location of a meeting with a school leader. The parent/guardian must attend a meeting with a School Leader and sign an agreement to pick up their child on time.</p>
<p>Chronic Late Pick-Up (more than six occurrences)</p>	<p>Parent/guardian may become subject to an intervention workshop with school staff, comprised of including at least the Principal, Business Operations Manager, and Office Manager. In certain circumstances, Rocketship may also contact Child Protective Services, at the discretion of the Principal.</p>

CAMPUS ACCESS AND VISITORS

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

Campus Access Points

Whenever students are in the building, the front office, and controlled access points to each Rocketship campus will be supervised by a Rocketship staff member. Visitors will also be required to undergo an ID check, a registered sex offender check, and adhere to any other security measures (i.e., sign-in/sign-out sheets) that the school has implemented. The school will inform visitors of any specific follow-up that may be required for visitors who are not able to provide proper identification or who are flagged with a sex offender offense.

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

Loitering

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

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

Visitor Registration and Passes/Badges

- All visitors (including Rocketship Public Schools regional and national staff members) must be registered and checked in via VisitU with their current government issued ID with the security guard immediately upon entering any school building or grounds at any time that students are in the building. Schools will be required to provide a sign-in sheet for any event held on campus.
- If visitors are flagged with a sex offender offense, security will deny entry and connect them with school administrators. ***This will not prohibit families from picking up their student for dismissal if they are listed as an allowed pick-up person on the Powerschool pick up list.***
- The Principal, or designee, may refuse to register an outsider if he or she has a reasonable basis for concluding that the visitor is in possession of a firearm; or the visitor's presence or acts would disrupt the school, its students, its teachers, or its other employees; would result in damage to property; or would result in the distribution or use of unlawful or controlled substance.
- Visitors in disguise or costume will not be allowed entrance onto campus without prior agreement with the school administration.
- After registering with the security guard, visitors who are not Rocketship employees will be issued a VisitU badge that they must display at all times while on campus. Rocketship regional/national staff ("Network Support") will receive a badge from the Regional Director of Operations. Network Support staff must display their badge on their persons at all times while at a school site. If a Network Support staff member forgets his/her badge, he/ she will need to register with VisitU and obtain a Visitor's Pass from the front office or security.
- All visitors must also sign out when leaving the campus.

- The Principal or designee may withdraw consent for an individual to be on campus, even if the visitor has a right to be on campus, whenever there is reasonable basis for concluding that the visitor presence on school grounds would interfere or is interfering with the peaceful conduct of the activities of the school, or would disrupt or is disrupting the school, its students, its teachers, or its other employees.
- The Principal or designee may request that a visitor who has failed to register, or whose registration privileges have been denied or revoked, promptly leave school grounds. When a visitor is directed to leave, the Principal or designee shall inform the visitor that if he/she reenters the school without following the posted requirements, law enforcement may be notified and he/she may be guilty of a misdemeanor.

Arranging for a Campus Visit

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

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

Visitor Conduct

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

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

Withdrawing Consent for Individuals to be on Campus

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

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

- Enforce photo identification verification 100% of the time to ensure no barred individuals enter the building.
- Document and maintain procedures for pick-up, drop-off and any documentation related to the barring notice at the front desk.
- Determine, at the time of the incident and in collaboration with the Principals, whether the local police must be contacted.
- Maintain an accurate and current list of individuals who have been issued a Withdrawal of Consent notice.
- Enforce the Withdrawal of Consent notice by escorting individuals out of the building and off school grounds in a peaceful, quiet, and orderly fashion.
- Not engage any prohibited individual off school grounds using combative language, tone, or action.
- Contact the local police department in the event that an individual becomes physically confrontational or refuses to comply with the Withdrawal of Consent notice.

Refusal to Leave Campus

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

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

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

ELECTRONIC SURVEILLANCE

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

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

FAMILY CUSTODY

Rocketship will make best efforts to ensure compliance, on the part of school staff with legal custody arrangements. This policy addresses custody records; student release to custodial parents; the rights of non-custodial parents; and Rocketship's limited role in custody disputes.

Definitions

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

Court Order. An order issued by a court following a judicial proceeding to determine the custody rights of the parties or entered as part of a judicial proceeding related to the enforcement or adjudication of 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 or multiple parents have legal and physical custodial rights.

Legal Custody. The parent(s) 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(s). 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.

Custody Records

Rocketship 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 Office Manager with accurate and updated court orders involving the custody rights of their children. Updated Court Orders must be provided to the Office Manager as soon as possible.*** All documentation provided to the school will be kept confidential and will only be accessed by members of the staff when necessary.

In the absence of a Court Order, Rocketship will assume that separated or divorced 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 will also assume that siblings, aunts/uncles, grandparents, cousins, and others do not have Legal or Physical Custody of a child.

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 pick the student up from school as well as authorize Rocketship to release the student to any other person; provided that, such arrangements are consistent with the terms of the Court Order. At the beginning of the school year, parents/guardians will be asked to complete an Authorization to Release form. Should the terms of a Court Order change during the course of the school year, it is incumbent on the parents/guardians to provide the Office Manager with a copy of the most recent Court Order as soon as possible.

Please see Rocketship'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 does not have the right to limit the rights of a parent of a Rocketship 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 must be provided with a Court Order limiting the other parent's rights.

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'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.

Rocketship's Role in Custody Disputes

It is the policy of Rocketship schools to remain impartial during custody disputes between family members of a Rocketship student. For this reason, Rocketship teachers, administrators, and school staff should 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, testifying in a custodial proceeding and serving any person with court documents.

Furthermore, Rocketship 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 pick-up days).

The previous paragraph notwithstanding, Rocketship will comply with requirements imposed by the State and local jurisdictions thereof. Rocketship will enforce any certified Court Orders presented to the school. When presented with a valid court subpoena or appropriately served request for information by a public agency, Rocketship teachers, administrators and staff will comply and make reasonable best efforts to respond with information of which they have personal knowledge. Consistent with this policy and to minimize disruption to the delivery of instruction to students, if properly subpoenaed, Rocketship will respond to a request by a guardian ad litem or other party to provide testimony in any adversarial proceeding with an offer to supply written testimony in lieu of presentation of a school representative for live testimony.

Rocketship 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 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-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.

I. Mandatory Criminal Background Checks

Pursuant to T.C.A. § 49-5-413, all prospective volunteers who may interact with students in an unsupervised capacity must undergo a criminal background check in accordance with the procedures outlined this policy. This includes individuals who plan to volunteer in classrooms on a regular basis and individuals who wish to chaperone a field trip.

Individuals who will have only supervised contact with students are not required to undergo a background check. For the purposes of this policy, "supervised" means under the direct supervision, at all times, of an employee or a volunteer who has received a current, satisfactory criminal background check. (T.C.A. § 49-5-413(d)(5)(A)) This includes individuals who visit a classroom to read a book to students or assist a teacher with a project.

II. Disqualification of Prospective Volunteers

In accordance with (T.C.A. § 49-5-413(d)(3)(B)), Rocketship will not allow an individual to serve as a volunteer in an unsupervised capacity if the individual's record reveals that the individual has been convicted of any of the following offenses:

- sexual offense as defined in T.C.A. § 40-39-202;

- assaultive offenses, criminal homicide, kidnapping and false imprisonment, robbery, sexual offenses, invasion of privacy, terrorism, or any other offenses as defined in title 39, chapter 13
- arson or aggravated arson as defined in T.C.A. § 39-14-301 and 302
- burglary or aggravated burglary as defined in T.C.A. § 39-14-401-404
- child abuse, neglect, endangerment as defined in T.C.A. § 39-15-401 and 402
- manufacture, sale, or possession of a controlled substance as defined in T.C.A. § 39-17-417
- providing handguns to juveniles under T.C.A. § 39-17-1320
- any criminal weapons charge as set forth in T.C.A. title 39, chapter 17, part 13
- Individuals whose names have been placed on the state's vulnerable persons registry or the state's sex offender registry are not permitted to serve as unsupervised volunteers under T.C.A. §49-5-413(e)(7).
- If a volunteer is convicted of any of the above offenses after the criminal history record check is conducted, the individual must notify Rocketship within seven days of the conviction. (T.C.A. §49-5-413(d)(3))

Rocketship reserves the right to disqualify any other current or prospective volunteer in its reasonable discretion.

III. Background Check Procedures

In accordance with T.C.A. § 49-5-413(a), the background check will include fingerprinting and a national criminal record check. Background checks may be obtained through the Tennessee Bureau of Investigation.

Prospective volunteers who will have direct contact with children will not be allowed to begin volunteering in an unsupervised setting until the results of the criminal background check have been received by Rocketship and deemed to be satisfactory in accordance with this policy. (T.C.A. §49-5-413(d)(3)(A))

IV. Duration of Background Check

Notwithstanding Section III above, a volunteer may use the same criminal background check for a period of two years.

V. Minor Volunteer Requirements

Minor Volunteers CAN ONLY serve in roles that do not allow them to be alone with or otherwise supervise Rocketship students. Minor Volunteers cannot go on field trips. The Principal at the school where the Minor Volunteer wishes to volunteer has total discretion to accept or reject a prospective Minor Volunteer. Minor Volunteers will need to complete the following requirements:

- A Volunteer Application signed by the Minor Volunteer and the Minor Volunteer's parent/guardian.
- A behavior contract (available from the Office Manager) signed by the Minor Volunteer, the Minor Volunteer's parent/guardian, and the school leader at the school where the Minor Volunteer will be volunteering.

FIELD TRIPS

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

Permission Slips

A student must submit a field trip permission slip signed by his/her parent or guardian to participate in a field trip.

The designated Principal or Assistant Principal overseeing the field trip will review field trip permission slips in advance to confirm that they follow the appropriate official template and are signed by the child's parent/guardian. Verbal permission for field trip participation is not acceptable.

The designated Assistant Principal or Principal will also review the roster for the field trip with appropriate school personnel to identify any students attending the trip who regularly take medication or require access to medication while on the field trip. The designated Assistant Principal or Principal will ensure that a staff member attending the field trip brings along the student medication and is properly trained on how to assist in administering the medication and record the administration of that medication in accordance with Rocketship's Medication Administration policy.

Only Rocketship students who have submitted a valid field trip permission slip will be allowed to attend the field trip. Teachers must bring along all permission slips during the trip and keep the permission slips on file after the conclusion of the field trip.

Chaperones

Chaperones must be cleared per the requirements of Rocketship's Volunteer Clearance Policy. The Principal or Assistant Principal overseeing the field trip must ensure that the school follows internal protocol to check the clearance status of all chaperones. 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. Chaperones may not bring other family members, friends, or pets on field trips.

Transportation

All Rocketship staff members (teachers and/or School Leaders) and parent chaperones are expected to be present with students on all transportation provided for a field trip unless they receive prior written approval from the school Principal to make an alternative transportation arrangement. If transportation is required for a field trip, Rocketship will provide this transportation. Should staff members and/or parents drive a vehicle in conjunction with a field trip, they will do so in accordance with Rocketship's Staff and Parent Driver Policy.

Dismissal from Field Trips

After a field trip, students will be returned to the school site and will be dismissed according to regular dismissal procedures. All chaperones and students are expected to return to school and participate in dismissal. In exceptional cases, students may be dismissed from a field trip location with a parent/guardian chaperone, but this is subject to the discretion of the Principal or Assistant Principal supervising the field trip. If a student needs to be picked up early from a field trip due to illness or another exceptional circumstance, he or she may be dismissed from the field trip site provided that the staff supervisors get in contact with the students' parent/guardian and the parent/guardian picks the student up or designates an authorized individual over the age of 18 to do so. Any authorized individual must provide proper identification prior to leaving with the student. The staff members supervising the field trip should contact the school's Office Manager to ensure that the child is appropriately signed out for the day.

Student Behavior

Students may be excluded from a field trip as a disciplinary measure. Students are expected to maintain high standards of behavior in accordance with Rocketship's Student Discipline Policy during a field trip. Students may be excluded from field trip activities or future field trips due to poor behavior or excessive absences/truancy.

SCHOOL MEALS

Rocketship participates in the Community Eligibility Provision (CEP) Program. Our participation in this program depends upon our certification of low-income percentage of families. CEP program allows all our students to eat free breakfast and lunch daily.

Breakfast

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

Food Allergies

If your child has a known food allergy or dietary restriction, 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 Rocketeers a healthy lunch every day. Students are allowed to bring their own food from home for lunch or snack, but junk food is not allowed on campus.

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

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

Foods that are encouraged:

- Salads
- Carrots and celery sticks

- Apple slices and peanut butter
- Fresh fruits and vegetables
- Whole Grains
- Healthy snack packs

Birthday Parties/Celebrations

Rocketship is committed to ensuring the safety of all of our students, staff, and families. As such, we are unable to allow on campus birthday parties or other on-campus celebrations for the 23-24 academic year.

ACADEMICS

CURRICULUM

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

The Rocketship curriculum follows all required state performance standards for what students should know and be able to do at each grade level. This includes the Common Core State Standards for English/Language Arts, English Language Development, and Mathematics.

Teachers will use regular assessments to measure how well students are progressing toward mastery. Rocketship shall annually administer required state testing to the applicable grades.

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

Teachers will give students and 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.

HOMEWORK

I. Purpose:

Homework contributes toward building responsibility, self-discipline, and lifelong learning habits. It is the intention of Rocketship' staff to assign relevant homework which reinforces, extends and/or completes instruction taught within the classroom; offers meaningful and accessible learning opportunities which consider the developmental needs of students and address learning standards; is used to inform instructional decisions; and supports student learning.

A. Student Learning Support

1. Homework should serve the following purposes to support student learning:

- a. Develop and reinforce independent study skills;
- b. Prepare for future learning, extend and/or enrich classroom learning;
- c. Reinforce and practice basic skills;
- d. Develop initiative, responsibility, and self-direction;
- e. Evaluate student progress; and
- f. Build a home/school connection when appropriate.

II. Time

Actual time required to complete assignments will vary with each student's study habits and academic skills. If your child is spending an inordinate amount of time doing homework, you should contact your child's teachers. Our basic expectation for homework is as follows:

K-1st Grade: 30 minutes, Monday - Thursday

2nd-3rd Grade: 45 minutes, Monday - Thursday

4th-5th grade: 60 minutes, Monday - Thursday

RETENTION, PROMOTION, AND ACCELERATION

Rocketship's instructional model is organized so that each student's learning plan is individualized in order to account for individual differences and promote academic and social growth. Upon a student's enrollment at Rocketship, schools will typically not make decisions to allow a new Rocketship student to repeat or skip a grade. Schools are expected to enroll all students in the next consecutive grade level and then assess students objectively as needed. Rocketship will

abide by State law regarding summer school and retention requirements based on TCAP performance.

SPECIAL EDUCATION/STUDENTS WITH DISABILITIES

We are dedicated to the belief that all students can learn and must be guaranteed equal opportunity to become contributing members of the academic environment and society. Rocketship provides special education instruction and related services in accordance with the Individuals with Disabilities in Education Improvement Act (“IDEA”), Education Code requirements, and applicable policies and procedures. These services are available for special education students enrolled at Rocketship. We offer high quality educational programs and services for all our students in accordance with the assessed needs of each student. Rocketship collaborates with parents, the student, teachers, and other agencies, as may be indicated, in order to appropriately serve the educational needs of each student.

Pursuant to the IDEA and relevant state law, Rocketship is responsible for identifying, locating, and evaluating children enrolled at Rocketship with known or suspected disabilities to determine whether a need for special education and related services exists. This includes children with disabilities who are homeless or foster youth. Rocketship shall not deny nor discourage any student from enrollment solely due to a disability. If you believe your child may be eligible for special education services, please contact

STUDENT ACCOMMODATIONS AND SECTION 504

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

Rocketship Public School’s detailed policy and procedures for obtaining student accommodations and Section 504 can be found at its website or by request at your school.

BEHAVIORAL EXPECTATIONS AND DISCIPLINE

ROCKETEER CODE OF CONDUCT

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

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

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

I am a Rocketship Rocketeer, proud at home, at school, and in my community

I am respectful of myself, others, and the environment

I am responsible for my learning, actions, and achievement

With pride and power, I strive for excellence every minute of my day

I am empathetic to my world.

I am persistent in attaining success

Together we're all Rocketship Rocketeers!

- **Prohibited Conduct**

The following conduct is prohibited by Rocketship and may subject a student to in-class disciplinary action in accordance with this policy:

- Engaging in acts of discrimination, harassment, intimidation or bullying as defined by Rocketship's bullying prevention policies.
- Insubordination (including, but not limited to, refusing to follow directions, refusing to identify oneself to a staff member, running away from a staff member, talking back to a staff member).
- Fighting or engaging in behaviors that threaten the safety of oneself or others.
- Disrupting school activities.
- Playing in the hallways or bathroom.
- Dishonesty/lying to staff members.

- Theft of property.
- Academic dishonesty, including plagiarism or cheating.
- Inciting or attempting to incite others to violence or disruption.
- Aiding or abetting the infliction or attempted infliction of violence on other. Committing an obscene act or engaging in habitual profanity or vulgarity.
- Recording or photographing students or staff members without their prior knowledge and consent.
- Using computers for non-school related activities, including viewing or accessing prohibited sites.
- Using cell phones or other personal electronic communication devices on school property, during school hours or during school functions, except when under express permission and supervision of a staff member
- Trespassing (including being on school grounds while school is not in session, being in unauthorized areas of the building, and use of the bathroom without permission)
- Leaving the classroom, school building, school property, or school activity without permission
- Intentionally altering, falsifying, destroying, or fabricating any official document (including 9-1-1 phone calls and setting off fire alarms).
- Repeatedly violating Rocketship's Student Dress Code.
- Violating Rocketship Public Schools' Code of Conduct, as described above.

COMMITMENT TO NON-DISCRIMINATION AND EQUAL OPPORTUNITY

Statement of Non-Discrimination

Rocketship is committed to equal opportunity for all individuals in education. Harassment, intimidation, bullying, and sexual harassment are all forms of discrimination and are disruptive behaviors that interfere with students' ability to learn, negatively affect student engagement, diminish school safety, and contribute to a hostile school environment. Rocketship prohibits discrimination in all forms, inclusive of instances that occur on any area of the school campus, at school-sponsored events and activities, regardless of location, through school-owned technology, and through other electronic means. It does not discriminate against any student or employee on the basis of actual or perceived disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or any other characteristic.

Rocketship adheres to all provisions of federal law related to students with disabilities, including, but not limited to, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act of 1990 (“ADA”), and the Individuals with Disabilities Education Improvement Act of 2004. Rocketship is committed to providing a work and educational atmosphere that is free of unlawful harassment under Title IX (sex), Title VI (race, color, or national origin), and Section 504 and Title II of the ADA. Rocketship prohibits sexual harassment and harassment based upon pregnancy, childbirth or related medical conditions, race, religion, creed, color, gender, gender identity, gender expression, national origin or ancestry, physical or mental disability, medical condition, marital status, age, sexual orientation, or any other basis protected by federal, state, local law, ordinance or regulation.

Rocketship does not condone or tolerate harassment of any type, including bullying, discrimination, or intimidation, by any employee, independent contractor or other person with which the Rocketship does business, or any other individual, student, or volunteer. This applies to all employees, students, or volunteers and relationships, regardless of position or gender. To the extent possible, Rocketship will make reasonable efforts to prevent students from being discriminated against, harassed, intimidated, and/or bullied, and will take action to respond to such behaviors in a timely manner. Rocketship school staff that witness acts of misconduct prohibited by this Policy will take immediate steps to intervene when safe to do so. Rocketship will promptly and thoroughly investigate any complaint of harassment and take appropriate corrective action, if warranted.

Harassment and Retaliation Prohibited

Harassment is a form of discrimination and Rocketship is committed to maintain a learning environment that is free from harassment. Rocketship prohibits harassment based on an individual's membership in a protected class by a student, teacher, administrator or other school personnel, by any other person who is participating in, observing, or otherwise engaged in school activities, including sexual harassment and harassment consistent with Title IX, 20 U.S.C. § 1681 et seq. and State law. It prohibits harassment based upon race, color, religion, national origin, sex, age, personal appearance, familial status, family responsibilities, matriculation, political affiliation, genetic information, disability, source of income, status as a complainant of an intrafamily offense, place of business or residence, credit information, gender, gender identity, gender expression, marital status, sexual orientation, pregnancy, childbirth, reproductive health decisions, or related medical conditions, or any other basis protected by applicable law.

Prohibited Harassment includes, but is not limited to the following:

- Any unwelcome physical, verbal, nonverbal, or electronic conduct based on the aforementioned protected traits.

- Prohibited stalking that involves a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others or suffer substantial emotional distress.

Prohibited Sexual Harassment includes, but is not limited to the following:

- Unwelcome sexual advances of a student by another student; requests for sexual favors; sexually motivated physical, verbal, or nonverbal conduct; or other conduct or communication (including electronic communication) of a sexual nature (including sexual assault) that adversely affects the student in the ways set forth above.
- Abusive or coercive behavior or dating violence against one student by another student where a dating partner uses threats of, or actually uses physical, emotional, economic, technological, or sexual abuse to exert power or control over a current or former dating partner.
- Welcome AND unwelcome sexual advances of a student by a school employee; requests for sexual favors of a student by a school employee; sexually motivated physical, verbal, or nonverbal conduct by a school employee directed at a student; or other conduct or communication (including electronic communication) of a sexual nature directed to a student by a school employee.

A hostile environment exists if the harassment is sufficiently serious that it denies or limits the complainant's ability to participate in or benefit from the school's program (e.g., skipping class, dropping out of an activity, having trouble concentrating in class).

Retaliation includes any adverse action taken against an individual because they reported sexual harassment, dating violence, or discrimination, provided information, witnesses, assisted, participated, or refused to participate in an investigation or proceedings in relation to any of those acts. Rocketship prohibits retaliation against any individual who has made a complaint pursuant to this policy in good faith, assisted in an investigation, or otherwise exercised rights protected by law. Rocketship also prohibits taking any adverse action against an individual based on an unsubstantiated allegation or rumor of harassment. Any student who is subject to retaliation in violation of this policy or who knows of another student who has been subject to retaliation is urged to report it as soon as possible to school staff or the Title IX Compliance and Civil Rights Officer.

Reporting Process

Reports of Discrimination or Harassment - General. Students, parents or staff should report a claim of discrimination or harassment and the alleged acts promptly to a teacher, counselor, or school administrator. Reports do not have to be made by the complainant. Reports can be made in person, by mail, by telephone, or by email, using the complaint form attached below. A school employee who receives a report of discrimination that may be considered harassment, sexual

harassment, dating violence, stalking, or retaliation under Title IX, has knowledge or should reasonably know about the aforementioned violations should promptly notify Rocketship's Title IX Compliance and Civil Rights Officer for next steps.

Reports of a Title IX Violation. Reports of alleged acts that may be considered harassment, sexual harassment, dating violence, stalking, or retaliation subject to review under Title IX should be made to the Title IX Compliance and Civil Rights Officer:

Renita Thukral

Title IX Compliance and Civil Rights Officer

350 Twin Dolphin Drive,
Suite 109 Redwood City,
CA 94056

rthukral@rsed.org

The Title IX Compliance and Civil Rights Officer is the Rocketship staff member designated by Rocketship to coordinate its responsibilities under Title IX. Upon receipt of a complaint, Rocketship will provide information to the complainants about the investigation process, about their rights under Title IX and other relevant laws.

Confidentiality

To the greatest extent possible, Rocketship shall respect the privacy of individuals who report potential violations of this policy, individual(s) against whom a report is filed, and witnesses. Rocketship will notify individuals/agencies of incidents of discrimination only to the extent allowed by law. Any notifications to other parties will be made only to ensure that services are provided to the complainant(s) and respondent and to protect the complainant(s) from further or sustained victimization. The Title IX Compliance and Civil Rights Officer/designee conducting the investigation will be responsible for making determinations about confidentiality. Rocketship will maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the ability of Rocketship to provide the supportive measures.

Process for Investigating Complaints of Discrimination and Harassment

General Complaints of Discrimination and Harassment. Complaints of discrimination or harassment that do not involve allegations of Title IX violation or allegations of sexual harassment should be made under the General Complaint Procedures described under the Notification of Rights and Assurances section of this Handbook.

Complaints under Title IX. Complaints governed by Title IX of the Education Amendments of 1972 are reported to the Title IX Compliance and Civil Rights Officer and an investigation of those complaints are conducted promptly and impartially pursuant to related Title IX Complaint Procedures outlined under the Notification of Rights and Assurances section of this Handbook.

BULLYING PREVENTION

“Bullying” is deliberate or intentional behavior using words or actions, intended to cause fear, intimidation, or harm. Bullying may be repeated behavior and involves an imbalance of power. The behavior may be motivated by an actual or perceived distinguishing characteristic, such as, but not limited to: age; national origin; race; ethnicity; religion; gender; gender identity; sexual orientation; physical attributes; physical or mental ability or disability; and social, economic, or family status.

Bullying behavior can be:

- Physical (e.g., assault, hitting or punching, kicking, theft, threatening behavior)
- Verbal (e.g., threatening or intimidating language, teasing or name-calling, racist remarks)
- Indirect (e.g., spreading cruel rumors, intimidation through gestures, social exclusion, and sending insulting messages or pictures by mobile phone or using the internet – also known as cyber bullying)

Alleged incidents of bullying will be promptly investigated by designated Rocketship staff members. Rocketship Public School’s policy and procedures for addressing bullying complaints through either the general complaint procedures or the Title IX procedures (as appropriate) are described under the Notification of Rights and Assurances section of this Handbook.

STUDENT DISCIPLINE

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

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

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

If students do not respond to our positive behavior supports or classroom management systems, Rocketship may take alternative in-school disciplinary action.

- **In-school Disciplinary Actions**

Rocketship relies on proactive, preventive supports to promote positive behavior at school. Rocketship has implemented a *Positive Behavior Interventions and Supports (PBIS)* framework in all schools. The fundamental purpose of PBIS is to create learning environments that are more consistent, predictable, positive, and safe. Key PBIS practices include clearly defined behavioral expectations and consequences, systems for recognizing and reinforcing positive behaviors, data-based decision making, multi-tiered systems of support, and the implementation of core social-emotional learning curricula.

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

In the event that Rocketship's PBIS infrastructure and classroom management systems are insufficient to prevent disciplinary infraction, or a disciplinary infraction is serious enough to immediately warrant additional discipline, Rocketship may take alternative in-school disciplinary action. These actions depend on the circumstances of the offense and may include, but are not limited to, the following:

- Sending the student to the Principal's office.
- Excluding the student from classroom activities or privileges through a "time out" or temporary placement in another classroom.
- Calling or writing/emailing the student's parent/guardian.
- Arranging a conference with the student, parent, teacher and/or administrator.
- Implementing an individualized behavior plan for the student.
- Implementing counseling sessions with a designated staff member.
- Sending the student to a peer mediation.
- Requiring that the student complete a reflective essay or assignment.
- Requiring that the student take actions to counteract/ameliorate a problem (i.e., fixing something the student broke).

- Referring the student to a Student Support Team.
- Restricting the student's participation in after-school/extra-curricular activities or field trips.
- Holding the student for detention or additional instructional time during lunch or before/after school.
- Confiscating inappropriate items related to the disciplinary infraction.

Corporal punishment shall not be used as a disciplinary measure against any student. "Corporal punishment" includes the willful infliction of or willfully causing the infliction of physical pain on a student. For purposes of the Policy, "corporal punishment" does not include an employee's use of force, restraint and/or seclusion that is reasonable and necessary to protect the employee, students, staff, or other persons or to prevent damage to school property.

As described above, severe infractions that threaten the safety or health of students, staff or others, may be cause for suspension or expulsion, as outlined in Rocketship's Suspension and Expulsion Policy.

SUSPENSION AND EXPULSION

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

A student may be disciplined, suspended or expelled for prohibited misconduct if the act is related to school activity or school attendance occurring at a Rocketship school or at any other school or a school-sponsored event at any time including but not limited to: while on school grounds; while going to or coming from school; during the lunch period, whether on or off the school campus; and during, going to, or coming from a school-sponsored activity. Students may also be subject to disciplinary action for off-campus behavior if it creates a substantial disruption to the school environment or interferes with another student's ability to participate in the school program.

When disciplinary infractions occur, our Principals are expected to respond in accordance with our Student Discipline Policy, which encourages positive behavioral interventions and supports and outlines available in-school disciplinary actions. The decision to pursue a suspension is, in most circumstances, largely at the discretion of the school leadership team in accordance with state law and should only be considered in cases of egregious behavioral infractions – and, even

then, should be viewed as a last resort—as we believe that our students are best served when they are present at school every day. Recommendations for expulsion should not be pursued except in the most extreme cases, as our policy is to do whatever it takes to serve every student who enrolls in a Rocketship school.

If a situation does arise where a Principal feels that the student should be suspended or recommended for expulsion, this policy was written to guide the process. The policy has been written in accordance with relevant federal and state laws and regulations. It addresses grounds for suspension and expulsion; suspension and expulsion procedures; the maintenance of disciplinary records; student appeal rights; rehabilitation and readmission; and special procedures for the consideration of suspension and expulsion of students with disabilities.

I. Grounds for Suspension and Expulsion

In Tennessee, students may, at the discretion of the Principal in consultation with his/her manager, be suspended for any of the following offenses. Please note that if it is determined that a student has engaged in any of the following behaviors, the decision to suspend and/or recommend for expulsion is discretionary and in the judgment of the school Principal after considering all surrounding circumstances.

- Willful and persistent violation of the rules of the school;
- Immoral or disreputable conduct or vulgar or profane language;
- Violence or threatened violence against the person of any personnel attending or assigned to any public school;
- Willful or malicious damage to real or personal property of the school, or the property of any person attending or assigned to the school;
- Inciting, advising or counseling of others to engage in any of the acts enumerated above;
- Marking, defacing or destroying school property;
- Possession of a pistol, gun or firearm on school property;
- Possession of a knife and other weapons, as defined in T.C.A. § 39-17-1301 on school property;
- Assaulting a principal, teacher, school bus driver or other school personnel with vulgar, obscene or threatening language;
- Unlawful use or possession of barbitol or legend drugs, as defined in T.C.A. § 53-10-101;
- One or more students initiating a physical attack on an individual student on school property or at a school activity, including travel to and from school or a school activity;

- Making a threat, including a false report, to use a bomb, dynamite, any other deadly explosive or destructive device, including chemical weapons, on school property or at a school sponsored event;
- Any other conduct prejudicial to good order or discipline in any public school; and
- Off-campus criminal behavior that results in the student being legally charged with a felony and the student's continued presence in school poses a danger to persons or property or disrupts the educational process.

Under Tennessee law, certain offenses are considered “zero tolerance” and will result in **mandatory expulsion**:

- A student determined to have brought to school or to be in unauthorized possession on school property of a firearm, as defined in 18 U.S.C. § 921, shall be expelled for a period of not less than one calendar year, except that the Board of Directors may modify this expulsion on a case-by-case basis.
- A student committing aggravated assault as defined in T.C.A. § 39-13-102 upon any teacher, principal, administrator, any other Rocketship employee.
- A student is unlawfully possessing any drug including any controlled substance, as defined in T.C.A. § 39-17-403 through § 39-17-415, controlled substance analogue, as defined by T.C.A. §39-17-454, or legend drug, as defined by T.C.A. § 53-10-101, shall be expelled for a period of not less than one calendar year, except that the Board of Directors may modify this expulsion on a case-by-case basis.

II. Suspension Procedures

Suspensions shall be initiated according to the following procedures:

Conference

Except in an emergency, a student shall not be suspended until that student has been advised of the nature of the student's misconduct, questioned about it, and allowed to give an explanation.

Notice to Parents/Guardians

Upon suspension of any student, other than for in-school suspension of one day or less, the principal shall, within twenty-four (24) hours, notify the parent or guardian and the director of schools or the director of schools' designee of:

- The suspension, which shall be for a period of no more than 10 days;
- The cause for the suspension; and
- The conditions for readmission, which may include, at the request of either party, a meeting of the parent or guardian, student and principal.

Suspension Time Limits

Suspension of a student should not be for more than 10 days. If the suspension is for more than five days, the principal shall develop and implement an intervention plan for improving the behavior.

Rights During Suspension

The suspended student shall not be denied the opportunity to take any quarterly, semester or grading period examinations or to complete coursework missed during the suspension period.

III. Suspension in Excess of 10 School Days and Expulsion

10+ Day Suspension or Expulsion

If, at the time of the suspension, the Principal determines that an offense has been committed that would justify a suspension for more than 10 days or an expulsion, the person may suspend a student unconditionally for a specified period of time or upon such terms and conditions as are deemed reasonable, or recommend expulsion of the student.

Delegation of Authority

The full authority of the Rocketship Public Schools Board of Directors ("Board") to hear and conduct appeals shall be granted to the Academic Affairs Committee, a committee of the Board (the "Committee"). The Committee shall consist of three directors of the Board.

Appeal

If the principal or assistant principal determines that a student has committed an offense that requires a suspension in excess of 10 school days or an expulsion, the principal shall immediately give written or actual notice to the parent or guardian and the student of the right to appeal the decision.

All appeals must be filed, orally or in writing, within five days after receipt of the notice and may be filed by the parent or guardian, the student or any person holding a teaching license who is employed by the school system if requested by the student.

The appeal of the decision of the principal or assistant principal shall be to a disciplinary hearing panel appointed by the Academic Affairs Committee. The disciplinary hearing panel shall consist of at least one licensed employee of the charter school.

The hearing shall be held no later than 10 days after the beginning of the suspension or recommendation for expulsion. The disciplinary hearing panel shall give written notice of the time and place of the hearing to the parent or guardian, the student and the school official who ordered the suspension. If an employee requests a hearing on behalf of the student, notice shall be sent to the employee as well.

After the hearing, the disciplinary hearing panel may affirm the decision of the principal, order removal of the suspension unconditionally or upon such terms and conditions as it deems reasonable, expel the student, or suspend the student for a specified period of time.

Record of Hearing

The hearing officer or panel shall keep a written record of the proceedings, including a summary of the facts and the reasons supporting the decision. Each party shall be informed of the right to a complete record of the proceeding.

Appeal of Decision by Disciplinary Hearing Panel

The student or Principal, within five days of the decision, request review by the Vice President of Schools. Absent a timely appeal, the decision shall be final.

The Vice President of Schools shall review the file and, within five days of receipt of the request to review, affirm the decision of the principal or order remove of the suspension or expulsion unconditionally or upon such terms and conditions as it deems reasonable. If the Vice President of Schools chooses to affirm the decision of the Principal, the student may, within five days of the decision, request review by the Academic Affairs Committee. Absent a timely appeal, the decision shall be final.

The Academic Affairs Committee, based upon a review of the record, may grant or deny a request for a hearing and may affirm or overturn the decision of the disciplinary hearing panel with or without a hearing before the Committee; provided, that the board may not impose a more severe penalty than that imposed by the disciplinary hearing panel without first providing an opportunity for a hearing before the Committee.

If the Committee conducts a hearing as a result of a request for review by a student, then, notwithstanding any provision of the open meetings laws compiled in title 8, chapter 44, or other law to the contrary, the hearing shall be closed to the public, unless the student or student's parent or guardian requests in writing within five days after receipt of written notice of the hearing that the hearing be conducted as an open meeting. The hearing shall take place no more than 21 days after receipt of the request for review.

If the Committee conducts a hearing as a result of a request for review by a student that is closed to the public, then the Committee shall not conduct any business, discuss any subject or take a vote on any matter other than the appeal to be heard.

The action of the Academic Affairs Committee shall be final.

Disciplinary Record

Rocketship Public Schools shall maintain records of all student suspensions and expulsions at Rocketship Schools.

Rehabilitation and Readmission

At the time of the expulsion order, students who are expelled shall be given a rehabilitation plan, to be developed by the Academic Affairs Committee in conjunction with Rocketship staff, which may include, but is not limited to, periodic review as well as assessment at the time of review for readmission. The rehabilitation plan should include a date not later than one year from the date of expulsion when the student may be reviewed for readmission to a Rocketship school.

The decision to readmit a pupil who has been expelled from a Rocketship school shall be in the sole discretion of the Board following a meeting with the Principal and the pupil and guardian or representative to determine whether the pupil has successfully completed the rehabilitation plan and to determine whether the pupil poses a threat to others or will be disruptive to the school environment. The Principal shall make a recommendation to the Board following the meeting regarding his or her determination. The pupil's readmission is also contingent upon RSPS's capacity at the time the student seeks readmission.

The decision to admit a pupil who has previously been expelled from another school, school district or charter school shall be in the discretion of the Principal following a meeting with the pupil and guardian or representative to determine whether the pupil poses a threat to others or will be disruptive to the school environment. Where applicable, the Principal may also consider whether the pupil has completed any rehabilitation plan or other improvement measures prescribed by the pupil's previous school. The Principal shall make a recommendation following the meeting regarding his or her determination. The pupil's admission is also contingent upon RSPS's capacity at the time the student seeks admission.

IV. Special Procedures for the Consideration of Suspension and Expulsion of Students with Disabilities

Services During Suspension

Students suspended for more than ten (10) school days in a school year shall continue to receive services so as to enable the student to continue to participate in the general education curriculum, although in another setting, and to progress toward meeting the goals set out in the child's IEP; and receive, as appropriate, a functional behavioral assessment or functional analysis, and behavioral intervention services and modifications, that are designed to address the behavior violation so that it does not recur. These services may be provided in an interim alternative educational setting.

Procedural Safeguards/Manifestation Determination

Within 10 school days of any decision to change the placement of a child with a disability because of a violation of a code of student conduct a manifestation determination shall take place. "Change of Placement" includes a recommendation for expulsion or a cumulative removal of more than 10 school days in a school year. Rocketship, the parent, and relevant members of the IEP Team shall review all relevant information in the student's file, including the child's IEP, any teacher observations, and any relevant information provided by the parents to determine:

- If the conduct in question was caused by, or had a direct and substantial relationship to, the child's disability; or
- If the conduct in question was the direct result of the local educational agency's failure to implement the IEP.

If Rocketship, the parent, and relevant members of the IEP Team determine that either of the above is applicable for the child, the conduct shall be determined to be a manifestation of the child's disability.

If Rocketship, the parent, and relevant members of the IEP Team make the determination that the conduct was a manifestation of the child's disability, the IEP Team shall:

1. Conduct a functional behavioral assessment or a functional analysis assessment, and implement a behavioral intervention plan for such child, provided that the school had not conducted such assessment prior to such determination before the behavior that resulted in a change in placement;
2. If a behavioral intervention plan has been developed, review the behavioral intervention plan if the child already has such a behavioral intervention plan, and modify it, as necessary, to address the behavior; and

3. Return the child to the placement from which the child was removed, unless the parent and the school agree to a change of placement as part of the modification of the behavioral intervention plan.

If the school, the parent, and relevant members of the IEP team determine that the behavior was not a manifestation of the student's disability and that the conduct in question was not a result of the failure to implement the IEP, then the school may apply the relevant disciplinary procedures to children with disabilities in the same manner and for the same duration as the procedures would be applied to students without disabilities.

Due Process Appeals

The parent of a child with a disability who disagrees with any decision regarding placement, or the manifestation determination, or the school believes that maintaining the current placement of the child is substantially likely to result in injury to the child or to others, may request an expedited administrative hearing through the Special Education Unit of the Office of Administrative Hearings.

When an appeal relating to the placement of the student or the manifestation determination has been requested by either the parent or the school, the student shall remain in the interim alternative educational setting pending the decision of the hearing officer or until the expiration of the forty-five (45) day time period provided for in an interim alternative educational setting, whichever occurs first, unless the parent and the school agree otherwise.

Special Circumstances

Rocketship personnel may consider any unique circumstances on a case-by-case basis when determining whether to order a change in placement for a child with a disability who violates a code of student conduct.

The Principal or designee may remove a student to an interim alternative educational setting for not more than 45 days without regard to whether the behavior is determined to be a manifestation of the student's disability in cases where a student:

- Carries or possesses a weapon, as defined in 18 USC 930, to or at school, on school premises, or to or at a school function;
- Knowingly possesses or uses illegal drugs, or sells or solicits the sale of a controlled substance, while at school, on school premises, or at a school function; or

- Has inflicted serious bodily injury, as defined by 20 USC 1415(k)(7)(D), upon a person while at school, on school premises, or at a school function.

Interim Alternative Educational Setting

The student's interim alternative educational setting shall be determined by the student's IEP team.

Procedures for Students Not Yet Eligible for Special Education Services

A student who has not been identified as an individual with disabilities pursuant to IDEA and who has violated the School's disciplinary procedures may assert the procedural safeguards granted under this administrative regulation only if Rocketship had knowledge that the student was disabled before the behavior occurred.

Rocketship shall be deemed to have knowledge that the student had a disability if one of the following conditions exists:

- The parent/guardian has expressed concern in writing, or orally if the parent/guardian does not know how to write or has a disability that prevents a written statement, to Rocketship supervisory or administrative personnel, or to one of the child's teachers, that the student is in need of special education or related services.
- The parent has requested an evaluation of the child.
- The child's teacher, or other Rocketship personnel, has expressed specific concerns about a pattern of behavior demonstrated by the child, directly to the director of special education or to other Rocketship supervisory personnel.

If the school knew or should have known the student had a disability under any of the three circumstances described above, the student may assert any of the protections available to IDEA-eligible children with disabilities, including the right to stay-put.

If the school had no basis for knowledge of the student's disability, it shall proceed with the proposed discipline. The school shall conduct an expedited evaluation if requested by the parents, however the student shall remain in the education placement determined by Rocketship pending the results of the evaluation.

Rocketship shall not be deemed to have knowledge of that the student had a disability if the parent has not allowed an evaluation, refused services, or if the student has been evaluated and determined to not be eligible.

STUDENT DRESS CODE

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

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

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

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

- Dresses and shorts which are shorter than mid-thigh
- Thin strap shirts/blouses (thinner than two inches)
- 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 (e.g., red, blue, yellow, 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
- Exposed midriff areas
- Pants that sag around the waist
- Intentionally torn pants or jeans
- Untied shoelaces
- Hats, bandanas, non-religious head coverings
- Sunglasses may not be worn in the building, but may be worn outside to protect from the sun

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

PERSONAL BELONGINGS

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

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

TELEPHONE USE

Students should not bring cell phones or personal electronic devices to school. However, if a student does bring a cell phone or device to school, they will be required to store it during the school day. Students may not use cell phones or other personal electronic devices during school. Students may not use any school phone without permission from a teacher. Students will only be allowed to use the school phone in case of emergency or to inform a 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 is committed to supporting the health of its students and meeting the needs of students with medical conditions, in compliance with state laws and regulations.

Before medication can be kept or administered at Rocketship, a student's parent/guardian must complete and submit a Medication Information Form. The Information Form must include:

- Written authorization, signed by the student's parent/guardian, that states:
 - The name of the student;

- Emergency contact information for the student's parent/guardian;
 - Contact information for the student's licensed health practitioner;
 - The name, purpose, and prescribed dosage of the medication;
 - The frequency that the medication is to be administered;
 - The possible side effects of the medication as listed on the label;
 - Special instructions or emergency procedures;
 - In the case of self-administered medication, confirmation that the student has been instructed in the proper technique for self-administration of the medication and has demonstrated the ability to self-administer the medication effectively.
 - That an employee or agent of the school may administer medication to the student in accordance with all applicable Wisconsin laws and regulations; or
 - in the case of self-administration, the student may possess and self-administer the medication at Rocketship, at Rocketship-sponsored activities, and while on
 - Rocketship-sponsored transportation; and
 - that the name of the student may be distributed to appropriate school staff, as determined by the Principal.
- Written acknowledgment that Rocketship Public Schools, or an employee or agent of Rocketship Public Schools shall be immune from civil liability for the good-faith performance of responsibilities in accordance with this policy.

Immediately following any changes regarding the health or treatment of the student, the parent/guardian must submit an amended Medication Information Form to Rocketship. All Medication Information Forms must be updated at least annually.

A student who self-administers medication while at school, at a school-sponsored activity, or while on school-sponsored transportation for a purpose other than his or her own treatment will be subject to disciplinary action in accordance with Rocketship's Student Discipline Policy. Such disciplinary action shall not limit or restrict the access of a student to his or her prescribed medication. Rocketship will promptly notify the student's parent/guardian of any disciplinary action imposed.

IMMUNIZATIONS

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

To ensure a safe learning environment for all students, Rocketship follows and abides by the health standards set forth by the State of Tennessee. Students will not attend school until all required records have been received. The immunization status of all students will be reviewed periodically. Those students who do not meet Tennessee's guidelines may be excluded from school until the requirements are met. Students who have been exposed to a communicable disease for which they have not been immunized may be excluded from school at the discretion of the School.

The Tennessee Department of Health requires that all students enrolling in Kindergarten, and new enrollees in a Tennessee school in grades other than Kindergarten, receive the following immunizations:

- Diphtheria-Tetanus-Pertussis
- Poliomyelitis: final dose on or after 4th birthday required
- Hepatitis B (HBV)
- Hepatitis A: total of two doses, spaced at least six months apart
- Measles, Mumps, Rubella (two doses of each, usually given together as MMR)
- Varicella (two doses, or history of disease)

Under Tennessee law, a Rocketship student may be exempted from the certification of immunization requirements in Tennessee if:

- An authorize physician indicates that specific vaccines are medically exempt because of risk of harm. Other vaccines remain required. The medical reason for the exemption does not need to be provided.
- The student's parent/guardian provides a signed statement, affirmed under the penalties of perjury, that vaccination conflicts with the family's religious tenets or practices.

HEAD LICE

If a student is suspected of having head lice (i.e., constant itching or tickling feeling in the hair), the school nurse or other trained school employee may examine the hair of the suspected student for lice or nits (lice eggs). In certain circumstances, the employee may also examine other members of that student's household. If a student is positive for live head lice, the student is to be sent home at the end of the school day with information to the parents regarding treatment and control measures. Students with head lice do not need to be sent home early, they can go home at the end of the day, be treated, and return to class after appropriate treatment has begun. Any absences related to head lice will be documented and counted as an excused absence in accordance with Rocketship's Attendance and Truancy Policy.

Exposure Notice

If there are two or more students affected in any class, Rocketship will send home an exposure notice with information about head lice to all parents/guardians in that class. Rocketship will maintain the privacy of students identified as having head lice and excluded from attendance.

Returning to School

Rocketship will provide parents/guardians of affected students with instructions on how to conduct post-treatment examinations on their children. Parents/guardians may send their child back to school when they believe that the child's hair is no longer infested with head lice. Parents should not withhold the child from school for any days longer than necessary; typically, no more than three days. Any absences longer than three days require a doctor's note. If the family is unable to obtain a doctor's note, the family should arrange to have a meeting with the school to discuss the length of absence. The school has the discretion to excuse additional days if school staff determine this is necessary. The school nurse or other trained staff members may reexamine the student's hair upon return. If the student shows no trace of live head lice, the student may return to school.

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.

Primary and Secondary Evacuation Sites

INSERT DETAILS

Emergencies

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

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

WEAPONS AND FIREARMS

Rocketship Public Schools prohibits any weapons, imitation firearms or dangerous objects of any kind in school buildings, on school grounds or buses, or at off campus school-related or school sponsored activities, except for use by law enforcement and authorized personnel.

DRUGS, ALCOHOL, AND TOBACCO

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

INTERNET SAFETY

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

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

Rocketship strives to leverage advanced education technology to support personalized instruction and facilitate comprehensive data analysis. Rocketship adheres to the federal requirements and guidelines set forth in the Children's Internet Protection Act (CIPA) (47 U.S.C. § 254(h)). This policy is written in accordance with CIPA and outlines relevant definitions; the educational purpose of Rocketship's Internet system; technology protection measures; inappropriate network usage; supervising and monitoring; training; disciplinary actions; and liability for misuse.

Definitions

"Minor" means any individual under 17 years of age.

"Technology protection measure" means a specific technology that blocks or filters Internet access to visual depictions that are:

- Obscene, as that term is defined in 18 U.S.C. § 1460;
- Child Pornography, as that term is defined in 18 U.S.C. § 2256; or
- Harmful to minors, as that term is defined below.

"Harmful to minors" means any picture, image, graphic image file, or other visual depiction that:

- Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
- Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
- Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors. “Sexual act” and “sexual contact” have the meanings defined in 18 U.S.C. § 2246.

Educational Purpose

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

Technology Protection Measures

To the extent practicable, Rocketship will use technology protection measures to block or filter Internet, or other forms of electronic communications, access to inappropriate information. Specifically, as required by CIPA, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors.

Subject to staff supervision, technology protection measures may be disabled for adults or, in the case of minors, minimized only for bona fide research or other lawful purposes.

Inappropriate Network Usage

In accordance with CIPA, the following uses of Rocketship Internet system are considered unacceptable:

- Unauthorized access, including “hacking.” This includes logging in through another person’s account and accessing another person’s files; making deliberate attempts to disrupt the computer system; destroying data by spreading computer viruses; and downloading software without the explicit consent of a staff member. Rocketship students shall immediately notify a teacher if they have identified a possible security problem.

- Unauthorized disclosure, use, and dissemination of personal identification information regarding minors. This includes posting a student's personal contact information (i.e., name, email address, home address, telephone number, school address) through email or through websites that solicit personal information, social networking websites, and Internet chat rooms.
- Illegal activities. This includes using the Internet to engage in any illegal act, including, but not limited to, arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, or threatening the safety of another person.
- Inappropriate online behavior. This includes using obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language while online; engaging in personal attacks or cyberbullying, including prejudicial or discriminatory attacks; and knowingly or recklessly posting false or defamatory information about a person or organization on any websites.
- Plagiarism.
- Accessing inappropriate material. This includes material that is designated for adults only or is profane or obscene (i.e., pornography), material that advocates illegal or dangerous acts, or material that advocates violence or discrimination.

Supervising and Monitoring

It shall be the responsibility of all members of the Rocketship Schools team to educate, supervise and monitor appropriate usage of the access to the Internet in accordance with this policy, CIPA, the Neighborhood Children's Internet Protection Act, and the Protecting Children in the 21st Century Act. Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of Rocketship's Vice President of Schools or his/her designated representatives.

Training

Rocketship will provide age- appropriate training for students who use Rocketship Internet facilities. The training provided will be designed to promote Rocketship's commitment to:

- The standards and acceptable use of Internet services as set forth in this policy.
- Student safety with regard to Safety on the Internet; appropriate behavior while online, on social networking Web sites, and in chat rooms; and cyberbullying awareness and response.
- Compliance with the E-Rate requirements of the Children's Internet Protection Act ("CIPA").

Following receipt of this training, the student will acknowledge that he/she received the training, understood it, and agrees to follow the provisions of Rocketship's acceptable use policies.

Disciplinary Action

Record maintenance and network monitoring may lead to the discovery that a student has violated this Policy and/or the laws. If there is reasonable suspicion, Rocketship will conduct a search of the student's Internet activities. A student's parent/guardian may request to see such activities.

Students who are found to have violated this policy or any relevant laws will be disciplined in accordance with Rocketship's Discipline Policy.

Rocketship will cooperate fully with local or federal officials in any investigation related to illegal activities conducted through the school network.

Liability

Rocketship Public Schools is not responsible for an individual's financial obligations arising through the unauthorized use of its Internet system. A student's parent/guardian can be held financially responsible for any harm to Rocketship's Internet system arising from a student's intentional misuse.

CHILD ABUSE AND NEGLECT

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

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

PARENT INVOLVEMENT

ROCKETSHIP'S COMMITMENT

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

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

PARENTS'/GUARDIANS' COMMITMENT

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

- We will always help our child in the best way we know how, and we will do whatever it takes for him/her to learn and prepare for college and life by supporting him/her and encouraging him/her to adhere to his/her "commitment to excellence."
- We will make sure our child arrives at school on time every school day.
- We will make arrangements so our child can remain at school until the end of the school day each day and be picked up when school ends.
- We will follow all arrival and dismissal regulations and parking and busing procedures.
- We will make sure our child follows the Rocketship dress code.
- We will ensure that our child is reading or being read to every night.
- We will check our child's homework every night, sign his/her agenda, and we will carefully read and sign (if requested) all the papers our school sends home to us.
- We will meet regularly with teachers to discuss our child's progress and support their work to help our child excel.
- We will participate in as many school activities including 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'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 faculty and staff benefits our Rocketeers as they see their parents on campus, and families as they gain a deeper understanding of Rocketship's model and are positioned to reinforce Rocketship's core values at home.

Rocketship asks that families participate in 20 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.

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 community.

Each Rocketship 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's policies and procedures that parents have questions about

- Talking about the history of Rocketship and the mission of the network and school
- Conversations about why the family chose Rocketship, how long they have lived in their community, etc.
- Invitation to an upcoming event at the school (i.e., Back to School Night, community meeting)
- Conversation about the teacher's background

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):

- **Family Orientation.** Before school begins each year, parents will receive an invitation to an Orientation. All parents must attend this event.
- **Conferences.** A parent/guardian must attend conferences to meet with teachers to go over a 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 or other parent groups organized at the school.

OPEN MEETING POLICY

All meetings of the Rocketship Education Board of Directors will comply with state open meetings law. Agendas will be posted publicly in advance and Rocketship shall also make meeting minutes publicly available upon approval.

NOTIFICATIONS OF RIGHTS AND ASSURANCES

PUPIL RECORDS

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 or 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 has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

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

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

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

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

5. The right to request that Rocketship not release student names, addresses and telephone listings to military recruiters or institutions of higher education without prior written 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 officials who have a legitimate educational interest as defined by 34 C.F.R. Part 99;
2. Other schools to which a student seeks or intends to enroll so long as the disclosure is for purposes related to the student's enrollment or transfer. When a student transfers schools, the Rocketship will mail the original or a copy of a student's cumulative file to the receiving district or private school within ten (10)

school days following the date the request is received from the public school or private school where the student intends to enroll. Rocketship will make a reasonable attempt to notify the 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 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 Rocketship 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 Rocketship for student and parents, and any individualized education program ("IEP") or Section 504 plan that may have been developed or maintained by Rocketship; and/or
12. A victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense. The disclosure may only include the final results of the disciplinary

proceedings conducted by Rocketship with respect to that alleged crime or offense. Rocketship discloses the final results of the disciplinary proceeding regardless of whether Rocketship concluded a violation was committed.

NOTICE FOR DIRECTORY INFORMATION

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

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

"Directory Information" is information that is generally not considered harmful or an invasion of privacy if released. Rocketship may disclose the PII that it has designated as directory information without a 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 Schools, 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 to disclose directory information from your child's education records without your prior written consent, you must notify Rocketship in writing using the form below at the time of enrollment or re-enrollment.

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

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

FERPA DIRECTORY INFORMATION OPT-OUT FORM

Name (Printed) _____

NOTICE OF DIRECTORY INFORMATION OPT OUT

In accordance with the Federal Educational Rights and Privacy Act (FERPA), a student's education records are maintained as confidential and, except for a limited number of special circumstances listed in that law, will not be released to a third party without the parent/student's prior written consent. The law, however, does allow schools 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 personally-identifiable information identified as Directory Information under FERPA. I understand that upon submission of this Form, my information cannot be released to third parties without my written consent or unless the School is required by law or permitted under FERPA to release such information without my prior written consent; and that the directory information will not otherwise be released from the time the School receives my Form until my opt out request is rescinded. I further understand that if directory information is released prior to the School receiving my opt out request, the School may not be able to stop the disclosure of my directory information.

Signature _____

Date _____

EDUCATION OF FOSTER YOUTH

In accordance with Section 1112(c)(5)(B) of ESEA (20 U.S.C. §6312(c)(5)(B)), all LEAs, in collaboration with the local child services agency (Agency) must ensure the implementation of the foster care provisions under ESEA.

Designated Point of Contact (POC)

The designated Point of Contact (POC) serves as a liaison with the Agency. Rocketship's current designated POC is Sara Escamilla, sescamilla@rsed.org.

Educational/School Stability Protections

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

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

Transportation

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

If additional costs are incurred in providing transportation, Rocketship shall provide such transportation if the local child welfare agency agrees to reimburse Rocketship for such costs; Rocketship agrees to pay for the cost; or Rocketship and the local child welfare agency agree to share the cost.

Effect of Absences on Grades

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

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

Definitions

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

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

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

EDUCATION OF HOMELESS CHILDREN AND YOUTH

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

Definitions

“Homeless children and youth” mean 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.

Designated Homeless Liaisons

The Rocketship Public Schools Homeless Liaison serves Rocketship 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 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.

General Assurances

Rocketship provides the following general assurances:

- Homeless children and youth shall not be segregated into a separate school or program based on their status as homeless and shall not be stigmatized in any way.
- Homeless children and youth shall be provided services comparable to those received by other students in the school, including transportation services, and education programs for which students meet eligibility criteria, such as services provided under Title 1 or similar state and local programs; programs for students with disabilities; programs for students with limited English proficiency; vocational or technical programs; gifted and talented programs; and school nutrition programs.

- Homeless children and youth will have access to district administrative level reservation of funds (set-asides) for serving homeless students.
- Rocketship shall provide homeless students with access to education and other services necessary for these students to meet the same challenging academic standards as other students.
- Rocketship shall provide and post notices of the educational rights of homeless children and youth.

Identification and Reporting

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

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

Rocketship will comply with all federal, state, county, and other data collections and reporting requirements regarding homeless children and youth. Materials will be provided for students and 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.

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.

Enrollment and Records

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

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

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

Information about a student's living situation that is maintained by Rocketship is part of the student's record, subject to the protections of the Family Educational Rights and Privacy Act (FERPA). In general, FERPA prohibits a school from disclosing personally identifiable information ("PII) from students' educational records without 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.

Transportation

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

Rocketship, where feasible, at the request of the 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 school of their choice for the duration of their homelessness. Rocketship may work with the youth's district of residence or other agencies to provide transportation services.

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 Dispute Resolution Process

Disputes may arise between a Rocketship 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 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 challenges the enrollment or services of the child or unaccompanied youth, Rocketship 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'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 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.

GENERAL COMPLAINT PROCESS

Rocketship 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.

Use of General Complaint Process

Rocketship's complaint process should be used as follows:

- To deal with complaints and concerns pertaining to the educational environment or interpersonal conflicts, in accordance with Section II below.
- To allege violations of federal or state law (other than Title IX violations), or of the school's charter.

Who May File a Complaint

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

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.

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.

Complaint Process Regarding School Procedures, Practices, and Policies

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

1. Fill out a Complaint Form, available at the school's front office. In the Complaint Form, complainants should describe the nature of the complaint and any steps taken so far to resolve the issue. The Complaint Form should be submitted to the school Principal. Complaint Forms must be submitted within 90 days of encountering the issue that is the subject of the complaint.

2. The Principal will timely initiate an adequate, reliable, and impartial investigation of the complaint. This will include interviewing witnesses, obtaining any relevant documents, and allowing parties to present evidence. The investigation is considered highly confidential and is not to be revealed or discussed by any participant with persons not directly involved with the decision-making process. The investigation will be concluded within 10 school days of receiving the complaint unless “exceptional circumstances” justify a more expedited response. The amount of time granted for an exceptional circumstance will be determined on an individual case basis.

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

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

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

Prohibition Against Retaliation

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

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

Modification

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

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.

Other Remedies

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

TITLE IX COMPLAINT PROCESS

Rocketship 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 Title IX Complaints receive full consideration.

Prohibited Unlawful Harassment under Title IX

Title IX (20 U.S.C. § 1681 *et seq.*; 34 C.F.R. § 106.1 *et seq.*) and California state law each prohibit discrimination and harassment on the basis of sex. Under Title IX, "sexual harassment" carries a specific meaning and in this context covers conduct on the basis of sex that satisfies one or more of the following:

- A school employee conditioning the provision of a school aid, benefit, or service on an individual's (e.g., student, parent, guardian, employee, etc.) participation in unwelcome sexual conduct;
- Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the school's education program or activity; or
- "Sexual assault" as defined in 20 U.S.C. 1092(f)(6)(A)(v), "dating violence" as defined in 34 U.S.C. 12291(a)(10), "domestic violence" as defined in 34 U.S.C. 12291(a)(8), or "stalking" as defined in 34 U.S.C. 12291(a)(30).

In accordance with Title IX, discrimination and harassment on the basis of sex in education institutions, including in the education institution's admissions and employment practices, is prohibited. All persons, regardless of sex, are afforded equal rights and opportunities and freedom from unlawful discrimination and harassment in education programs or activities conducted by Rocketship.

Rocketship does not discriminate on the basis of sex in the education program or activity that it operates, and is required by Title IX to not to discriminate in such a manner. The requirement not to discriminate in the education program or activity extends to admission and employment.

Rocketship is committed to providing an educational and work environment free of sexual harassment and considers such harassment to be a major offense, which may result in disciplinary action. Inquiries about the application of Title IX and 34 C.F.R. Section 106 to Rocketship may be referred to either Renita Thukral, the Rocketship Title IX Compliance and Civil Rights Officer, the Assistant Secretary for Civil Rights of the U.S. Department of Education, or both.

Complaints under Title IX.

Complaints governed by Title IX of the Education Amendments of 1972 are reported to the Title IX Compliance and Civil Rights Officer and an investigation of those complaints are conducted promptly and impartially. Once a report of discrimination, harassment, or retaliation has been received the school designee and/or Title IX Compliance and Civil Rights Officer/designee will offer supportive measures to ensure the safety of the alleged complainant referenced in a reported discrimination incident, all staff and students, and restore or preserve equal access to Rocketship's education program or activity. These steps will be designed to restore a sense of safety to the complainant and to protect them from further incidents, if necessary. Examples of such steps taken include designating a staff member to serve as that complainant's "safe" person, altering the respondent/complainant's seating or schedule to reduce access between the

respondent and the complainant, creating individual safety plans, and possible consultation with the school's professional mental health service providers. Once an investigation is concluded, further steps will be taken, as needed, to interrupt or stop each specific act of harassment, prevent recurrence, address its effects, and remedy the alleged violation regardless of whether the incident is the subject of a criminal investigation. The respondent is presumed not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process. The investigation will be conducted by the Title IX Compliance and Civil Rights Officer/designee in a prompt and equitable manner to remedy the alleged violation.

Rocketship will inform all relevant parties that retaliation for reporting acts of discrimination is prohibited. Written records of the investigation process will be maintained and may be included in the prevention database to generate a more accurate picture of student-on-student discriminatory behaviors at Rocketship. Where necessary, provisions will be made to include the advice of legal counsel. The Title IX Compliance and Civil Rights Officer/designee is charged with making determinations as to whether a reported incident constitutes a Title IX violation. These determinations will take into account all of the facts and the circumstances surrounding the incident. Rocketship will use a preponderance of the evidence standard (i.e., more likely than not that harassment occurred) when resolving complaints. If the Title IX Compliance and Civil Rights Officer/ designee determines that an incident of discrimination has occurred, they should take prompt and effective steps to end the discrimination, eliminate its effects, including response steps listed in Rocketship's Discipline Policy to prevent the recurrence of an incident and restore the safety of a complainant.

The Title IX Complaint and Investigation Procedures are available on the Rocketship website.

TITLE I PARENT INVOLVEMENT

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

Development and Review of Policy

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

- Gather and disseminate to parents for review the following materials: the Title I Parental Involvement Policy and the Title I school-parent compact. These materials will be

disseminated to parents during one of the school's fall community meetings or at fall parent/teacher conferences.

- Written and oral input from parents will be solicited through regularly scheduled community meetings, parent/teacher conference feedback and regular written communications with parents.

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

Involvement of Parents in the Title I Program

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

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

how to monitor their children's progress and work with educators to improve the achievement of their children. The school shall ensure that this information is communicated to parents/guardians in a format and, to the extent practicable, language that the parent/guardian can understand.

- Rocketship schools provide opportunities for regular meetings that allow the parents to participate in decisions relating to the education of their children. This happens through community meetings, parent-teacher conferences, home visits, and school and classroom newsletters.
- If requested by parents, and to the extent not covered by any of the above options, Rocketship will provide opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions as soon as practicably possible.
- Rocketship Public Schools, with the assistance of its parents, will educate its teachers, school leaders and other school staff how to reach out to, communicate with and value parents as equal partners in their children's education. The school shall inform parents/guardians of the existence of parent resource centers in the state that provide training, information, and support to parent/guardians.

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

School-Parent Compact

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

Building Capacity for Involvement

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

- Rocketship provides Title I parents with assistance in understanding the State’s academic content standards, assessments, and how to monitor and improve the achievement of their children.
- Rocketship provides Title I parents with materials and training to help them work with their children to improve their children's achievement.
- Rocketship educates staff members about the value of parent contributions, and in how to work with parents as equal partners. Rocketship Public Schools has a Parent Leadership team, which is tasked with building parental capacity for leadership and parent involvement.
- Rocketship involves parents of all backgrounds, including those with limited English proficiency, those with disabilities, and parents of migratory students.
- Rocketship coordinates and integrates the Title I parental involvement program with other programs, and conducts other activities, such as parent resource centers, to encourage and support parents in more fully participating in the education of their children.
- Rocketship distributes Information related to school and parent programs, meetings, and other activities to Title I parents in a format and language that the parents understand.
- Rocketship provides support for parental involvement activities requested by Title I parents.

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

SCHOOL-PARENT COMPACT

Rocketship 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 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 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)(A-B) of the Every Student Succeeds Act, a student's parent may request, and Rocketship 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 schools use several computer software applications and web-based services, operated not by schools in our network, but by third-party vendors. We use these tools to provide students with the most effective software and web-based services for learning. In accordance with the Children's Online Privacy Protection Act (COPPA), Rocketship consents to the vendors' collection, use, and disclosure of information obtained directly from students. Rocketship gives this consent on behalf of 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 <https://www.ftc.gov/business-guidance/resources/complying-coppa-frequently-asked-questions>.

A 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 program>s>.

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

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.

ROCKETSHIP [School Name]

Student/Parent Technology Agreement

2023-2024 School Year

CHROMEBOOK USE AGREEMENT

Rocketship Public School provides a Chromebook for all students. Beginning Week 4 of school, students in Grade 2-5 will bring Chromebooks between home and school daily. Homework for these grades will be completed on the computer. A charger and case will be provided for transportation between home and school.

- Parents may opt out of bringing the Chromebook home but must confirm access to a compatible personal computer for homework.

CHROMEBOOK CARE AGREEMENT

Proper handling and care of the Chromebook/iPad will include all of the following:

- A. The user must keep the Chromebook/iPad in Rocketship Public Schools provided protective case when carrying.
- B. Chromebook/iPad and case must remain free of any writing, drawing, stickers, or labels that are not applied by Rocketship Public Schools.
- C. Use the Chromebook/iPad on a flat, stable surface. Do not set books and other heavy items on the device.
- D. Do not have food or drinks around the Chromebook/ iPad.
- E. Wipe surfaces with a clean, dry soft cloth.
- F. Avoid touching the screen with pens or pencils.
- G. Do not leave the iPad exposed to direct sunlight or near any heat or moisture sources for extended periods of time.
- H. It is the user's responsibility to bring their device to school each day fully charged. There will be charging stations at school, but waiting for the device to charge may cause a delay in learning time.
- I. The Chromebook/iPad, case, charger and any additional peripherals are the property of Rocketship Public Schools and must be returned when requested by Rocketship Public Schools.

- J. Damages to the device should be reported to the Business Operations Manager. Damages will be assessed and may result in a meeting with the guardian and student to review the Chromebook Care policies.
- K. If a user has damaged their device, Rocketship Public Schools reserves the right to discontinue sending the device home and will meet with the family to plan how to complete homework.

ONLINE LEARNING PROGRAMS AGREEMENT

Rocketship uses Online Learning Programs (OLPs) and Instructional Technology to personalize and supplement learning for all Rocketeers. All programs used by Rocketship Public Schools are FERPA and COPPA compliant. A full list of the programs being used can be found on your school's website. Your child will use OLPs during school hours and for homework. A full list of expectations for daily program usage will be provided by the school.

JETPACKED AGREEMENT

Rocketship uses an internally owned software application, JetPackED, to manage and track student completion of Online Learning Programs. The primary guardian listed in the student's registration will be enrolled into bi-weekly updates that will include a Monday SMS/Email highlighting the student's previous week progress and upcoming week's goals, and a Thursday SMS/Email with updated progress towards weekly goals. Texts and emails are one-way. Guardians may unenroll from the weekly texts or emails at any point after receiving the first message by logging into their child's JetPacked portal and updating settings.

Please acknowledge receipt of this Technology Agreement by [filling out this form](#):



[Insert District Name here]
Calendar for FY 2023-2024

Students' first day of attendance: 8/15/2023
last day of attendance: 6/12/2024

Attendance Month	Week 1					Week 2					Week 3					Week 4					Days Taught	Legal Holiday	Local Holiday	T=Teacher Work Days
	Mon	Tue	Wed	Thu	Fri	Mon	Tue	Wed	Thu	Fri	Mon	Tue	Wed	Thu	Fri	Mon	Tue	Wed	Thu	Fri				
1		8 15	8 16	8 17	8 18	8 21	8 22	8 23	8 24	8 25	8 28	8 29	8 30	8 31	9 1	9 H	9 5	9 6	9 7	9 8	18	1	0	2
2	9 11	9 12	9 13	9 14	9 15	9 18	9 19	9 20	9 PD	9 PD	9 25	9 26	9 27	9 28	10 29	10 2	10 3	10 4	10 5	10 6	18	0	0	
3	10 x	10 10	10 11	10 12	10 13	10 16	10 17	10 18	10 19	10 T	10 23	10 24	10 25	10 26	10 27	10 30	10 31	11 1	11 2	11 3	18	0	1	
4	11 6	11 7	11 8	11 9	11 H	11 13	11 14	11 15	11 16	11 17	11 x	11 x	11 x	11 H	11 x	11 27	11 28	11 29	11 30	12 1	14	2	4	
5	12 4	12 5	12 6	12 7	12 8	12 11	12 12	12 13	12 14	12 15	12 18	12 19	12 20	12 x	12 x	12 H	12 x	12 x	12 x	12 x	13	1	6	
6	1 H	1 x	1 x	1 PD	1 PD	1 8	1 9	1 10	1 11	1 12	1 H	1 16	1 17	1 18	1 19	1 22	1 23	1 24	1 25	1 26	14	2	2	7
7	1 29	1 30	1 31	2 1	2 2	2 5	2 6	2 7	2 8	2 9	2 12	2 13	2 14	2 15	2 T	2 H	2 x	2 x	2 x	2 x	14	2	4	
8	2 26	2 27	2 28	2 29	3 1	3 4	3 5	3 6	3 7	3 8	3 11	3 12	3 13	3 14	3 PD	3 18	3 19	3 20	3 21	3 22	19	0	0	
9	3 25	3 26	3 27	3 28	3 29	4 x	4 x	4 x	4 x	4 x	4 8	4 9	4 10	4 11	4 12	4 15	4 16	4 17	4 18	4 19	15	0	5	
10	4 22	4 23	4 24	4 25	4 26	4 29	4 30	5 1	5 2	5 3	5 6	5 7	5 8	5 9	5 10	5 13	5 14	5 15	5 16	5 17	20	0	0	
11	5 20	5 21	5 22	5 23	5 24	5 H	5 28	5 29	5 30	5 31	6 3	6 4	6 5	6 6	6 7	6 10	6 11	6 12	6 PD	6 PD	17	1	0	
12																								
																					180	9	22	

Legend: H = Legal Holiday, X = Local Holiday, T = Teacher Work Day, PD = Professional Development

EC 37220 (a) Except as otherwise provided the public schools shall close on the following holidays:

Holiday	Day or Date Each Year	Day	Date Observed
Independence Day	July 4	Tuesday	7/4/2023
Labor Day	1st Monday in September	Monday	9/4/2023
Veterans Day	November 11 (cannot switch dates)	Friday	11/10/2023
Thanksgiving	4th Thursday in November	Thursday	11/23/2023
Christmas Day	December 25	Monday	12/25/2023
New Year's Day	January 1	Monday	1/1/2024
MLK Day	3rd Monday in January	Monday	1/15/2024
Lincoln Day	Week of February 12	Friday	2/16/2024
Washington Day	3rd Monday in February	Monday	2/19/2024
Memorial Day	Last Monday in May	Monday	5/27/2024
Juneteenth	June 19	Wednesday	6/19/2024

X = Local Holiday per Education Code 37220(a)(13)
 Holiday Recess
 Winter Recess
 Spring Recess

- (b) If holiday falls on Sunday, the following Monday shall be deemed the holiday.
- (c) If holiday falls on Saturday, the preceding Friday shall be deemed the holiday.
- (e) Except for Veterans Day, the governing board of a school district, by adoption of a resolution, may revise the date schools close in observance of any holidays.

If a legal holiday date was changed by a Board resolution:

Resolution # _____

Date: _____

**Rocketship Education
2023-2024 Education Protection Account (EPA) Budget Spending Plan**

Proposition 30, *The Schools and Local Public Safety Protection Act of 2012*, approved by the voters on November 6, 2012, temporarily increases the states sales tax rate for all taxpayers and the personal income tax rates for upper-income taxpayers.

The revenues generated from Proposition 30 are deposited into a state account called the Education Protection Account (EPA). School districts, county offices of education, and charter schools (LEAs) will receive funds from the EPA based on their proportionate share of the statewide revenue limit amount. A corresponding reduction is made to an LEA's revenue limit EPA entitlement. LEAs will receive EPA payments quarterly during the 2022-23 Fiscal Year.

Proposition 30 provides that all K-14 local agencies have the sole authority to determine how the funds received from the EPA are spent, but with these provisions:

The spending plan must be approved by the governing board during a public meeting.

EPA funds cannot be used for the salaries or benefits of administrators or any other administrative costs.

Each year, the local agency must publish on its Website an accounting of how much money was received from EPA and how the funds were expended.

Rocketship Education's estimate of 2023-2024 EPA Entitlement per estimated 2023-2024 ADA is \$5,822,884.

This total is comprised of the following amounts by school:

Rocketship Mateo Sheedy Elementary (CDS # 43 10439 0113704)	\$86,249
Rocketship Si Se Puede Academy (CDS # 43 10439 0119024)	\$844,244
Rocketship Los Suenos Academy (CDS # 43 10439 0120642)	\$965,707
Rocketship Mosaic Elementary (CDS # 43 69450 0123299)	\$1,494,663
Rocketship Discovery Prep (CDS # 43 10439 0123281)	\$368,484
Rocketship Brilliant Minds (CDS # 43 10439 0125781)	\$1,262,597
Rocketship Alma Academy (CDS # 43 10439 0125799)	\$231,413
Rocketship Spark Academy (CDS # 43 69450 0128108)	\$95,337
Rocketship Fuerza Community Prep (CDS #43 10439 0131110)	\$94,268
Rocketship Redwood City Community Prep (CDS #43 69005 0132076)	\$104,247
Rocketship Rising Stars Academy (CDS #43 10439 0133496)	\$54,707
Rocketship Futuro Academy (CDS #07 77024 0134072)	\$118,325
Rocketship Delta Prep (CDS #07 61648 0137430)	\$102,643

EPA funds are budgeted to be used to cover salary and benefits of non-administrative certificated staff, specifically Classroom Teachers, as well as non-administrative books, supplies and services.

SUBORDINATION OF SERVICES AGREEMENT FEE

THIS SUBORDINATION OF SERVICES AGREEMENT FEE (this “**Agreement**”) is executed as of May [], 2023 (the “**Effective Date**”) by and among ROCKETSHIP EDUCATION, INC., a California nonprofit public benefit corporation (“**Provider**”), LAUNCHPAD DEVELOPMENT MILWAUKEE TWO LLC, a Wisconsin limited liability company (“**Borrower**”), ROCKETSHIP EDUCATION WISCONSIN, INC., a Wisconsin nonprofit public benefit corporation (“**Tenant**”), and IFF, an Illinois not for profit corporation (“**Lender**”). Each of Provider, Tenant, Borrower and Lender shall be referred to for purposes of this Agreement as a “**Party**,” and all collectively shall be referred to for purposes of this Agreement as the “**Parties**.”

RECITALS

A. Lender has agreed to make a secured loan (the “**Loan**”), evidenced by that certain Promissory Note, dated March 30, 2023 (the “**Note**”), to Borrower for the purpose of refinancing and developing certain real property (the “**Property**”) more particularly described in that certain Mortgage, Assignment of Leases and Rents, Security Agreement and Fixture Filing, dated as of March 30, 2023 (the “**Mortgage**”), which Property comprises the real property described on the attached Exhibit A. Lender has provided a full, executed copy of the Note to Borrower and Provider, both of which acknowledge having received the same on or before the Effective Date.

B. Borrower, as landlord, and Tenant, as tenant are party to that certain Lease Agreement – Rocketship Transformation Prep, dated as of June 1, 2019 (as amended by (i) that certain First Amendment to Lease Agreement – Rocketship Transformation Prep. dated as of June 26, 2020, (ii) that certain Second Amendment to Lease Agreement – Rocketship Transformation Prep, dated as of June 1, 2021, and (iii) that certain Third Amendment to Lease Agreement – Rocketship Transformation Prep, dated as of March 30, 2023, and as it may be further modified from time to time, the “**Lease Agreement**”), pursuant to which Tenants leases from Borrower certain property and structures located on the Property.

C. Tenant operates a charter school commonly known as Rocketship Transformation Prep on the Property and more particularly described in the Services Agreement (defined below) (the “**Charter School**”). The Charter School is authorized pursuant to that certain Charter Contract dated May 3, 2013, which was entered into between Tenant and the City of Milwaukee (as amended, modified, replaced, renewed and extended from time to time, the “**Charter School Contract**”).

D. Tenant and Provider executed a Network Services Agreement, dated as of June 11, 2013 and set forth as Exhibit B attached to and made a part of this Agreement (the “**Services Agreement**”), pursuant to which Provider shall provide comprehensive network services to Tenant.

D. Tenant will operate the Charter School (with Provider’s assistance) on the Property and Provider will materially benefit from Lender’s having made the Loan to Borrower.

NOW, THEREFORE, for good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties hereby agree as follows:

1. Subordination of Services Agreement Payments. Provider hereby subordinates its right to receive payment of the Services Fee (as defined in the Services Agreement) under the Services Agreement to the rights of Borrower under the Lease Agreement to receive payments of Rent (as defined in the Lease Agreement) and all other sums due or owing under the Lease Agreement. Accordingly, the Services Agreement shall be, and is, subject, subordinate and inferior to the Lease Agreement and to all renewals, extensions, modifications or amendments of the Lease Agreement. The terms of the Lease Agreement and this Agreement shall govern the rights of Borrower under the Lease Agreement, notwithstanding any contrary provision of the Services Agreement; and no Services Fee due or owing under the Services Agreement may be paid by Tenant to Provider until any and all amounts then due or owing to Borrower under the Lease Agreement shall have been paid to Borrower.

2. No Demand. From and after Provider's receipt of notice from Lender that a default under the Note has occurred, Provider will not demand, receive or accept and Borrower will not make any payment of the Services Fee with respect to the Services Agreement. Notwithstanding the foregoing, Lender's failure to give, or delay in giving any such notice shall not affect the subordination of the Services Agreement hereunder.

3. Modification of Services Agreement. Provider and Tenant shall not modify the Services Agreement in any way that could materially affect Tenant's performance under the Lease Agreement unless Tenant shall otherwise have first observed all of the terms and conditions hereof with respect to such modification.

4. Cure Rights. The Services Agreement is in full force and effect and has not been amended or modified from the document set forth on the attached Exhibit B. As of the Effective Date, there are no defaults under the Services Agreement, nor does there exist any failure or condition the condition of which, with the passage of time, would constitute a default under the Services Agreement. Provider shall deliver to Borrower written notice of any default by Tenant under the Services Agreement and Borrower and Tenant each shall have the right, though not the obligation, for thirty (30) days after delivery of such notice to cure, in full or in part, any such default before Provider may exercise any of its rights under the Services Agreement.

5. Borrower Not Obligated Under Services Agreement. Borrower shall have no liability or obligation whatsoever in connection with the Services Agreement. Neither shall Borrower be obliged to perform any term, covenant, duty or condition of Tenant under the Services Agreement. Provider acknowledges that the obligations of Tenant under the Services Agreement are personal obligations of Tenant.

6. Employee Status. Notwithstanding anything in the Services Agreement to the contrary, in no event shall Borrower (including its successors and assigns) be or be deemed the "Employer" of any person or entity working on the Property. All employees of Provider working on the Property shall be and remain the employees of Provider alone.

7. Borrower's Right to Modify the Lease Agreement. Borrower and Tenant may renew, extend, modify or amend the Lease Agreement without notice to Provider and without prejudice to the rights of Borrower hereunder.

8. Notices. Any notices under this Agreement must be in writing and must be sent by (i) personal delivery, (ii) United States registered or certified mail (postage prepaid), (iii) electronic mail (with a copy sent the same day by one of the other prescribed methods of delivery unless by a reply electronic mail transmission the recipient confirms receipt of the notice and waives the additional delivery requirement) or (iv) an independent overnight courier service, addressed to the addresses specified below or at such other place as a Party may designate to the other Parties by written notice given in accordance with this Section. Notices given by registered or certified mail are deemed effective three (3) Business Days after the Party sending the notice deposits the notice with the United States Post Office. Notices given by electronic mail are deemed effective on the Business Day transmitted (or, if transmitted on a day that is not a Business Day, then on the next occurring Business Day). Notices delivered by overnight courier are deemed effective on the next Business Day after the day the Party delivering the notice timely deposits the notice with the courier for overnight (next day) delivery.

If to Lender:

IFF
333 South Wabash Avenue, Suite 2800
Chicago, Illinois 60604
Attn.: Chief Credit Officer
Email: general@iff.org

If to Borrower:

Launchpad Development Milwaukee Two LLC
350 Twin Dolphin Drive, Suite 109
Redwood City, California 94065
Attention: Benjamin Carson
Email: bcarson@rsed.org

If to Tenant:

Rocketship Education Wisconsin, Inc.
c/o Rocketship Education
350 Twin Dolphin Drive, Suite 109
Redwood City, CA 94065
Attention: Maria Heredia
Email: mheredia@rsed.org

If to Provider:

Rocketship Education
350 Twin Dolphin Drive, Suite 109
Redwood City, CA 94065
Attention: Maria Heredia
Email: mheredia@rsed.org

Any notice by either Party, whether required or permissible hereunder, may be given by such Party's then-current attorney, which notice, when given by such attorney, shall be deemed equally as effective as if given by such Party directly.

9. [Reserved].

10. Modifications. The Parties by mutual consent in writing may amend, modify, supplement and waive any right under this Agreement. No oral modifications are permitted.

11. Partial Invalidity. If any provision of this Agreement, or the application of this Agreement to any person or circumstance, shall be invalid or unenforceable for any reason or to any extent, then the remainder of this Agreement and the application of that provision to other persons or circumstances shall not be affected thereby, but rather shall be enforced to the extent permitted by law.

12. Governing Law. This Agreement shall be governed by, and construed in accordance with, the laws of Wisconsin.

13. Successors and Assigns. This Agreement shall be binding upon the successors and assigns of the Parties and shall inure to the benefit of the successors and assigns of Borrower and Lender.

14. Counterparts. This Agreement may be executed in several counterparts, each of which shall be deemed to be an original and all of which shall constitute one and the same Agreement.

15. Continuing Force and Effect. This Agreement shall continue in full force and effect until all of the Borrower's obligations owing to Lender under the Note shall have been indefeasibly paid in cash in full (other than contingent obligations for which no written claim has been made), it being contemplated that this Agreement be of a continuing nature and at which time, this Agreement shall automatically terminate and be of no further force and effect.

[Signatures begin on next page.]

IN WITNESS WHEREOF, the Parties have duly executed this Agreement as of the Effective Date.

PROVIDER:

Rocketship Education, Inc.,
a California nonprofit public benefit corporation

By: _____

Name: Preston Smith

Its: Chief Executive Officer

LENDER:

IFF,
an Illinois not for profit corporation

By: _____

Print Name:

Title:

TENANT:

Rocketship Education Wisconsin, Inc.,
a Wisconsin non-stock corporation

By: _____
Name:
Its:

BORROWER:

Launchpad Development Milwaukee Two LLC,
a Wisconsin limited liability company

By: Launchpad Development Company,
a California non-profit, its sole member

By: _____

Name: Benjamin Carson

Its: Executive Director

EXHIBIT A
Legal Description of the Property

Lot 1 of Certified Survey Map No. 9121, recorded March 14, 2019 as Document No. 10854932, all lying within and being a part of the Northeast $\frac{1}{4}$ of the Northwest $\frac{1}{4}$ of Section 34, Town 8 North, Range 21 East, City of Milwaukee, Milwaukee County, Wisconsin.

EXHIBIT B
Network Services Agreement

[to be attached]

**RESOLUTION OF
THE BOARD OF DIRECTORS OF
ROCKETSHIP EDUCATION**

Dated as of March 22, 2023

Pursuant to (i) the Fifth Amended and Restated Bylaws of Rocketship Education (d/b/a Rocketship Public Schools), a California nonprofit public benefit corporation (the “Organization”), and (ii) the applicable provisions of the California Nonprofit Public Benefit Corporation Law, Cal Corp. Code Section 5110 (2001), the undersigned, being members of the Board of Directors of the Organization (the “Board”), hereby take the following actions and adopt the following resolutions:

AUTHORIZATION OF CSGF LOAN GUARANTY

WHEREAS, the CSGF Facility Fund III LLC, a Delaware limited liability Organization (“CSGF”), has agreed to extend a term loan with a maximum principal amount of \$1,000,000 (the “CSGF Loan”) to Launchpad Development Organization, a California not-for-profit corporation (“Launchpad”), pursuant to that certain Loan Agreement by between Launchpad and CSGF (the “CSGF Loan Agreement”);

WHEREAS, as a condition to providing the CSGF Loan and entering into the CSGF Loan Agreement, CSGF will require that the Organization enter into that certain Payment Guaranty (the “CSGF Guaranty”) in favor of CSGF, pursuant to which the Organization will guaranty and be liable for certain obligations and liabilities associated with the CSGF Loan;

WHEREAS, as an affiliate of Launchpad, the Organization will derive, directly or indirectly, a material financial benefit from CSGF’s making of the CSGF Loan to Launchpad; and

WHEREAS, the undersigned have determined that it is in the best interest of the Organization that the Organization enter into the CSGF Guaranty.

NOW, THEREFORE, BE IT RESOLVED, that the CSGF Guaranty, in substantially the form reviewed by the undersigned, be and hereby is approved and adopted; and

FURTHER RESOLVED, that the Organization be, and hereby is, authorized to (i) enter into and deliver the CSGF Guaranty and (ii) take all actions contemplated thereby.

GENERAL

FURTHER RESOLVED, the Board hereby authorizes any President, Chief Executive Officer, Vice President, Treasurer, Secretary, Assistant Secretary, any other officer of the Organization (collectively, the “Authorized Signatories”, and individually, an “Authorized Signatory”), to execute and deliver in the name and on behalf of the Organization, the CSGF Guaranty; and

FURTHER RESOLVED, that any Authorized Signatory and any other person or persons for or on behalf of the Organization designated by such Authorized Signatory is hereby authorized in the name and on behalf of the Organization to execute and deliver any such agreements, instruments, certificates, letters, amendments or other documents and to do and perform any acts whatsoever which such Authorized Signatory may deem necessary, appropriate or desirable in order to effectuate the foregoing

and the Board does hereby ratify, confirm and approve and adopt in all respects all acts heretofore done or performed by any such person in connection with the transactions approved by these resolutions.

IN WITNESS WHEREOF, the undersigned have duly executed this written consent as of the date first set forth above.

THE BOARD OF DIRECTORS:

Louis Jordan
Chair of the Board of Directors
Rocketship Education

Greg Stanger
Secretary of the Board of Directors
Rocketship Education

PAYMENT GUARANTY

This **PAYMENT GUARANTY** (this “**Guaranty**”) is entered into as of the 29th day of March, 2023, by ROCKETSHIP EDUCATION, INC., a California nonprofit public benefit corporation, with offices at 350 Twin Dolphin Drive, Suite 109, Redwood City, CA 94065 (whether more than one “**Guarantor**”), for the benefit of CSGF FACILITY FUND III LLC, a Delaware limited liability company, with offices at 10901 W. 120th Ave, Suite 450, Broomfield, Colorado 80021, as well as its successors and assigns (the “**Lender**”).

RECITALS:

A. Pursuant to that certain Loan Agreement dated as of the date hereof (“**Loan Agreement**”) by and between Lender and LAUNCHPAD DEVELOPMENT COMPANY, a California nonprofit public benefit corporation, with offices at 350 Twin Dolphin Drive, Suite 109, Redwood City, CA 94065 (the “**Borrower**”), Borrower has requested that Lender make a Loan (as defined in the Loan Agreement) for the purposes set forth in the Loan Agreement. The Loan is evidenced by a promissory note (the “**Note**”), dated as of the date hereof, executed by Borrower in favor of Lender.

B. Guarantor will directly or indirectly derive a material financial benefit from the making of the Loan.

C. As a condition to the making of the Loan, Lender requires that Guarantor execute this Guaranty.

NOW, THEREFORE, in consideration of the foregoing and other good and valuable consideration, the receipt and legal sufficiency of which are hereby acknowledged, and in order to induce Lenders to make the Loan to the Borrower, Guarantor hereby acknowledges, agrees and confirms that all of the above recitals are true, correct and complete and hereby covenants and agrees with Lenders as follows:

1. Defined Terms

Capitalized terms used but not defined in this Guaranty shall have the meanings assigned to them in the Loan Agreement.

2. Scope of Guaranty

Guarantor absolutely and unconditionally guarantees to Lender the prompt and unconditional payment of the Indebtedness (collectively, the “**Guaranteed Obligations**”). As used in this Guaranty “**Indebtedness**” means all principal, interest, additional interest (including, without limitation, all interest accruing from and after the commencement of any case, proceeding or action under any existing or future laws relating to bankruptcy, insolvency or similar matters with respect to the Borrower), and all other sums of any nature whatsoever, which may or shall become due and payable pursuant to the provisions of either the Note, this Guaranty, or any other document or instrument evidencing, securing, or guaranteeing payment of the indebtedness evidenced by the Note (in whole or in part) or any other amount payable under

any other document now or hereafter executed and delivered in connection with such Indebtedness or the Note (the Note, the Loan Agreement and each such other document and instrument, being collectively called the "Loan Documents").

3. Guaranty of Payment and Performance

. Guarantor's obligations under this Guaranty constitute an unconditional and continuing guaranty of payment and performance and not merely a guaranty of collection. Guarantor hereby irrevocably and unconditionally covenants and agrees that Guarantor is liable for the Guaranteed Obligations as a primary obligor.

4. Unconditional Guaranty

. The obligations of Guarantor under this Guaranty shall be performed upon demand by Lender and shall be unconditional irrespective of the genuineness, validity, regularity or enforceability, in whole or in part, of the Guaranteed Obligations, the Note or any other Loan Document, and without regard to any other circumstance which might otherwise constitute a legal or equitable discharge of a surety, a guarantor or a borrower under applicable law. Guarantor's obligations under this Guaranty shall not be affected by: (i) modification of the Indebtedness or any Loan Document in any bankruptcy or insolvency proceeding or (ii) the fact that Lender may not have an allowed claim for the Indebtedness or the other obligations under the Loan Documents, against the Borrower, as a result of any bankruptcy or insolvency proceeding or otherwise.

5. Modification of Loan Documents

. At any time or from time to time and any number of times, without notice to Guarantor and without affecting the liability or obligations of Guarantor, (a) the time for payment of the principal of or interest on the Indebtedness may be extended or the Indebtedness may be renewed in whole or in part; (b) the time for Borrower's performance of or compliance with any covenant or agreement contained in the Note or any other Loan Document, whether presently existing or hereinafter entered into, may be extended or such performance or compliance may be waived; (c) the maturity of the Indebtedness may be accelerated as provided in the Note or any other Loan Document; and (d) the Note or any other Loan Document may be modified or amended by Lender and Borrower in any respect.

6. Joint and Several Liability

. If more than one person executes this Guaranty, the obligations of those persons under this Guaranty and any Other Guarantor shall be joint and several. Lender, in its sole and absolute discretion, may deal with any Guarantor in any manner, and no such action shall impair the rights of Lender to collect from any other Guarantor any amount guaranteed by Guarantor under this Guaranty.

7. Reinstatement

. If at any time any payment of any amounts due under the Loan Documents by Borrower, Guarantor or any other Person is rescinded or must be otherwise restored or returned upon the insolvency, bankruptcy or reorganization of Borrower or Guarantor or otherwise, Guarantor's obligations hereunder with respect to such payment shall be reinstated as though such payment has been due but not made at such time.

14. **Incorporation**. Article VIII of the Loan Agreement are hereby incorporated by reference as if fully set forth herein.

8. **Successors and Assigns**

. This Guaranty shall be binding upon Guarantor and its heirs, legal representatives, successors, successors-in-interest and assigns, as appropriate, and shall inure to the benefit of Lender and its successors, successors-in-interest and assigns. Guarantor may not assign or delegate its rights, interests or obligations under this Guaranty without first obtaining the Lender's prior written consent.

9. **Remedies Cumulative**

. In the event of Guarantor's default under this Guaranty, Lender may exercise all or any one or more of its rights and remedies available under this Guaranty, at law or in equity. Such rights and remedies shall be cumulative and concurrent, and may be enforced separately, successively or together, and the exercise of any particular right or remedy shall not in any way prevent Lender from exercising any other right or remedy available to Lender. Lender may exercise any such remedies from time to time as often as may be deemed necessary by Lender.

10. **No Agency or Partnership**

. Nothing contained in this Guaranty shall constitute Lender as a joint venturer, partner or agent of Guarantor, or render Lender liable for any debts, obligations, acts, omissions, representations or contracts of Guarantor.

11. **Further Assurances**

. Guarantor shall at any time and from time to time, promptly execute and deliver all further instruments and documents, and take all further action that may be reasonably necessary or desirable, or that Lender may reasonably request, in order to protect any right or interest granted by this Guaranty or to enable Lender to exercise and enforce its rights and remedies under this Guaranty.

12. **Notices; Change of Guarantor's Address**

. All notices given under this Guaranty shall be in writing and shall be sent in the manner set forth in the Loan Agreement, provided that notices to Guarantor shall be sent to the address below.

350 Twin Dolphin Drive, Suite 109, Redwood City, CA 94065

Guarantor agrees to notify Lender (in the manner for giving notices provided in the Loan Agreement) of any change in Guarantor's address within ten (10) Business Days after such change of address occurs.

13. Waiver of Trial by Jury

. TO THE MAXIMUM EXTENT PERMITTED UNDER APPLICABLE LAW, EACH OF GUARANTOR AND THE LENDER (A) COVENANTS AND AGREES NOT TO ELECT A TRIAL BY JURY WITH RESPECT TO ANY ISSUE ARISING OUT OF THIS GUARANTY OR THE RELATIONSHIP BETWEEN THE PARTIES THAT IS TRIABLE OF RIGHT BY A JURY AND (B) WAIVES ANY RIGHT TO TRIAL BY JURY WITH RESPECT TO SUCH ISSUE TO THE EXTENT THAT ANY SUCH RIGHT EXISTS NOW OR IN THE FUTURE. THIS WAIVER OF RIGHT TO TRIAL BY JURY IS SEPARATELY GIVEN BY EACH PARTY, KNOWINGLY AND VOLUNTARILY WITH THE BENEFIT OF COMPETENT LEGAL COUNSEL.

14. Time of the Essence

. Time is of the essence with respect to this Guaranty.

[REMAINDER OF PAGE INTENTIONALLY BLANK]

IN WITNESS WHEREOF, the undersigned has duly executed and delivered this Guaranty or caused this Guaranty to be duly executed and delivered by its authorized representative as of the date first set forth above. Where required by applicable law, the undersigned intends that this instrument shall be deemed to be signed and delivered as a sealed instrument.

GUARANTOR:

ROCKETSHIP EDUCATION, INC., a California
nonprofit public benefit corporation

By: _____
Name: Preston Smith
Title: CEO

COLLECTIVE BANKING RESOLUTIONS: Master Resolutions

PART A: General

1. **Client Information:**

a. **Name of Client ("Client"):** Rocketship Education

b. **Trade name(s) / DBA if applicable:** _____

c. **Type of Organization¹:** Client is a Corporation organized under the laws of California
("Jurisdiction of Formation").

d. **Client Taxpayer ID (United States) / CA Business Number (Canada):** 20-4040597

2. **Execution and Delivery by a Common Signer on behalf of Multiple Entities:** A "Common Signer" is a signer that is appointed and authorized (in the same capacity), by multiple entities that share Common Ownership, to either: (i) be authorized to legally bind that entity to the representations in the subject document; or (ii) record and maintain the legally binding books and records of the entity. For the ease of doing business, in the event multiple entities have appointed the same Common Signer, that Common Signer may take the following actions: (i) insert the name of the lead Client or the Client Group and "See the Attached List of Clients" in line 1(a) of this Part A; (ii) attach a list of Entities for which the signer is a Common Signer ("**Client List**"), and including on such list all of the information required to complete Part A (1) under this Master Resolution; (iii) execute any one or more of this Master Resolution, Supplemental Resolutions, Schedules, and Attachments (collectively the "**Collective Banking Resolutions**"), whereby it shall be deemed that the document(s) shall have been executed by the Common Signer on behalf of each entity, as if such entity was the only entity listed in Section 1 of Part A above, and the representations therein shall be binding on such entity. The Common Signer shall ensure that the Collective Banking Resolutions and any related documents that it executes on behalf of any such entity shall be recorded in the business records of such entity. Entities listed on the Client List may enter into relationships with the PNC Group directly through separate agreements, or under collective agreements with the PNC Group.

3. **Representation of Signer(s):** The undersigned certifies, states, attests, and affirms that as to each entity listed as a Client:

- they are duly authorized and tasked by each entity to record and maintain the legally binding books and records of that entity, including but not limited to the contents of the Collective Banking Resolutions and can legally bind the entity to the same;
- that each statement herein has been made, ratified and adopted by each entity, for itself;
- the contents of this document are a true and correct statement of facts about each entity and each of the Resolutions below have been adopted by the governing body of each entity, in accordance with its own governing documents and applicable law; and
- The whole Collective Banking Resolutions, and each individual part thereof, are legally binding representations made by each entity listed as a Client to The PNC Financial Services Group, Inc, including all of its subsidiaries and affiliated entities (each being a "**PNC Entity**"), including but not limited to PNC Bank, National Association, and to PNC Bank Canada Branch², (collectively "**Bank**"), (all of the foregoing, collectively being referred to as the "**PNC Group**").
- the Collective Banking Resolutions may be electronically executed and delivered to PNC Group under the Client's governing documents and applicable law.

4. The definition of "**Common Ownership**" as used herein, with regard to any entities, shall mean the following: (i) an entity that, directly or indirectly, controls or owns fifty-one percent (51%) or more of the other entity; (ii) fifty-one percent (51%) or more of an entity is, directly or indirectly, controlled or owned by the other entity; or (iii) any entities where the same parties, directly or indirectly, control or own at least fifty-one percent (51%) of the voting interest in each entity.

PART B: RESOLUTIONS

The following Resolutions have been duly adopted, and entered upon the regular minute books of the Client, made in accordance with the governing documents of the Client, applicable and governing laws, and are now in full force and effect:

1. **Purpose:** These Resolutions are to provide the PNC Group with clarity regarding what has been authorized by the Client regarding management of banking and financial activities the Client is undertaking with any member of the PNC Group, as set forth more particularly herein or in any schedule or attachment hereto, which may include banking, depository, treasury management, merchant services, obtaining extension of credit or loans, and investment activities (individually, a "**Financial Activity**" and collectively "**Financial Activities**").

¹**Choose only one of the following:** (i) Corporation; (ii) Partnership; (iii) Unincorporated Association; (iv) Limited Liability Company; (v) Manager Managed LLC; (vi) Member Managed LLC; (vii) Single Member LLC; (viii) Sole Proprietorship; (ix) Public Entity or Government.
If the Client is a different entity type, please contact your PNC Entity Relationship Manager.

²PNC Bank Canada Branch is a branch of PNC Bank, N.A.

2. **Integration of Supplemental Resolutions, Schedules and Attachments.** The Client authorizes the expansion, reduction, or modification of what is authorized for any particular Financial Activities by providing the PNC Group with supplemental resolution schedules (each being a “**Supplemental Resolution**”). Supplemental Resolutions may be executed subsequently to the Master Resolutions and will be incorporated into the Collective Banking Resolutions in accordance with this section. Additional documentation in the form of attachments or schedules may be provided to the PNC Group, which provide more explicit detail regarding the general statements and authorities regarding Financial Activities set forth in the Collective Banking Resolutions (“**Supplemental Documentation**”). Client acknowledges and understands that Supplemental Documentation must be in a form acceptable to the Bank. Supplemental Documentation and signed Supplemental Resolutions shall be binding upon the Client, considered a part of the Collective Banking Resolutions, and will be effective after a reasonable amount of time to act on the same has elapsed, subsequent to delivery and actual acceptance of the documentation by the applicable PNC Entity. It is understood and agreed that the PNC Group may refuse or reject any Supplemental Documentation or Supplemental Resolution that it is unable or unwilling to comply with, or that is in a form that is not acceptable to the PNC Group or any applicable PNC Entity.

3. **Sharing of Master Resolutions and Information.** The Collective Banking Resolutions, or any part thereof, and any related information or documentation provided by the Client to a PNC Entity may be shared with other members of the PNC Group for the purpose of furthering the relationship with the Client and the PNC Group.

4. **Execution and Delivery of Collective Banking Resolutions and Related Documents.** The Collective Banking Resolutions and any related agreements or documentation may, at the option of the PNC Group, be electronically executed and delivered, or manually executed and delivered on paper. Each of the undersigned or individuals designated herein are authorized to use electronic records and electronic signatures to execute and deliver the Collective Banking Resolutions and any related agreements or documentation. For the avoidance of doubt, the authorization under this paragraph may include, without limitation, manually signed Collective Banking Resolutions and any related agreements or documentation that have been converted into electronic form (such as scanned into PDF format) for transmission, delivery and/or retention by the PNC Group (any such signature method being referred to herein as a “**Signature Method**”).

In consideration of the PNC Group accepting documents with a Signature Method, to the extent legally permissible, the Client irrevocably indemnifies and holds the PNC Entities accepting documentation or instructions executed by Signature Method, and their respective agents, employees, officers and directors, harmless from and against any and all claims, damages, demands, judgments, liabilities, losses, costs and expenses (including attorneys' fees) arising out of or resulting from the reliance of that PNC Entity on the Signature Method or this Resolution regarding Signature Methods. For the avoidance of doubt, unless expressly stated otherwise, nothing in the Collective Banking Resolutions shall be construed or interpreted as a governmental or sovereign Client waiving sovereign immunity it may have, nor shall it be deemed to have waived or denied any remedy or defense available to it under the laws of its Jurisdiction of Formation.

5. **Requests Made by Telephone, E-mail, Automated Platform or Other Means.** Each PNC Entity is authorized, in its sole discretion, to take any action authorized hereunder, and to share information about the Client in the possession of the PNC Group, based upon any communication the PNC Entity has a commercially reasonable belief to be from an Authorized Individual, as defined below, or any other person reasonably believed to have been authorized to act by an Authorized Individual, including but not limited to communications made by telephone, facsimile, electronic mail, SWIFT message, secure on-line messenger, through any automated platform or electronic service provided by the PNC Group, including the Bank's PINACLE® system or Dealer Access System, in accordance with the applicable security procedures therefor, or via any other means of transmission or communication.

6. **Copies of Resolutions and Governing Documents.**

a. A copy of the Collective Banking Resolutions shall be delivered to the PNC Entity being engaged by the Client and the PNC Entity shall be entitled to rely on the authority vested in the persons specified in the Collective Banking Resolutions, which shall remain in full force and effect until a copy of a subsequent resolution revoking or modifying the Collective Banking Resolutions has been filed with a member of the PNC Group and the applicable PNC Entity has had a reasonable time to act on it. The Collective Banking Resolutions supersede any prior resolution of Client provided to the PNC Entity addressing the same subject matter.

b. Copies of any organizational or other documents, including but not limited to the articles or certificate of incorporation, the by-laws or regulations, the operating agreement, or other organizational documents of the Client, that the Client may deliver to a PNC Entity, shall be, true, complete and correct copies thereof with all amendments thereto as in effect on the date of such delivery, which any PNC Entity shall be entitled to rely on.

7. **Related Entities:** Now or in the future, an entity or entities that are under Common Ownership with the Client, but do not share a Common Signer with the Client (each being a “**Related Entity**” and collectively “**Related Entities**”), may appoint and empower the Client to manage their banking relationships and Financial Activities. To make such appointment, each Related Entity would execute and deliver to the PNC Group a specialized resolution joining and binding the Related Entity to the Collective Banking Resolutions (“**Joinder Resolution**”). Such appointment would permit individuals authorized to act on behalf of the Client to also act on behalf of the related entities and legally bind those related entities regarding Financial Activities. The relationship of the Related Entity(ies) with the PNC Group may be documented under agreements that are separate or joint with the Client. Before such appointment becomes binding, the Client must first accept the appointment and responsibility granted by the Related Entity under the Joinder Resolution by updating the Client list to include the Related Entities and clearly identify them as being added by Joinder Resolution. The Joinder Resolution(s) will become part of the Collective Banking Resolutions at such time as the Client updates the Client List to include the Related Entity(ies), which shall confirm the Client has accepted the appointment.

In consideration of the PNC Group accepting, in its discretion, the ability of the Client to act on behalf of a Related Entity, and accept Joinder Resolutions, if and when presented, and the related assertions that the Collective Banking Resolutions apply to the Related Entity(ies), the Client, to the extent legally permissible, irrevocably indemnifies, defends, and holds the PNC Group, PNC Entities, and their respective agents, employees, officers and directors, harmless from and against any and all claims, damages, demands, judgments, liabilities, losses, costs and expenses (including attorneys' fees) arising out of or resulting from (i) any claims or actions related to an assertion (or the reliance thereon by a PNC Entity) that the Client or a party authorized to act under the Collective Banking Resolutions was not authorized to act on behalf of, or legally bind, any Related Entity; and (ii) any representations made by the Client on behalf of any Related Entity. For the avoidance of doubt, unless expressly stated otherwise, nothing in the Collective Banking Resolutions shall be construed or interpreted as a governmental or sovereign Client waiving sovereign immunity it may have, nor shall it be deemed to have waived or denied any remedy or defense available to it under the laws of its Jurisdiction of Formation.

PART C: AUTHORIZATION OF INDIVIDUALS

1. **Incumbency and Grant of Authorizations and Powers:**

a. **Primary Authorized Individual(s):** The following individual(s) shall be authorized, without further approval of the Client, to: (i) undertake, modify and terminate any Financial Activity; (ii) execute, modify and terminate any Supplemental Resolutions; (iii) add and remove Related Entities participating in the Collective Banking Resolutions; (iv) accept, execute and/or deliver, any such agreements, instruments and documents as may be required to facilitate or restrict any Financial Activity and the relationship with the PNC Group. Any such Primary Authorized Individual shall be deemed an Authorized Individual able to execute any documentation for the entire relationship between the Client and the PNC Group. Any Primary Authorized Individuals shall also be deemed to be Authorized Individuals under any Supplemental Resolution regardless of whether they are listed on the Supplemental Resolution. The Primary Authorized Individual(s), their respective titles, and signature with the Client are as follows (The Client may at any time update, replace, or supplement the Primary Authorized Individuals or any Authorized Individuals by executing a Supplemental to Part C attachment that can be provided to the client).

	Printed Name	Printed Title	Signature
i)	Preston Smith	CEO and Founders	
ii)	Matthew Shaw	CFO	
iii)	Alex Terman	Business Committee Chair	
iv)			
v)			
vi)			
vii)			
viii)			

b. Each Supplemental Resolution contains a list of individuals that hold the office, title or status with the Client listed next to their name (each of the foregoing along with each of the Primary Authorized Individuals being an “**Authorized Individual**”). **With regard to the subject matter of the particular Supplemental Resolution only**, each Authorized Individual shall have the following authorities and powers: (i) any powers and authority granted generally to Authorized Individuals in the Master Resolutions; (ii) the ability to delegate and revoke any authority they have to others; (iii) add, remove, or update any signers or approvers for transaction; (iv) add or remove Authorized Individuals within the same Supplemental Resolution; and (v) accept, execute and/or deliver, any such agreements, instruments and documents as may be required by a PNC Entity, in its sole discretion, in connection with any transactions, including but not limited to the furnishing of any services for with the Authorized Individual in empowered collectively under the Collective Banking Resolutions. **The execution of a Supplemental Resolution by the Secretary of the Client, a Primary Authorized Individual, or an Authorized Individual under the previous version of the same Supplemental Resolution shall be conclusive proof that the Client has authorized the activities and appointments set forth in that Supplemental Resolution. A Supplemental Resolution may be executed simultaneously with the Master Resolution or at any time after execution of the Master Resolution.** A PNC Entity may require further documentation regarding the foregoing actions, which the Client shall supply upon request.

2. **SPECIAL OR COMPLEX SIGNER REQUIREMENTS ARE INTERNAL REQUIREMENTS OF THE CLIENT AND NOT ENFORCEABLE AGAINST THE PNC GROUP: CLIENT ACKNOWLEDGES, REPRESENTS AND AFFIRMS IT IS SOLELY RESPONSIBLE FOR, AND IT UNDERSTANDS THE BANK CANNOT AND WILL NOT ENFORCE, NOR SHALL BANK BE LIABLE OR RESPONSIBLE IN ANY WAY FOR ANY SPECIAL OR COMPLEX SIGNING INSTRUCTIONS OR REQUIREMENTS IMPOSED BY CLIENT IN ANY RESOLUTION ON PRIMARY AUTHORIZED INDIVIDUALS, INDIVIDUALS AUTHORIZED TO PERFORM ELECTRONIC TRANSACTIONS, AUTHORIZED SIGNERS, OR ANY OTHER INSTANCE, INCLUDING BUT NOT LIMITED TO INSTRUCTIONS REQUIRING DUAL SIGNING REQUIREMENTS OR MONETARY AMOUNT LIMITS ON THE SIGNING AUTHORITY OF AN INDIVIDUAL (WHICH AT ALL TIMES WILL ONLY BE CONSIDERED INTERNAL REQUIREMENTS OF THE CLIENT). IN ALL EVENTS ANY SINGLE PRIMARY AUTHORIZED INDIVIDUAL SHALL BE ABLE TO BIND THE CLIENT. NOTHING IN ANY SUPPLEMENTAL RESOLUTIONS OR SUPPLEMENTAL DOCUMENTATION SHALL OVERRIDE, REPEAL, REVOKE OR MODIFY TIDS LIMITATION AND AT ALL TIMES THE PNC GROUP SHALL BE ENTITLED TO RELY ON TIDS ACKNOWLEDGMENT AND REPRESENTATION.**

3. **Specimen Signatures:** A PNC Entity may at any time require specimen signatures of any Authorized Individual. Signature specimens may be supplied separately and after execution of the Master Resolutions and may be in any form acceptable to a PNC Entity, in its discretion, including but not limited to a Certificate of Incumbency. When a specimen signature is provided for an Authorized Individual (the name and title of the individual must also be clearly printed adjacent to or under the specimen signature), the Client authorizes any PNC Entity to attach those signatures to a PNC approved form on behalf of the Client and confirms the PNC Group may utilize the same as specimen signature for all purposes authorized by the Collective Banking Resolutions. **The Client acknowledges that a PNC Entity may determine, in its discretion, not to establish accounts or other services and may suspend some or all transactions until such time as that PNC Entity is in receipt of acceptable specimen signatures.** Upon Request by a PNC Entity, the Client shall promptly supply to the requesting PNC Entity specimen signatures of any Authorized Individual or person appointed under a Supplemental Resolution and authorizes the Bank to incorporate those specimens into a PNC approved form of the Collective Banking Resolutions. **If signature specimens are requested by a PNC Entity, that PNC Entity may suspend some or all activities until specimen signatures have been supplied.**

PART D: DEPOSITORY AND TREASURY MANAGEMENT SERVICES

1. **Authorization of Depository.** The Bank is designated a depository of the Client and is authorized to accept monies, wire and other electronic fund transfers, checks, drafts, notes, acceptances or other evidences of indebtedness for deposit, or for collection by the Bank and deposit upon receipt of payment therefore by the Bank, (including deposits and collections of payments in such foreign currencies as the Bank may accept from time to time), to the credit of the Client in such deposit account or accounts as the Client may have with the Bank (each an “**Account**”), without the endorsement of the Client appearing thereon, and Client promises to pay the Bank for any Items (defined below) that are returned for lack of endorsement. Authorized Individuals are authorized to open or close Accounts, and to instruct the Bank as to the disposition of funds in any Account to be closed, all by written instruction to the Bank, (electronically or otherwise), by any one such person. These resolutions and authorizations shall apply to all existing and future Accounts and may include Accounts denominated in one or more foreign currencies.

2. **Authorization to Open and Close Accounts, Obtain Treasury Management Services, and Delegate Authority.** In addition to any other authorities and powers granted in the Collective Banking Resolutions, each Primary Authorized Individual shall have the ability to: (i) open and close Accounts; (ii) obtain, change, modify or terminate treasury management services in the sole discretion of the Authorized Individual including, without limitation, services for the initiation or origination of transactions, transfers or withdrawals of funds from or to the Accounts, either in United States dollars or in such foreign currencies as Bank may make available from time to time; (iii) to designate, in writing, other persons who are authorized to obtain such treasury management services or to enter into such transactions or to give instructions to the Bank with respect to such services or transactions; and (v) take any other actions authorized by the Master Resolutions. The Authorized Individuals will execute and provide such documentation as the Bank may require in furtherance of these activities.

3. **Signing Checks, Instruments and Withdrawal Orders, Performing Electronic Transactions and Delegating Authority.** Any Primary Authorized Individual is authorized to sign, execute, deliver and negotiate checks, drafts, bills of exchange, acceptances and other instruments or withdrawal orders or drawn on the Accounts of the Client with the Bank ("**Items**") and to delegate such authority to other persons. Any person authorized to sign, execute, deliver or negotiate Items by and through authority directly granted under the Collective Banking Resolutions, or by and through delegation of authority by a Primary Authorized Individual, (each being an "**Authorized Signer**"), must first provide a specimen signature acceptable to the PNC Group which shall first be affixed to and appear on the account signature card for Accounts. As confirmation of the authority of such persons, the account signature card shall be executed by a Primary Authorized Individual, or such other individual as may be acceptable to the PNC Group.

Any Primary Authorized Individual is authorized to perform electronic transactions related to Accounts and to delegate such authority to other persons. Client acknowledges it is solely responsible for establishing, overseeing and administering all entitlements and authorizations to perform electronic transactions.

ANY SPECIAL OR COMPLEX SIGNER REQUIREMENTS ARE NOT ENFORCEABLE WITH REGARD TO AUTHORIZED SIGNERS SIGNING, EXECUTING OR DELIVERING ITEMS.

4. **Authorization for Use of Facsimile Signature.** Use of facsimile signatures, including but not limited to facsimile signature made by computer, machine or other mechanical device, or rubber stamp is authorized for any signatures provided on account signature cards. The Bank is hereby requested, authorized and directed to honor any and all items bearing a facsimile signature of any person listed on a signature card given by Client to the Bank. The Client assumes full responsibility for all payments made by the Bank in good faith reliance upon such facsimile signature(s) and the Bank shall be entitled to pay and charge to the account of the Client any and all such Items, regardless of by whom or by what means such facsimile signature(s) thereon may have been affixed thereto. The Bank is authorized to make payments from Accounts, upon and according to such Items and other written instructions, whether given by manual or facsimile signature, in each case regardless of whether payment is requested to be made to the order of or for the benefit of, or whether payment is to be deposited to the individual credit of or tendered in payment of the obligation to the Bank of, the person making the withdrawal or transfer or any Authorized Individual.

Note:

For **Partnerships**, all general partners must sign unless the partnership agreement outlines other signing authorities

For **Limited Liability Companies**, all members must sign unless the operating agreement identifies one or more managers, in which case the managers must sign.

For **Corporations, Unincorporated Associations and Other Organizations**: The Secretary, must sign as attesting officer.

If the Secretary, as the attesting officer, is also granted authorization to act in Part C, then one other authorized representative must sign below.

By checking this box, you are attesting that there is no Corporate Secretary.

IN WITNESS WHEREOF, and intending to be legally bound hereby, the undersigned have hereunto set their hands and seals this _____ (Date).

(If field is left blank, the time stamp that is associated with the E-Signature will be the date the document was executed.)

ATTESTATION:

Client Name: _____

Signature

Signature

Printed Name

Printed Name

Title

Title

Signature

Signature

Printed Name

Printed Name

Title

Title

To: Board Members
From: Preston Smith, Co-Founder & CEO
Date: June 8, 2023
Re: CEO's Update

This memo is an update on the successes and challenges we've had at Rocketship since our last board meeting.

QUALITY—Great schools...

All schools in the top 10% among low-income districts (**top 25% among all students)

We are near the end of the 2022-23 school year, which means that our Rocketeers are deeply engaged in end of year assessments. I am hopeful that our collective hard work and 2022-23 initiatives will deliver even stronger gains and outcomes for our Rocketeers this year. We will know more in a couple of months and we will dive into end of year results (NWEA and state assessments) in our August Board Meeting as well Achievement Committee meetings (Regional and National) throughout August.

Investing in our talent has been a key focus this year. Now that our regular student performance assessment cycles have resumed across all regions, we reinstated our performance based compensation system for teachers. We honor the amazing impact of our teachers and enable them to increase their earning power significantly faster than traditional tenure based systems. This is a key tenant of our talent philosophy that seeks to elevate the profession of teaching and honor their performance just as is common practice in other professions. We believe that compensation systems that only reward years



of experience do disservice to the collective effort to elevate the profession of teaching and attract and retain highly qualified talent. In prior years over 80% of our teachers in our top two performance bands have returned to Rocketship. By developing, rewarding, and retaining our top performers, we will continue to accelerate our Rocketeers' growth and achievement.

SCALABILITY—Personalized learning for all...

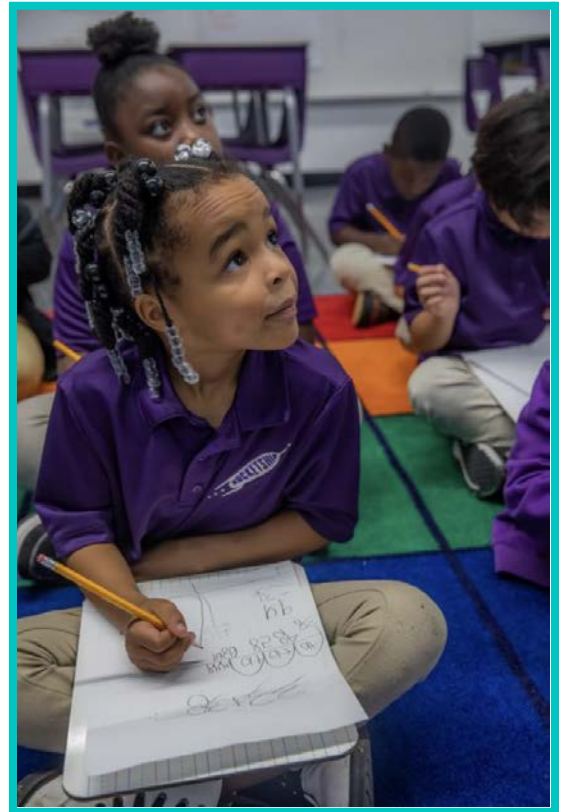
Be the premier educational organization for personalized learning through a high-quality elementary model that is sustainable, replicable, and purposefully integrates technology

Each year during annual planning, we adjust our budgets to align with our overarching priorities and goals as an organization. We aim to ensure that these decisions bolster our regional success, school supports, and student achievement, while remaining on the path to achieve financial sustainability. As we enter 2023-24, we are focused on further elevating our student achievement and instructional

model with additional investments, most especially in new curricula and assessments to further guide our instruction and professional learning.

Rocketship has always been at the forefront of personalized learning, and this is deeply apparent in our approach to our humanities curriculum. Rocketship has remained at the forefront of innovative elementary education, grounding its practices in the underlying principles of the Science of Reading. In 2012, this led to us creating our own curricula focused on systematic phonics instruction, focusing on guided reading with the use of decodables, writing our own thematic units, and incorporating GLAD (guided language acquisition design). While we found success in student learning and achievement, we also recognized that it placed a heavy burden on our teachers to adapt and modify our internal curricula without sufficient implementation support.

Fortunately, we are now at a place where external curriculum providers have embraced the Science of Reading and we can now leverage those curricular resources to support our model. Importantly, this will enable our educators to spend less time modifying curricula to more deeply and intentionally meet individual student needs. We now have an opportunity to partner with external organizations and curriculum writers to deepen our literacy practices and elevate our entire humanities block (~150-180 minutes of daily instruction) where we systematically teach and integrate phonics and build topical knowledge to drive skill and language development.



Over the last year, we piloted Amplify CKLA, a unique core curriculum for PreK–5 ELA, combining rich, diverse content knowledge in history, science, literature, and the arts with systematic, research-based foundational skills instruction. Through this pilot, we learned some key lessons which will inform how we take this project to scale moving forward. Key lessons included:

- The importance of fidelity to the curricular design structures;
- Helping teachers move from lesson planning to lesson internalization;
- The importance of developing leaders’ instructional eye and content knowledge in service of high-quality coaching of teachers.

A year later, we are now ready to take this work to scale and roll out across all five regions in our national network to meet the diverse needs of our communities. In the upcoming school year, we plan to fully adopt a high-quality and standards-aligned curriculum across our Humanities block and launch a Science-of-Reading-aligned phonics curriculum for PK/ TK - 2nd. In Texas, DC, and Milwaukee, our schools will adopt the entire CKLA program to replace all of the humanities block, whereas Tennessee

and California will adopt portions of CKLA and update our approach to thematic units that provide integration with STEM and greater alignment with the rest of the Humanities block which is critical to language development. Our goal is to fully adopt CKLA for Tennessee and California in the 2024-25 school year after they have made strides in the upcoming year toward the successful integration of a new approach overall to this critical learning block.

We are excited about entering a new phase of our literacy work where we can deepen our understanding of the science of reading. Moreover, by pivoting a majority of our National Program Team time away from curricula creation they are now more fully able to invest in training and development of our dedicated and talented educators. With more time focused on coaching, professional development, and deeper partnership with our regions and schools we are confident that it will help us continue to further elevate our student achievement.

IMPACT—Strong communities and families...

Serve 14,000+ Rocketeers and families by 2023

In 2023, we will open our 23rd school - our second school in Fort Worth, Texas. Across our network, we will serve over 10,500 Rocketeers next year. In addition to our new state-of-the-art campus in Texas we are investing in a 5,000 square foot addition at our northside Milwaukee school. The added space will provide for a large multi-purpose gymnasium space and enable reconfiguration of the existing school facilities to create two new full-size classrooms, a cafeteria, servery, and a laundry room available for families to use for free.

Rocketship Wisconsin celebrated its 10 year anniversary this year, capped off with a joyful fundraising event on June 1. The event helped bring the region closer to its fundraising goal and continue to build fundraising momentum in Milwaukee to ensure the region has the resources it needs to deliver the excellence our Rocketeers deserve. In addition, Rocketship's Parent Leadership & Advocacy team have been instrumental partners on a parent-led campaign to demand Equal Funding for Wisconsin charter schools. On April 5th, over 50 Rocketship families from both Rocketship Southside Community Prep and Rocketship Transformation Prep in Milwaukee attended the Wisconsin Legislature Joint Finance Committee Public Hearing on State Budget Revisions. They were a powerful force alongside over 200 parents and families from choice schools across the city who are organizing together to advocate for equalizing school funding across all



education sectors in the state. Two of our very own Rocketship moms were among the five parents selected to give their testimonies at the hearing on behalf of the equal funding movement.

Finally, we have raised over \$9M across our network this year. DC, Nashville, and California all surpassed their fundraising goals already and national and Texas are waiting for renewals and year end disbursements from some of our strongest supporters. I am grateful for our board members' commitment to reaching our \$200,000 board give/get goal for our 15 year fundraising campaign. Leveraging your network to expand and diversify our base of supporters is a critical contribution to not only our philanthropic goal but also our advocacy and influence endeavors. Thank you!

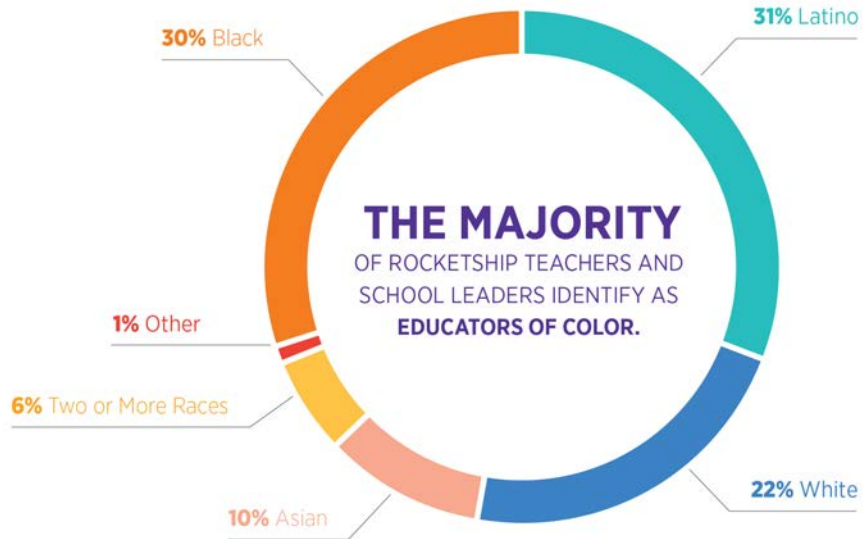


DEI— Equitable and inclusive Rocketship community...

60% or more of Rocketship leaders will reflect & represent the racial & ethnic identities of students we serve by 2023

I am excited that we continue to prioritize and ensure that our Rocketship team is representative of the communities that we serve. We know what a powerful impact this has on our Rocketeer's confidence, sense of belonging, and achievement. Research shows that [student achievement](#) and [college attendance go up](#) and suspension rates go down when students have at least one teacher that represents them and their community. In fact, if a Black male student who experiences poverty has even just one Black teacher in elementary school, he is [40 percent less likely to drop out of high school](#). Yet in a majority of America's public schools, educators often do not reflect their students or communities. Thus, it is incredibly powerful at Rocketship that a strong majority of our educators - 78% - identify as people of color and are representative of the communities that we serve. It is because of

our diverse, representative, dedicated, and talented educators that we are able to unleash the potential of our Rocketeers every single day.



Overall, I am excited that we are continuing to grow our impact and catalyze transformative outcomes for our Rocketeers and communities. I look forward to closing the 2022-23 school year strong and preparing for a 2023-24 school year filled with even greater impact and achievements.



22-23 Local Indicators Report

What are local indicators?

For Local Control Funding Formula (LCFF) priorities where data is not collected at the state level, charters or districts are required to measure and report their progress to be displayed on the charter or district Dashboard. The indicators themselves are reported in a variety of formats, including data, self-ratings, and narratives. These will be reviewed by the state which will include in the Dashboard whether standards have been “met” or “not met”.

There are priorities that have local indicators that are applicable for Rocketship schools:

- Priority 1: *Basics: Teachers, Instructional Materials, Facilities*
- Priority 2: *Implementation of Academic Standards*
- Priority 3: *Parent and Family Engagement*
- Priority 6: *Local Climate Survey*
- Priority 7: *Access to a Broad Course of Study*

The state requires that local indicators be approved in conjunction with the school Local Control and Accountability Plans (LCAPs). The indicators will be uploaded to the dashboard in the Fall of 2023.

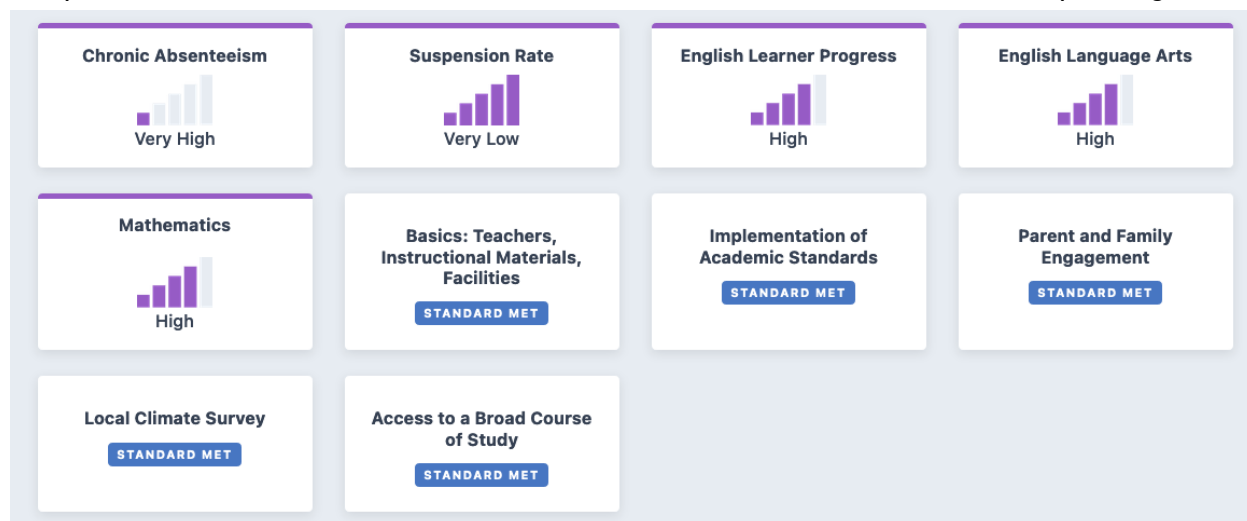
Why do local indicators matter?

Dashboards (see below) are important ways for the public (e.g., parents, community members) to learn about schools. By presenting strong local indicators to complement our state scores we are able to share publicly about the work done in Rocketship Schools as well as illustrate our quantitative data with a narrative of the progress on initiatives our schools are achieving.

Additionally, under AB 1505, charters with consistently high scores across their Dashboard will be considered “high performing” and eligible for a differentiated renewal process.

Due to the COVID-19 pandemic, state law allows the 2022 Dashboard to only display the most current year of data (also known as Status). For this year only, performance levels will be reported using one of five Status levels (ranging from Very High, High, Medium, Low, and Very Low) for state measures.

Sample dashboard -- screenshot of CDE website's 2022 dashboard for Rocketship Rising Stars



What indicators will we report for 22-23?

	<i>Priority 1</i>	<i>Priority 2</i>	<i>Priority 3</i>	<i>Priority 6</i>	<i>Priority 7</i>
Rocketship Mateo Sheedy	Met	Met	Met	Met	Met
Rocketship Si Se Puede	Met	Met	Met	Met	Met
Rocketship Los Sueños	Met	Met	Met	Met	Met
Rocketship Mosaic	Met	Met	Met	Met	Met
Rocketship Discovery Prep	Met	Met	Met	Met	Met
Rocketship Brilliant Minds	Met	Met	Met	Met	Met
Rocketship Alma	Met	Met	Met	Met	Met
Rocketship Spark	Met	Met	Met	Met	Met
Rocketship Fuerza	Met	Met	Met	Met	Met
Rocketship Rising Stars	Met	Met	Met	Met	Met
Rocketship Redwood City	Met	Met	Met	Met	Met
Rocketship Futuro	Met	Met	Met	Met	Met
Rocketship Delta Prep	Met	Met	Met	Met	Met

All local indicators will be reported as met, with additional details available for each indicator. Below we've included some of the details, including some of the variance between schools that will be seen in the Dashboard.

Basic conditions of the school

In this category, we will first report that all of our students had access to curriculum aligned instructional materials and that our facilities at no point failed to meet the "good repair" standards.

Additionally, we will reflect that we had no teachers misassignments (i.e., teachers instructing in a subject that they are not credentialed to teach) as well as no teacher vacancies over the course of the school year.

Implementation of Academic State Standards

This category gives us the opportunity to reflect on our work to implement academic standards, including vis-a-vis instructional materials and professional learning for staff. Given Rocketship's deep and enduring work to develop teachers both through central sessions and ongoing observation and coaching, we plan to report we are at full implementation and sustainability (stage five of five) or full implementation (stage four of five) for most categories and subjects on several questions related to professional learning, supporting staff on identifying areas to improve, and engaging staff on their PD needs. Over the course of the last year, we have seen progress on providing professional learning for teaching to recently adopted academic standards, with the ELD content area moving from full implementation to full implementation and sustainability. We are excited to report full implementation and sustainability for all content areas when it comes to making instructional materials available in all classrooms that are aligned to the recently adopted academic standards. We will also report full implementation or full implementation and sustainability for all content areas in regards to our progress implementing policies and programs that support staff in identifying areas where they can improve delivering instruction aligned to recently adopted academic standards. Lastly, we will continue to focus on our enrichments as we report initial-to-full implementation on progress to date on implementing health, physical education, and visual/performing arts standards

Parent Engagement

In this category we are asked to report the phase of implementation for different aspects of parent engagement. We plan to report that all aspects are either at full implementation (50% of parent engagement metrics) or full implementation and sustainability (50% of parent engagement metrics). Aspects at full implementation (stage four of five) include providing opportunities to have families, teachers, principals and admins work together to plan and implement family engagement activities, providing professional learning to improve capacity to partner with families, and supporting parent advocacy and engagement in advisory groups. We plan to report that we are at full implementation and sustainability (stage five of five) for programs which allow teachers to meet with students and families since we believe that these

programs are strong and have been strong for multiple years. Additionally, we will also report full implementation and sustainability when it comes to supporting families in understanding and exercising their legal rights and advocating for their own and all students as well as supporting staff in learning about each family's strengths, cultures, languages and goals for their children.

Additionally, we will reflect on ways to continue to build consistency on what a welcoming environment and strong customer service look, sound and feel like across campuses as well as growing the soft skills of our staff to help them form authentic relationships with families. We will also describe the importance of the full implementation of our Care Corps program and the positive effects this is having on school communities, the robust return of a fully in person Los Dichos program and the connections and advocacy being forged through our Community Schools initiatives. Lastly, we will report on the activities of the family advisory board and their inputs on decision making in the CA region..

These reflections are largely consistent across schools but may vary a bit for schools who approached but did not meet goals related to home visits and parent participation hours.

Local Climate Survey

In this category, we will reflect on the students' experience, sharing portions of the parent survey. We will focus on questions about school safety in particular and the overall student experience.

These scores vary by school but we will share one to two reasons why the school has excelled in building a safe climate, such as strong dismissal, great teacher relationships, high parent involvement, and a few ways that each school will seek to improve.

Access to a Broad Course of Study

This category gives us the opportunity to provide narratives describing how we ensure all students -- regardless of demographics or special education status -- have access to a "broad course of study" across subject areas. We will report that this is successfully achieved through Rocketship's inclusion model, robust data tracking processes, and structures such as "check in check out" and extension work.

Q4 Rocketship
Board of Directors Meeting

June 8, 2023



Agenda

- I. Administrative
- II. Consent Items
- III. Mission Moment
- IV. Board Updates
- V. Overview of School Safety Processes
- VI. Review and Approve the CA School Dashboard 22-23 Local Indicator Data
- VII. Approval of the LCAPs for all California Schools
- VIII. Approval of the 23-24 Annual Plan and Budget, including all School Level Budgets
- IX. Break
- X. 5 Year Strategic Plan
- XI. Closed Session
- XII. Public Report on Actions Taken in Closed Session

Mission Moment



PARENT LEADERSHIP & VOICE

So far in our campaign we have hosted

9 Parent-led Research Meetings:

5 Zoom Research Meetings:

Rep. Rodriguez (JFC)

Rep. Donovan (MKE)

Sen. Johnson (JFC)

Rep. Dallman (JFC)

Rep. Drake (MKE)

JFC Members and Reps
have heard testimony
from *40 of our families and
staff* so far!

4 Tours + Research Meetings:

Sen. Stroebel (JFC) @Notre Dame

Rep. Wittke (JFC) @Rocketship Southside

Sen. Testin (JFC) & Rep. Ortiz Velez (MKE) @UCC Acosta/Bruce Guadalupe

Rep. Haywood (Ast. Minority Leader) @ Milwaukee College Prep



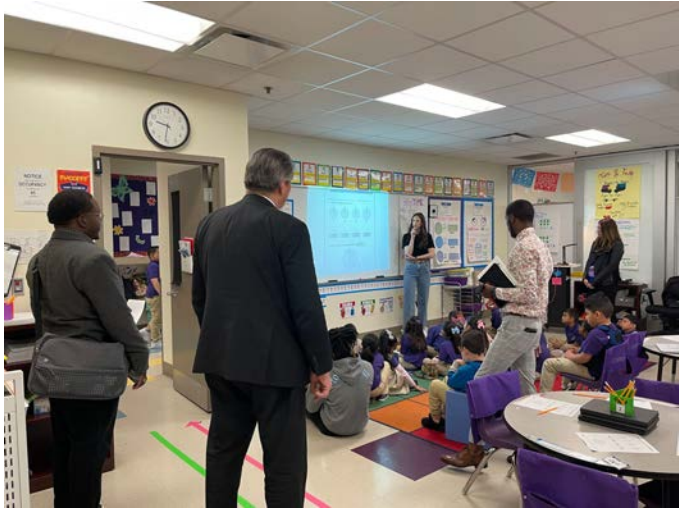
Milwaukee DAY OF ACTION for Equal Funding!



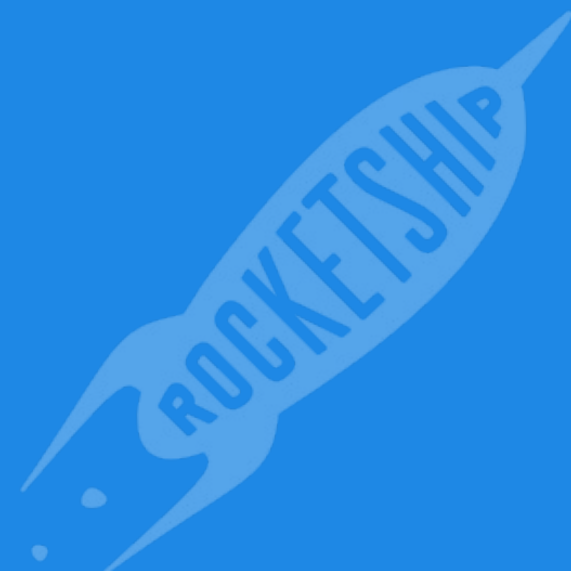
WI Joint Finance Committee Budget Hearing



RSCP Tour & Parent Meeting: Rep. Wittke (JFC)



Board Updates



Overview of School Safety Processes



Rocketship's Blended Approach to Safety

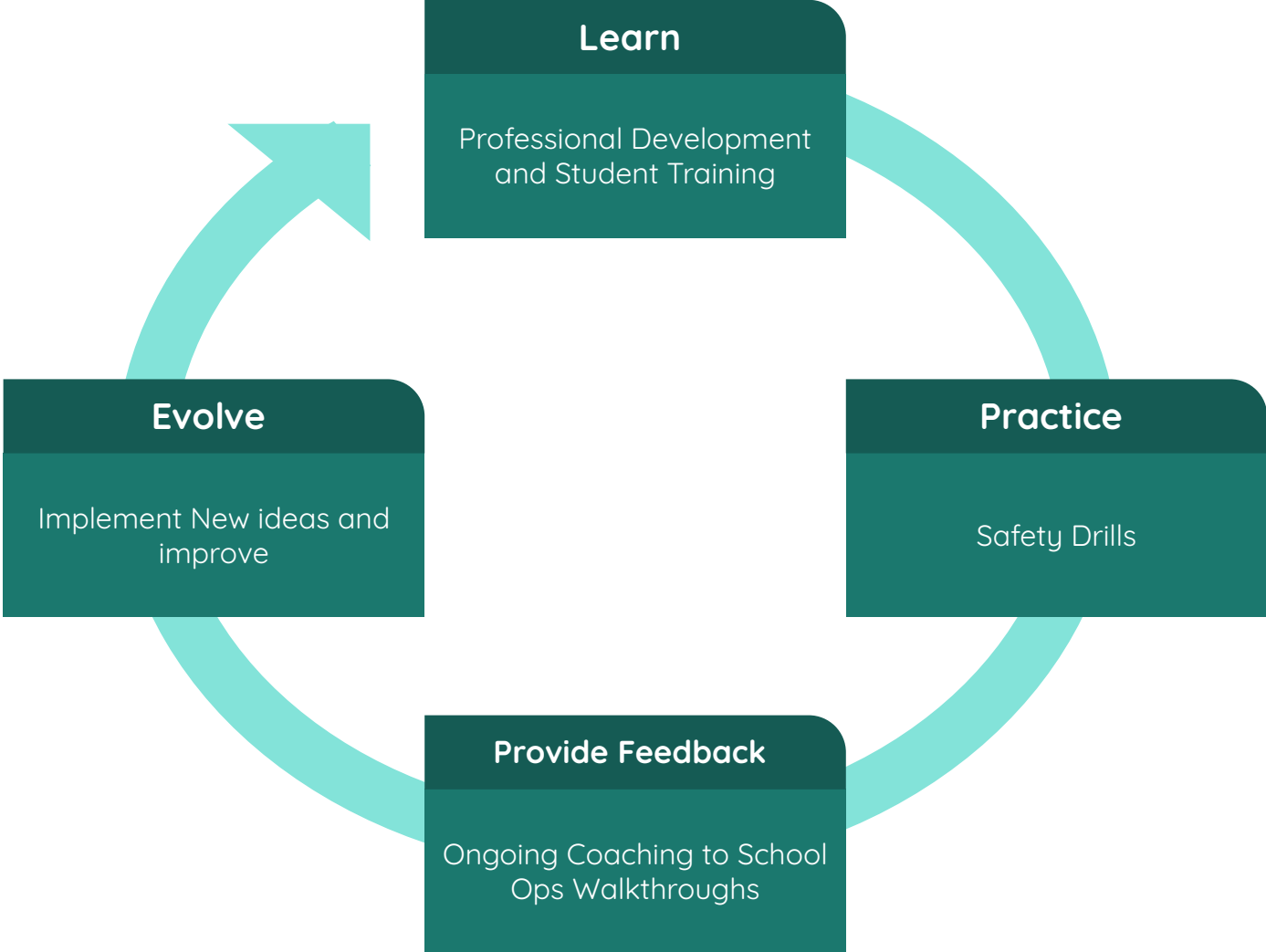
Safe
buildings

Prepared staff,
students, and
families

Ongoing monitoring and adapting



People Preparedness: Training and Operations



Feedback in action



Gabriela Barajas

to RRS-All ▾

Afternoon team! Thank you for everyone's participation in today's fire drill, please take time to review our glows and grows.

Glows

- noise level was low
- out of the gate in 4:34 min (student urgency)
- Ops team and teachers w/o a class jumped in to support in gaps they noticed

Grows

- Teachers should be pacing lines - never give back to students
- Total time was 6:32, 27s slower than our March fire drill
- Taking attendance took 2 minutes - make sure your class is engaged with you and take attendance quickly (adult urgency)
- Some teachers were missing their safety clipboard or walkie - all adults should have a walkie on them at all times in case of emergency.

Shout Outs!

- Ms. Salgado joined the Blugolds immediately with her safety clipboard and walkie.
- Mr. Arellano took complete ownership of the class he was with and had all materials and urgency.
- Ms. Perez transitioned smoothly from arriving at the parking lot to checking attendance - wasted no time.
- Mr. Carmona urgently opened the gates and hopped in to support the Spartans.

Have a terrific rest of your day and happy taco tuesday!



Continuing our Partnership

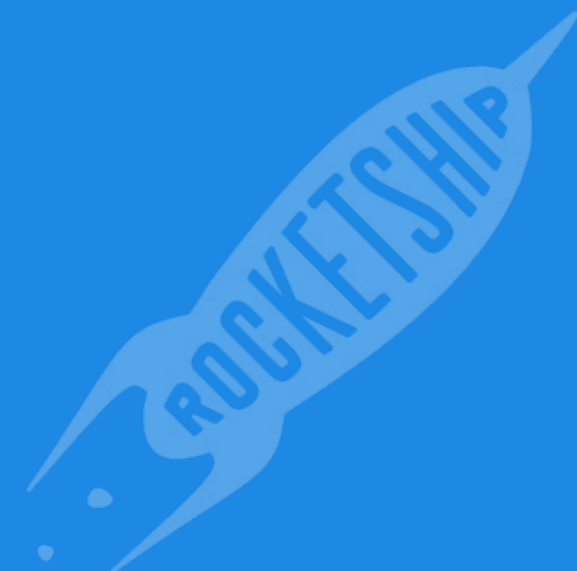
Questions? Bright Spots? Next Steps?



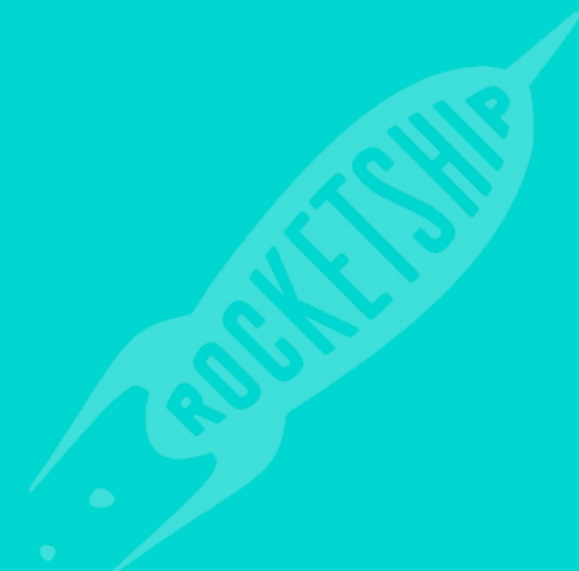
Approval of the CA School Dashboard 2022-2023 Local Indicator Data



Approval of the Local Control Accountability Plans (LCAPs) for all California Rocketship Schools

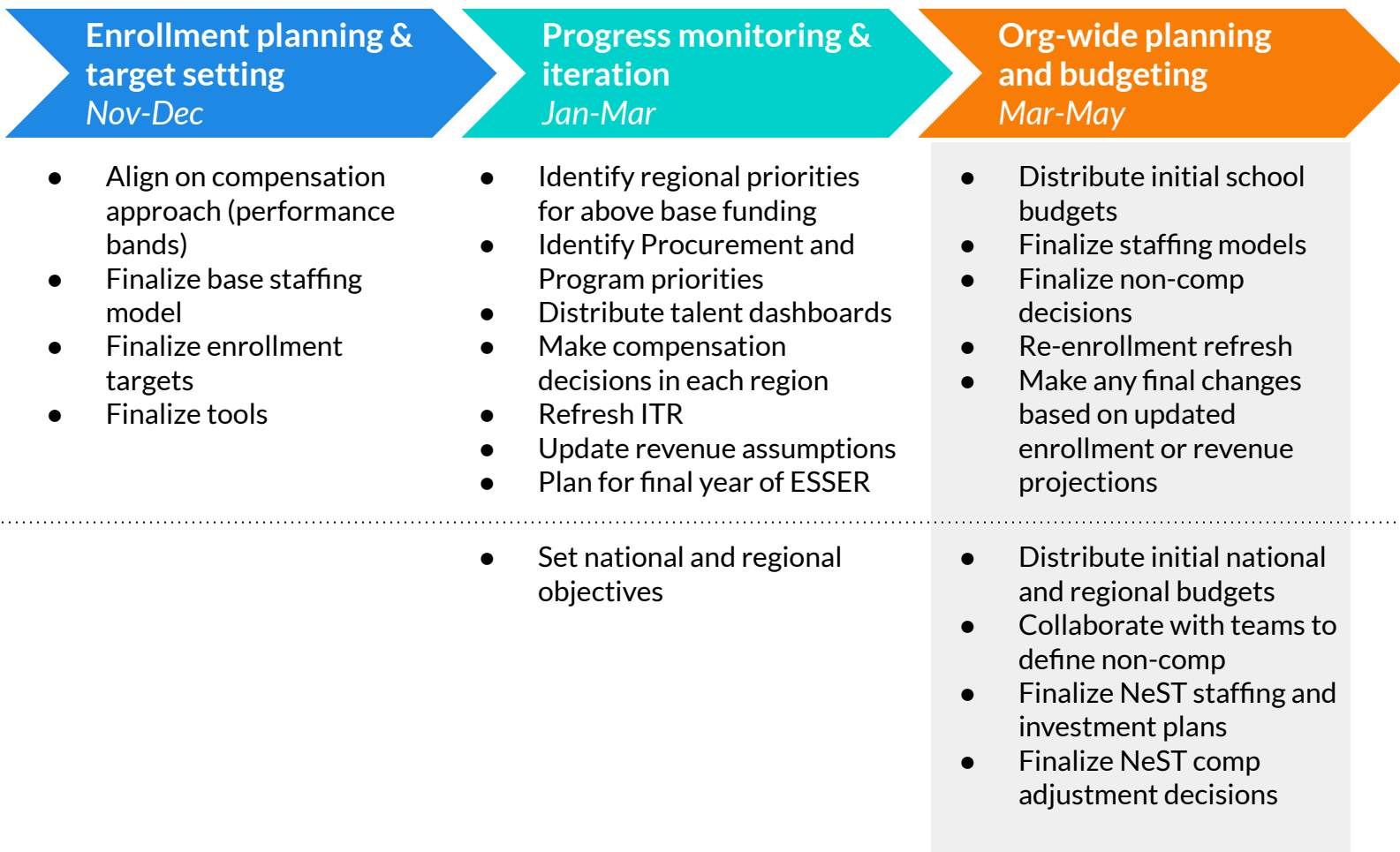


Annual Plan & Budget






Our annual planning process encompasses enrollment planning and budgeting for both schools and NeST



We have set budgeting decision rights based on how the funds are used

Decision owner	Budget decisions	
National 	Staffing	Non Comp
	Base model staffing (based on enrollment/size of school) Minimum needed to implement the Rocketship program (instructional and operational) at each school	Necessary non-comp (insurance, rent, etc.)
		Baseline fixed costs (programmatic costs, tech, facility repairs)
	Regional required staffing & grant funded (CA TK, CCSPP, Rocketboosters, etc.)	Regional required non-comp (ELOP, Appletree)
	Regional discretionary staffing consistent across all schools	Regional discretionary non-comp consistent across all schools
	School specific discretionary staffing	School specific discretionary non-staffing
Regional/ School		

We followed several key budgeting principles to build thoughtful budgets with stakeholders across the org

Global

- General conservatism, e.g., in CA and TN, there will likely be additional funding that is not included but not adding until we have more confidence

National

- Consistent base model staffing
- Ensure critical investments that support our priorities (e.g., new Humanities & STEM curriculum, consistent Rocketship cultural rituals across all regions)
- Budgeting for ESSER cliff by building sustainable staffing model that would extend into FY25 without ESSER funds

Regional

- Consistent school models but different class sizes (24 vs. 30)
- Regional regulations and funding streams dictated how we built budgets, e.g., CA has community school grant that requires CARE Corp Coordinator at each school; TN has a teacher residency program

School

- Set non-comp dollar target for each school and allowed schools to distribute funds across controllable accounts (e.g., books, field trips) according to their individual school priorities



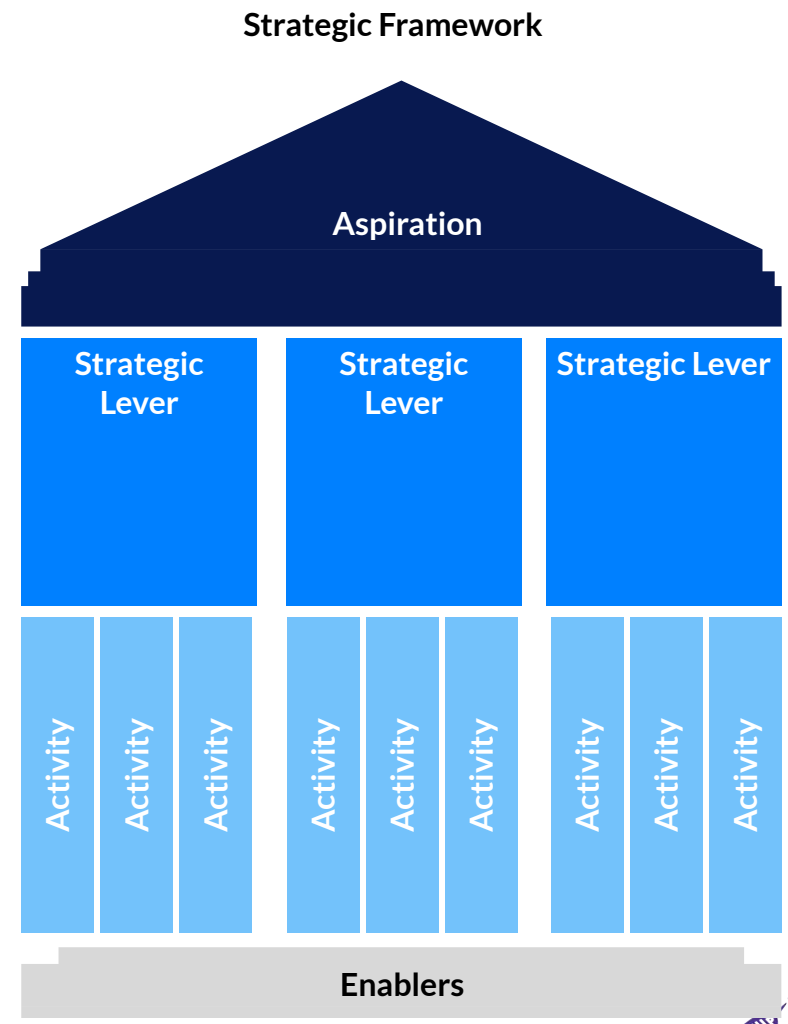
We are in the midst of a strategic planning effort and will guide annual planning with a few key priorities

As part of strategic planning, we will use the strategic “house” framework to build out a more robust view of the next five years.

To avoid duplication or misalignment of efforts, we are simplifying priority-setting this year and instead guiding annual planning with a few key priorities:

- Quality
- Culture
- Parent Engagement
- Systems

While we are not building our annual planning process around a strategic plan, these priorities will inform our decision-making.



National NeST investments align to our priorities, with our flagship investment in a new curriculum

Category	Investment	Cost	Recurring?
Quality	<ul style="list-style-type: none"> Initial investment in new curriculum across all school budgets 	<ul style="list-style-type: none"> \$2.5M 	<ul style="list-style-type: none"> No
Culture	<ul style="list-style-type: none"> Consulting support to improve employee engagement/comms More accurately accounting for travel and cultural rituals (national) 	<ul style="list-style-type: none"> \$70K \$300K (expense above what was in the FY23 budget) 	<ul style="list-style-type: none"> Yes Yes
Parent Engagement/Leadership	<ul style="list-style-type: none"> Newly funded Parent Leadership programs and initiatives Regional investments 	<ul style="list-style-type: none"> \$100K Varied 	<ul style="list-style-type: none"> TBD Yes
Systems	<ul style="list-style-type: none"> Additional compliance/legal position Conversion of consultants to staff HCM and Ironclad implementation Compliance administration software Adaptive overhaul Launchpad facilities maintenance and repair oversight 	<ul style="list-style-type: none"> \$70K \$100K \$1.4M TBD Part of HCM implementation No additional cost 	<ul style="list-style-type: none"> Yes Yes No Yes No Yes



Regional NeST investments focus on adding staff to support programming and execution

CA

- Hiring a VP of schools to direct and manage schools and achievement (open role since last school year)
- Increased support for expanded learning programs
- Additional manager for regional multi-language learner support

WI

- Adding a Director of Development to the NeST staff to support in fundraising efforts
- Elevating the Education Organizer role to a Manager of Family Advocacy (Education Organizer + Care Corps).

TN

- Adding a Head of RTI to manage intervention and bolster literacy
- Focus on external marketing, communication and family recruitment
- Summer school “boost” funded by newly awarded external grant

DC

- Adding 3 managers of achievement to enhance ISE, MTSS and Science

TX

- Texas regional NeST is not making any significant modifications to its budget for FY24

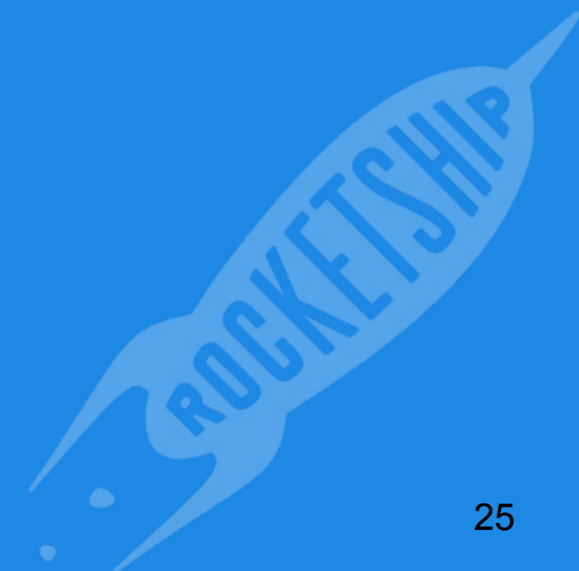


At the school level, we are making major investments in school-based compensation

Investment	Rationale	TN	WI	CA	DC	TX
Relaunched teacher band system	More competitive comp structure earlier in career; rewards teachers for their contribution to student growth	✓	✓	✓	✓	✓ 23-24
Increased per pay for returning non-teachers by up to 5%	Increases competitiveness of non-teacher compensation on merit and tenure basis	✓	✓	✓	✓	✓
Comp scale changes for target roles	Increases compensation competitiveness	✓	✓ Hourly, P/AP	✓	✓	✓ Ts only
Pay for Masters program for Ts, Ps, APs	Invests in their teaching skills; helps RPS be competitive with districts (MPS, MNPS) that have Master's lanes	✓	✓			
Retention bonuses	Incentivizes school staff to commit to return in 23-24	✓ \$750	✓ \$750x2		✓	\$5,000 for GE, ISE, and enrichment Ts



2023-24 Annual Plan and Budget: Revenue assumptions



We have good news on per pupil funding for all regions (TX still pending)

CA

- The governor called for a 8.22% increase to LCFF. We are currently assuming 5% in the budget. There is **room for upside**.

DC

- Funding will increase 5%. There are additional funds that have been announced but it is unclear how they will be administered. There is **room for upside**.

TN

- The TN funding rates for FY24 continue to evolve. We have taken a conservative approach and anticipate that there is **room for upside**.

MKE

- Funding is projected to increase by 4%! We will receive at least \$200 more per pupil and SPED reimbursement is going up. We are awaiting final information regarding the per pupil increase but this is a **big step forward**.

TX

- We are assuming a 5% increase to state revenue.



We are preparing for the ESSER cliff in our approach to base budgeting

What is the ESSER cliff?

Rocketship received over \$60M in state and federal COVID funding over the last three years. These funds were used for a wide range of staffing and non-comp supports to provide students with the additional resources needed to mitigate the impacts of COVID.

FY24 is the last year that we can use these funds. We have been preparing for the decrease in ESSER spending for for the past two years and are now working to ensure that our schools are prepared for “ESSER cliff.”

Schools are making decisions now about how they will adjust their spending in FY24 to provide for a smooth transition and to prevent disruption from the approaching reduction in funding.

How is Rocketship approaching the ESSER cliff?

- In preparation for the final year of ESSER, the first round of budgeting established a **base staffing model without ESSER funds with the exception of MKE and TX**
 - MKE will use its ESSER funds to narrow its budget deficit.
 - TX did not receive any ESSER funds
- Base budgets also included Baseline Fixed Costs that cannot be moved. This year, we are including new curricula \$100K per school, higher outsourced costs for clinicians and higher facility repair expenses.
- There will be little or no above base staffing except through ESSER funds.
- During upcoming budget meetings, schools will work to allocate ESSER funds

In general, discretionary fund are down for all schools and all regions.



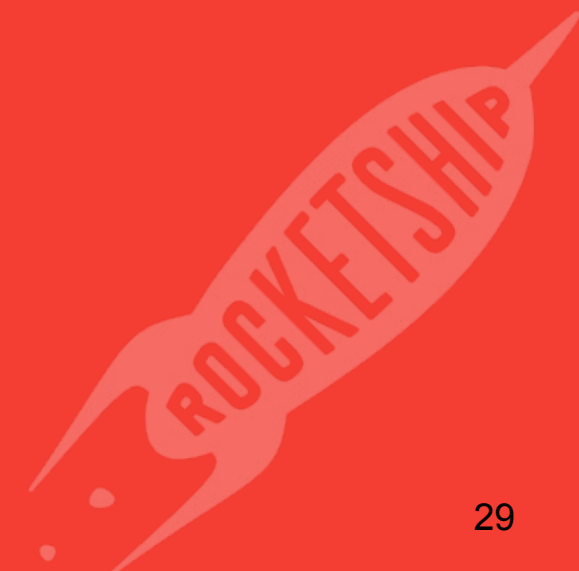
Back-up: ESSER Revenue FY23 to FY24

Total ESSER Revenue			
(\$000s)	FY2023	FY2024	Change
RMS	757,661	676,363	-81,298
RSSP	687,483	894,562	207,079
RLS	904,000	955,357	51,357
ROMO	526,000	607,222	81,222
RDP	533,764	698,108	164,344
RBM	625,405	825,815	200,410
RSA	539,221	440,516	-98,705
RSK	711,770	656,707	-55,063
RFZ	944,069	686,213	-257,856
RRWC	197,063	470,325	273,262
RRS	1,093,803	632,087	-461,716
RFA	614,996	413,185	-201,811
RDL	0	223,021	223,021
RSCP	692,355	732,624	40,269
RTP	477,512	199,603	-277,909
RNNE	900,000	582,898	-317,102
RUA	923,000	728,584	-194,416
RISE	1,923,674	1,116,118	-807,556
RLP	1,644,761	1,345,396	-299,365
RIC	1,360,265	330,734	-1,029,531
Total	16,056,802	13,215,438	-2,841,364

Key takeaways

- ESSER Funds are approximately \$3M lower in FY24 than FY23.
- The available dollars vary widely by school with several of the CA schools at the lower end.
- The DC funds can be smoothed across the schools.
- In TN, Dream does not receive ESSER.
- In MKE, the funding distribution has no impact on the budget.

2023-24 Annual Plan and Budget: Enrollment projections

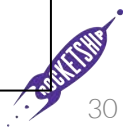


We are projecting a 6% increase in enrollment from FY23 actuals, driven by the new school in Texas

School/Region	FY24 BSP	March Actual	Change	Percent
CA				
RMS	484	489	(5)	-1%
RSSP	314	308	6	2%
RLS	359	376	(17)	-5%
ROMO	556	575	(19)	-3%
RDP	406	428	(22)	-5%
RBM	471	490	(19)	-4%
RSA	514	510	4	1%
RSK	535	557	(22)	-4%
RFZ	529	554	(25)	-5%
RRS	585	595	(10)	-2%
RRWC	307	310	(3)	-1%
RFA	664	667	(3)	0%
RDL	576	558	18	3%
CA	6,300	6,417	(117)	-2%
NSH				
RNNE	500	492	8	2%
RUA	500	484	16	3%
RDPC	375	346	29	8%
NSH	1,375	1,322	53	4%
MKE				
RSCP	480	419	61	15%
RTP	352	252	100	40%
MKE	832	671	161	24%
DC				
RISE	507	514	(7)	-1%
RLP	635	627	8	1%
RIC	355	286	69	24%
DC	1,497	1,427	70	5%
TX				
RDDE	380	294	86	29%
TX2	306	0	306	
TX	686	294	392	133%
Total	10,690	10,131	559	6%

Budget Staffing Projection (BSP) is a conservative, data-driven enrollment target set for each school. the enrollment

- **Milwaukee:** We are shifting the BSP in MKE from 740 to 832 which represents a 24% increase over FY23 actual enrollment.
- **DC and TN:** Projected enrollment in DC and TN is relatively flat from the FY23 actual.
- **TX:** BSP in Texas is set at 686 students. The target enrollment for this year had been approximately 930 students.
- **CA:** As a region, CA is projected to have a 2% enrollment decline from actual FY23 enrollment. Additionally, we are shifting CA ADA to 90%. This is a 2% shift from FY23 and a 5% shift from pre pandemic.



2023-24 Annual Plan and Budget: Proposed FY24 Budget for Approval



FY24 Budget Overview

RPS Budget Highlights

- The FY24 budget shows \$215M in revenues and a \$2.8M CINA.
- The budget includes conservatism as we believe that funding will be higher in CA, DC and TN than was assumed here.
- The NeSTs (Regional and National) are all projected to operate at effectively break-even.

Regions

- CA shows a \$10.5M negative change in CINA from FY23 to FY24. This is driven primarily by the loss of one-time funding in FY23 which was budgeted at \$8M.
- DC is projecting a \$1.7M increase in CINA
- TN is projecting a projecting a \$1.2M decrease in CINA which is primarily due to an increase in compensation and an investment in EL Specialists, and special education staff to provide increased academic support at schools.and an increase in non-compensation expenses that are tied to FY23 actuals as opposed to the FY23 budget.
- MKE is projecting a \$410K decrease in CINA which is tied to significantly higher actual ISE expenses as compared to the FY23 budget and aggressive increases in staff compensation.
- TX budget is projecting a CINA increase of \$867K which is tied to the large increase in philanthropy. The increase in CINA is necessary to ensure that the region meets it debt covenants.

National

- The National NeST budget is showing a \$2.3M decrease in CINA which is consistent with FY23 actual expenditures which were understated on several budget lines such as professional services and other operating expenses.



Proposed FY24 RPS Budget for Approval

Rocketship Public Schools	FY24 Preliminary June Budget (board approval pending)													
(\$000)	Schools					NeST					Eliminations	Total		
	CA Schools	DC Schools	MKE Schools	TN Schools	Total	CA NeST	DC NeST	MKE NeST	TN NeST	National			Total	
Enrollment	6,300	1,497	832	1,375	10,004									10,004
Federal Revenue	15,459	6,177	2,664	3,883	28,182									28,182
State	112,089	35,293	8,187	22,703	178,272									178,272
Other Local Revenues	131	777	80	71	1,059					1,443	1,443			2,502
Int Transfers/Network Support Fee						5,971	1,737	501	1,243	19,882	29,334	(28,834)		500
Grants and Fundraising		650	197	200	1,047		350	803	200	3,400	4,753			5,800
Total Revenues	127,678	42,896	11,128	26,857	208,560	5,971	2,087	1,304	1,443	24,725	35,530	(28,834)		215,255
Certificated Salaries	27,289	6,220	3,085	5,403	41,997	335					335			42,332
Classified Salaries	16,482	4,209	2,318	5,236	28,244	2,371	1,235	1,031	720	14,933	20,291			48,535
Employee Benefits	12,854	2,295	1,182	3,007	19,337	685	194	181	141	2,651	3,852			23,190
Books and Supplies	6,552	2,441	676	1,498	11,166	242	143	12	19	1,061	1,477			12,643
Food Services	4,901	924	693	1,118	7,635	39	10	4	12		64			7,700
Operating and Housekeeping	2,850	1,330	352	753	5,285	9				5	14			5,299
Professional Services	13,910	10,948	392	2,699	27,949	668	201	37	272	3,173	4,351			32,300
Other Operating Expenses	1,706	484	228	325	2,743	484	182	27	181	1,548	2,421			5,164
Facility Fee	10,077	7,118	723	1,974	19,893									19,893
Leases and Repairs	2,538	853	277	543	4,212	379	114		87	311	890			5,103
Network Support Fee	17,913	5,211	1,503	3,730	28,357							(28,357)		
Miscellaneous Expenses	8,749		64	163	8,975	700		12	9	1,036	1,757	(477)		10,255
Total Expenses	125,819	42,031	11,494	26,450	205,794	5,912	2,079	1,304	1,439	24,718	35,453	(28,834)		212,412
CINA	1,859	865	(366)	408	2,766	58	8		4	6	77			2,843

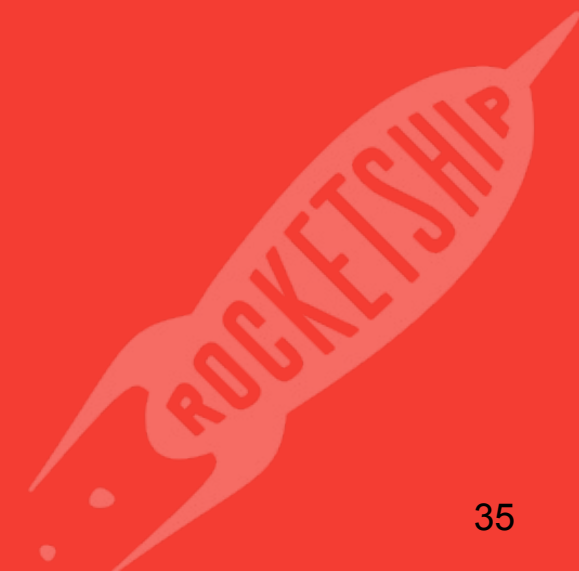


Proposed FY24 RPS Budget vs FY23 Approved Budget

Rocketship Public Schools	FY24 Preliminary June Budget (board approval pending)	FY23 August Board Approved Budget	
(\$000)	Total	Total	Variance
Enrollment	10,004	10,136	-132
Federal Revenue	28,182	30,591	(2,409)
State	178,272	177,329	943
Other Local Revenues	2,502	705	1,796
Int Transfers/Network Support Fee	500	1	499
Grants and Fundraising	5,800	4,950	850
Total Revenues	215,255	213,576	1,679
Certificated Salaries	42,332	42,606	275
Classified Salaries	48,535	44,222	(4,313)
Employee Benefits	23,190	22,002	(1,188)
Books and Supplies	12,643	10,973	(1,670)
Food Services	7,700	7,088	(612)
Operating and Housekeeping	5,299	4,373	(926)
Professional Services	32,300	37,104	4,805
Other Operating Expenses	5,164	2,827	(2,337)
Facility Fee	19,893	20,350	456
Leases and Repairs	5,103	3,056	(2,047)
Network Support Fee			
Miscellaneous Expenses	10,255	3,958	(6,297)
Total Expenses	212,412	198,558	(13,855)
CINA	2,843	15,019	(12,176)



2023-24 Annual Plan and Budget: Regional and NeST Budgets



National NeST Notes

National NeST CINA will operate with a break-even CINA, a decrease of \$2.3M.

Revenue is effectively flat from FY23 to FY24.

Reported expenses increased by \$2.4M. Apples to apples \$1.3M

Increases in expenses are aligned with our priorities:

- Our People: Compensation increases (4% for non NLT and 2% for NLT)
- Total Rewards/Benefits: Increases to insurance premiums create \$800K in additional compensation expenses
- Community and Culture: We maintained our investment in Travel and Rituals which is exceeding the FY23 budgeted amount by approximately \$300K.
- Systems: We included \$100K in additional funds for new software systems.

The budget includes an \$800K contingency (4%). Additionally, the FY23 budget included a \$400K salary vacancy expense offset. We did not include this reduction in the FY24 budget which provides us with additional contingency.



National NeST

National NeST	FY24 Draft June Budget	FY23 Approved Budget	
(\$000)	Total	Total	Variance
Other Local Revenues	1,443	72	1,371
Int Transfers/Network Support Fee	19,882	20,228	(346)
Grants and Fundraising	3,400	3,200	200
Total Revenues	24,725	23,500	1,224
Certificated Salaries		100	100
Classified Salaries	14,933	12,851	(2,083)
Employee Benefits	2,651	2,223	(429)
Books and Supplies	1,061	954	(106)
Food Services		25	25
Operating and Housekeeping	5	6	1
Professional Services	3,173	2,580	(593)
Other Operating Expenses	1,548	1,024	(524)
Leases and Repairs	311	201	(110)
Miscellaneous Expenses	1,036	1,194	158
Total Expenses	24,718	21,157	(3,561)
CINA	6	2,343	(2,337)

A note on interest revenue

- We have conservatively anticipated interest revenue of \$400K. Current interest rates are at or above 4% and our average deposits are in excess of \$40M. Even if there is a dip in interest rates, we should expect revenue in \$1.2M.



In CA, we have made strategic investments in compensation and curriculum

In CA, one time funds are being utilized to:

- Purchase brand **new Humanities and STEM curriculum**. The new curriculum will accelerate our efforts to combat learning loss in the aftermath of the pandemic.
- **Competitively compensate our staff**. In addition to base pay that matches or exceeds the 75th-tile among local districts, we are reinstating a performance based pay system for teachers in order to recognize and reward teachers who have demonstrated excellent results more quickly, rather than a tenure based system that forces teachers to wait for more competitive compensation.
- Invest in tutors, associate teachers and assistant principals for **targeted intervention**

The total **compensation** increase in CA will be ~9% (after attrition) across all staff. We have significant one-time funding to be spent over the next five years which will ensure that we can maintain the compensation increase in the event of a CA recession.

Attendance is budgeted at 90% - the lowest budgeted rate in CA since inception. Pandemic attendance trends have continued to impact our schools yet we don't anticipate additional hold harmless funding to cover the decline.



CA Regional Budget

CA Schools (\$000)	FY24 Preliminary June Budget			FY23 August Board Approved Budget			Variance
	Schools Total	CA NeST	Total	Schools Total	CA NeST	Total	
Enrollment	6300		6,300	6,393		6,393	-93
Attendance Rate	90%		90%	92%		92%	-2%
ADA	5670		5,670	5,881		5,881	-212
Federal Revenue	15,459		15,459	17,292		17,292	(1,833)
State	112,089		112,089	117,206		117,206	(5,117)
Other Local Revenues	131		131	124		124	6
Int Transfers/Network Support Fee		5,971	5,971	500	6,510	7,010	(1,039)
Grants and Fundraising							
Total Revenues	127,678	5,971	133,649	135,123	6,510	141,632	(7,983)
Certificated Salaries	28,789	335	29,124	28,416	259	28,676	(448)
Classified Salaries	19,782	2,371	22,153	15,716	2,095	17,811	(4,342)
Employee Benefits	14,454	685	15,139	12,582	679	13,261	(1,878)
Books and Supplies	6,552	242	6,794	5,501	113	5,614	(1,180)
Food Services	4,901	39	4,940	4,429	53	4,482	(458)
Operating and Housekeeping	2,850	9	2,859	2,301	12	2,313	(546)
Professional Services	13,910	668	14,578	21,194	231	21,425	6,847
Other Operating Expenses	1,706	484	2,190	1,050	110	1,160	(1,030)
Facility Fee	10,077		10,077	10,348		10,348	271
Leases and Repairs	2,538	379	2,917	1,538	331	1,869	(1,048)
Network Support Fee	17,913		17,913	19,022		19,022	1,109
Miscellaneous Expenses	2,349	700	3,049	1,588	1,450	3,150	101
Total Expenses	125,819	5,913	131,732	123,686	5,333	129,131	(2,601)
CINA	1,859	58	1,918	11,437	1,177	12,501	(10,584)



CA School budgets

CA Schools (\$000)	FY24 Preliminary June Budget	FY23 August Board Approved Budget	
	Total	Total	Variance
Enrollment	6,300	6,393	-93
<i>Attendance Rate</i>	<i>90%</i>	<i>92%</i>	<i>-2%</i>
ADA	5,670	5,881	-212
Federal Revenue	15,459	17,292	(1,833)
State	112,089	117,206	(5,117)
Other Local Revenues	131	124	6
Int Transfers/Network Support Fee		500	(500)
Grants and Fundraising			
Total Revenues	127,678	135,123	(7,444)
Certificated Salaries	28,789	28,416	(373)
Classified Salaries	19,782	15,716	(4,066)
Employee Benefits	14,454	12,582	(1,872)
Books and Supplies	6,552	5,501	(1,051)
Food Services	4,901	4,429	(472)
Operating and Housekeeping	2,850	2,301	(549)
Professional Services	13,910	21,194	7,284
Other Operating Expenses	1,706	1,050	(656)
Facility Fee	10,077	10,348	271
Leases and Repairs	2,538	1,538	(1,000)
Network Support Fee	17,913	19,022	1,109
Miscellaneous Expenses	2,349	1,588	(760)
Total Expenses	125,819	123,686	(2,133)
CINA	1,859	11,437	(9,577)

Budget Highlights

-Revenue is lower as there was significant one-time funding in FY23.

-Total expenses remain constant but have a few key shifts:

- Comp is up \$6M due primarily to increase in wages

-Increase in books and supplies reflect curriculum investment

-Changes in professional services are driven by the treatment of our new afterschool funding which totals \$15M.



In MKE, we are projecting a negative CINA of (\$366K) and propose a National fee deferral of up to \$600K

In Milwaukee, we have made significant investments in both special education and compensation.

- The special education population almost doubled from FY22 to FY23 and the state only reimburses a fraction of the special education expenses. We anticipate that it will remain at its current levels for FY24.
- For FY24, we are making critical shifts in compensation to ensure that we are competitive in Milwaukee.

This has prompted us to globally pressure test and revisit Milwaukee budget for FY24 and on an ongoing basis.

We are currently projecting a negative CINA of (\$366K). We propose that National provides the region with a fee deferral of up to \$600K.

MKE Regional Budget

MKE Schools & Regional NeST (\$000)	FY24 Preliminary June Budget			FY23 Board Approved Budget			Variance
	Total Schools	MKE NeST	Total	Total Schools	MKE NeST	Total	
Enrollment	832		832			709	123
Federal Revenue	2,664		2,664	2,455		2,455	209
State	8,187		8,187	6,385		6,385	1,802
Other Local Revenues	80		80				80
Int Transfers/Network Support Fee		501	501		410	410	91
Grants and Fundraising	501	499	1,000	277	474	750	250
Total Revenues	11,432	1,000	12,432	9,116	883	9,999	2,433
Certificated Salaries	3,085		3,085	2,587		2,587	(498)
Classified Salaries	2,565	764	3,329	1,233	586	1,819	(1,510)
Employee Benefits	1,239	144	1,383	865	120	986	(398)
Books and Supplies	676	12	688	609	13	622	(66)
Food Services	693	4	697	594	4	598	(99)
Operating and Housekeeping	352		352	265		265	(86)
Professional Services	392	37	429	764	88	852	423
Other Operating Expenses	228	27	255	97	17	114	(141)
Facility Fee	723		723	643		643	(80)
Leases and Repairs	277		277	168		168	(109)
Network Support Fee	1,503		1,503	1,229		1,229	(274)
Miscellaneous Expenses	64	12	76	60	12	72	(4)
Total Expenses	11,798	1,000	12,797	9,116	839	9,955	2,843
CINA	(366)		(366)		44	45	(410)

MKE School Budgets

MKE Schools & Regional NeST	FY24 Preliminary June Budget	FY23 Board Approved Budget	
(\$000)	Total	Total	Variance
Enrollment	832	709	123
Federal Revenue	2,664	2,455	209
State	8,187	6,385	1,802
Other Local Revenues	80		80
Int Transfers/Network Support Fee			
Grants and Fundraising	501	277	225
Total Revenues	11,432	9,116	2,316
Certificated Salaries	3,085	2,587	(498)
Classified Salaries	2,565	1,233	(1,332)
Employee Benefits	1,239	865	(374)
Books and Supplies	676	609	(67)
Food Services	693	594	(99)
Operating and Housekeeping	352	265	(86)
Professional Services	392	764	372
Other Operating Expenses	228	97	(131)
Facility Fee	723	643	(80)
Leases and Repairs	277	168	(109)
Network Support Fee	1,503	1,229	(274)
Miscellaneous Expenses	64	60	(4)
Total Expenses	11,798	9,116	2,682
CINA	(366)		(366)

Budget Highlights

In addition to the school-level philanthropy of \$501K, the NeST will revenue includes \$499K in fundraising.. This is a combined regional goal of \$1M.

To achieve this goal, the region will hire a dedicated director of development.



In NSH, enrollment growth at one school and increasing per-pupil revenue enabled significant investments in compensation and school staff

TN funding has dramatically increased over the last two years. This has created an environment for the regional leadership to re-envision how it uses its per pupil funding. In TN, the new funding will be directed toward:

- Compensation is increasing by 6% to bring TN teachers and staff to a place that ensures Rocketship is competitive for talent in the region.
- The Nashville schools are making strategic investments in classroom assistants, EL Specialists, and special education staff to provide increased academic support at schools.
- Nashville has increased its after school programming and was just awarded (not yet reflected in the budget) a \$1M grant for summer school.

TN Regional Budget

TN Schools (\$000)	FY24 Preliminary June Budget			FY23 Board Approved Budget			Variance
	Schools Total	TN NeST	Total	Schools Total	TN NeST	Total	
Enrollment	1375		1375	1435		1435	-60
Federal Revenue	3,883		3,883	4,424		4,424	(541)
State	22,703		22,703	18,778		18,778	3,925
Other Local Revenues	71		71	1		1	70
Int Transfers/Network Support Fee		1,243	1,243		1,109	1,109	135
Grants and Fundraising	200	200	400		400	400	
Total Revenues	26,857	1,443	28,301	23,203	1,509	24,712	3,589
Certificated Salaries	5,403		5,403	4,445		4,445	(958)
Classified Salaries	5,236	720	5,956	3,214	1,030	4,243	(1,712)
Employee Benefits	3,007	141	3,148	2,443	256	2,699	(449)
Books and Supplies	1,498	19	1,516	1,325	22	1,347	(169)
Food Services	1,118	12	1,130	984	15	999	(131)
Operating and Housekeeping	753		753	465		465	(288)
Professional Services	2,699	272	2,970	2,288	72	2,360	(610)
Other Operating Expenses	325	181	506	161	28	190	(316)
Facility Fee	1,974		1,974	1,989		1,989	15
Leases and Repairs	543	87	630	384	1	385	(246)
Network Support Fee	3,730		3,730	3,327		3,327	(404)
Miscellaneous Expenses	163	9	171	606	16	622	451
Total Expenses	26,450	1,439	27,889	21,631	1,441	23,072	(4,817)
CINA	408	4	412	1,572	68	1,640	(1,228)

TN School Budget Rollup

TN Schools	FY24 Preliminary June Budget	FY23 Board Approved Budget	
(\$000)	Total	Total	Variance
Enrollment	1375	1435	-60
Federal Revenue	3,883	4,424	(541)
State	22,703	18,778	3,925
Other Local Revenues	71	1	70
Int Transfers/Network Support Fee			
Grants and Fundraising	200		200
Total Revenues	26,857	23,203	3,654
Certificated Salaries	5,403	4,445	(958)
Classified Salaries	5,236	3,214	(2,023)
Employee Benefits	3,007	2,443	(564)
Books and Supplies	1,498	1,325	(173)
Food Services	1,118	984	(134)
Operating and Housekeeping	753	465	(288)
Professional Services	2,699	2,288	(410)
Other Operating Expenses	325	161	(164)
Facility Fee	1,974	1,989	15
Leases and Repairs	543	384	(160)
Network Support Fee	3,730	3,327	(404)
Miscellaneous Expenses	163	606	444
Total Expenses	26,450	21,631	(4,819)
CINA	408	1,572	(1,165)

Budget Highlights

- Per pupil funding increases are driving the jump in total revenues
- Increase in compensation is consistent with the increase in funding.
- Increase in non-comp expenses are tied to FY23 actuals as opposed to the budget.

Staffing plans in DC shift in preparation for the expiration of ESSER funding

The DC region's schools have had up to \$5M in ESSER funds for each of the last two years. This far exceeds the ESSER funding for other Rocketship schools. As such, the impact of the ESSER cliff will be felt most in DC.

In advance of FY25, the region is making staffing shifts to ensure long-term sustainability. Regional leadership has been strategic both in how it will use the remaining ESSER funds and how the schools will be staffed as of FY25. As a result, you will note a sizable decrease in compensation for the region.

The DC region is using its remaining ESSER funds to maintain targeted supports for its Rocketeers, including:

- 5 Enrichment Staff Coordinators at each DC school (2 science and 3 others)
- Cultural specialists
- Principals in residence
- Intervention coordinators

DC Regional Budget

DC Schools (\$000)	FY24 Preliminary June Budget			FY23 Board Approved Budget			Variance
	Schools Total	DC NeST	Total	Schools Total	DC NeST	Total	
Enrollment	1497		1497	1582		1582	-85
Federal Revenue	6,177		6,177	6,420		6,420	(243)
State	35,293		35,293	34,960		34,960	333
Other Local Revenues	777		777	508		508	269
Int Transfers/Network Support Fee		1,737	1,737		1,648	1,648	89
Grants and Fundraising	650	350	1,000		500	500	500
Total Revenues	42,896	2,087	44,983	41,888	2,148	44,036	947
Certificated Salaries	6,220	140	6,359	6,799	4	6,803	444
Classified Salaries	4,209	1,096	5,304	6,048	1,446	7,494	2,190
Employee Benefits	2,295	194	2,488	2,619	214	2,834	345
Books and Supplies	2,441	143	2,583	2,308	128	2,436	(148)
Food Services	924	10	934	973	11	984	51
Operating and Housekeeping	1,330		1,330	1,323		1,323	(6)
Professional Services	10,948	201	11,149	9,670	217	9,887	(1,262)
Other Operating Expenses	484	182	666	274	66	340	(326)
Facility Fee	7,118		7,118	7,368		7,368	250
Leases and Repairs	853	114	967	411	21	432	(535)
Network Support Fee	5,211		5,211	4,942		4,942	(269)
Miscellaneous Expenses				15		20	20
Total Expenses	42,031	2,079	44,110	42,751	2,108	44,864	754
CINA	865	8	873	(864)	40	(829)	1,701

Note - FY23 budget includes a rent adjustment of approximately \$1.1M. This eliminates the FY23 deficit and returns the region to a positive CINA of approximately \$300K.

DC School Budget Rollup

DC Schools (\$000)	FY24 Preliminary June Budget Total	FY23 Board Approved Budget Total	Variance
Enrollment	1497	1582	-85
Federal Revenue	6,177	6,420	(243)
State	35,293	34,960	333
Other Local Revenues	777	508	269
Int Transfers/Network Support Fee			
Grants and Fundraising	650		650
Total Revenues	42,896	41,888	1,009
Certificated Salaries	6,220	6,799	579
Classified Salaries	4,209	6,048	1,840
Employee Benefits	2,295	2,619	325
Books and Supplies	2,441	2,308	(133)
Food Services	924	973	49
Operating and Housekeeping	1,330	1,323	(6)
Professional Services	10,948	9,670	(1,278)
Other Operating Expenses	484	274	(210)
Facility Fee	7,118	7,368	250
Leases and Repairs	853	411	(443)
Network Support Fee	5,211	4,942	(269)
Miscellaneous Expenses		15	15
Total Expenses	42,031	42,751	720
CINA	865	(864)	1,728

Budget Highlights

The original FY23 budget assumed a lower number of PreK Appletree students than we have budgeted in FY24.

This reduced our professional services expense in FY23.

The FY24 professional services budget increase reflects an increase in PreK students.

TX will more than double enrollment but still falls short of the Nov plan, which has material impact on FY24

- The FY24 budget shows the launch of our second school in Texas. We project enrollment to grow from 300 to 686 students.
- While this is a step forward, the projected enrollment is lower than what we had used in our previous plan, 964 students. The shift in projected enrollment has had a significant impact on the FY24 budget.
- The preliminary FY24 budget draft shows a \$1.7M CINA and an ending cash balance of \$2.1M which represents 56 DCOH. Our loan covenants require 45 DCOH.
- The budget anticipates \$6.7M in philanthropy for FY24, 45% of total revenue. The original projected philanthropic need was \$4.9M.
- We have a significant amount of this already pledged and in our pipeline and are developing a plan to meet the increased need.



TX regional budget

TX Region	FY24 Proposed Budget	FY23 Board Approved Budget	
(\$000)	Total	Total	Variance
Enrollment	686	300	386
Federal Revenue	970	1,092	(122)
State	7,002	2,633	4,369
Other Local Revenues			
Int Transfers/Network Support Fee	350		350
Grants and Fundraising	6,700	4,923	1,777
Total Revenues	15,022	8,649	6,374
Certificated Salaries	3,576	2,035	(1,541)
Classified Salaries	1,772	1,205	(567)
Employee Benefits	1,075	651	(424)
Books and Supplies	1,044	961	(83)
Food Services	464	207	(257)
Services and Other Operating Expense	2,417	1,422	(995)
Travel and Conferences	325	55	(270)
Dues and Insurance	282	17	(265)
Rental, Leases and Repairs	234	85	(149)
Management Fee - National	717	263	(454)
Depreciation	159		(159)
Facility Fee	1,226	883	(343)
Total Expenses	13,292	7,785	(5,506)
CINA	1,730	863	867

2023-24 Annual Plan and Budget: Contingencies and Areas of Risk



Contingencies

We have used conservative revenue assumptions for California, DC, TN and National.

CA

- We assumed a 5% increase in per pupil funding, the governor called for an 8.13% increase.
- We used a 90% attendance rate which is slightly lower than the current year's

DC

- The DC budget does not include additional funding for salaries that has already been announced. The formula has not been provided so we did not include the funds in the budget.

TN

- In TN, there is a possibility of per pupil revenue increasing further, providing the region with \$1M in additional funding. We may not have clarity on this until the fall.

National

- We believe there is a strong likelihood of receiving approximately \$750K in additional support fee. This amount is sufficient to offset enrollment 4% lower than budgeted.
- Interest income will likely be \$800K+ higher than is in the budget.
- The TX service fee is set at \$200K lower than budgeted.



Risks

We face enrollment and philanthropic risks in both Milwaukee and Texas

Milwaukee

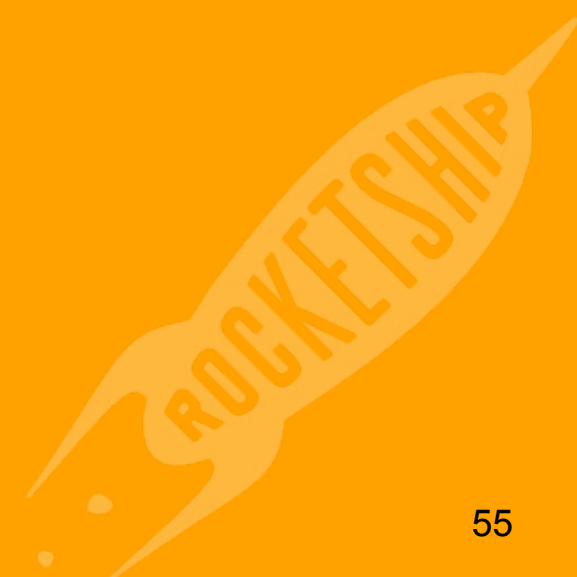
- The budget assumes \$1M in philanthropy and 832 students.
- The enrollment represents a 19% increase over the current year.
- The philanthropy is significantly larger than the Milwaukee team has raised in the past.
- Milwaukee will require up to \$600K of management fee deferral.

Texas

- The TX budget assumes \$6.7M in philanthropy and enrollment of 686.
- The philanthropic raise is a significant increase over the original projected FY24 philanthropy of \$4.9M.
- The Texas budget is based on an enrollment projection lower than the Budget Staffing Projection for the region however, there remains enrollment risk.

Approval Request:

Approval of the 2023-24 Annual Plan and Budget,
including all school level budgets



Proposed FY24 RPS Budget for Approval

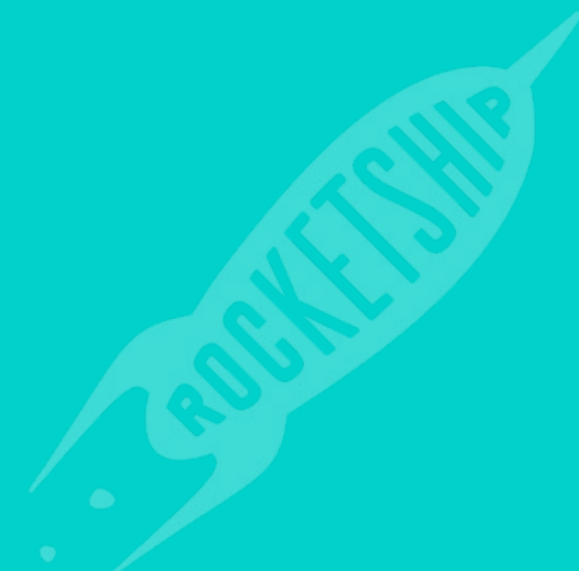
Rocketship Public Schools	FY24 Preliminary June Budget (board approval pending)													
(\$000)	Schools									NeST		Eliminations	Total	
	CA Schools	DC Schools	MKE Schools	TN Schools	Total	CA NeST	DC NeST	MKE NeST	TN NeST	National	Total			
Enrollment	6,300	1,497	832	1,375	10,004									10,004
Federal Revenue	15,459	6,177	2,664	3,883	28,182									28,182
State	112,089	35,293	8,187	22,703	178,272									178,272
Other Local Revenues	131	777	80	71	1,059					1,443	1,443			2,502
Int Transfers/Network Support Fee						5,971	1,737	501	1,243	19,882	29,334	(28,834)		500
Grants and Fundraising		650	197	200	1,047		350	803	200	3,400	4,753			5,800
Total Revenues	127,678	42,896	11,128	26,857	208,560	5,971	2,087	1,304	1,443	24,725	35,530	(28,834)		215,255
Certificated Salaries	27,289	6,220	3,085	5,403	41,997	335					335			42,332
Classified Salaries	16,482	4,209	2,318	5,236	28,244	2,371	1,235	1,031	720	14,933	20,291			48,535
Employee Benefits	12,854	2,295	1,182	3,007	19,337	685	194	181	141	2,651	3,852			23,190
Books and Supplies	6,552	2,441	676	1,498	11,166	242	143	12	19	1,061	1,477			12,643
Food Services	4,901	924	693	1,118	7,635	39	10	4	12		64			7,700
Operating and Housekeeping	2,850	1,330	352	753	5,285	9				5	14			5,299
Professional Services	13,910	10,948	392	2,699	27,949	668	201	37	272	3,173	4,351			32,300
Other Operating Expenses	1,706	484	228	325	2,743	484	182	27	181	1,548	2,421			5,164
Facility Fee	10,077	7,118	723	1,974	19,893									19,893
Leases and Repairs	2,538	853	277	543	4,212	379	114		87	311	890			5,103
Network Support Fee	17,913	5,211	1,503	3,730	28,357							(28,357)		
Miscellaneous Expenses	8,749		64	163	8,975	700		12	9	1,036	1,757	(477)		10,255
Total Expenses	125,819	42,031	11,494	26,450	205,794	5,912	2,079	1,304	1,439	24,718	35,453	(28,834)		212,412
CINA	1,859	865	(366)	408	2,766	58	8		4	6	77			2,843



Break



5 Year Strategic Plan



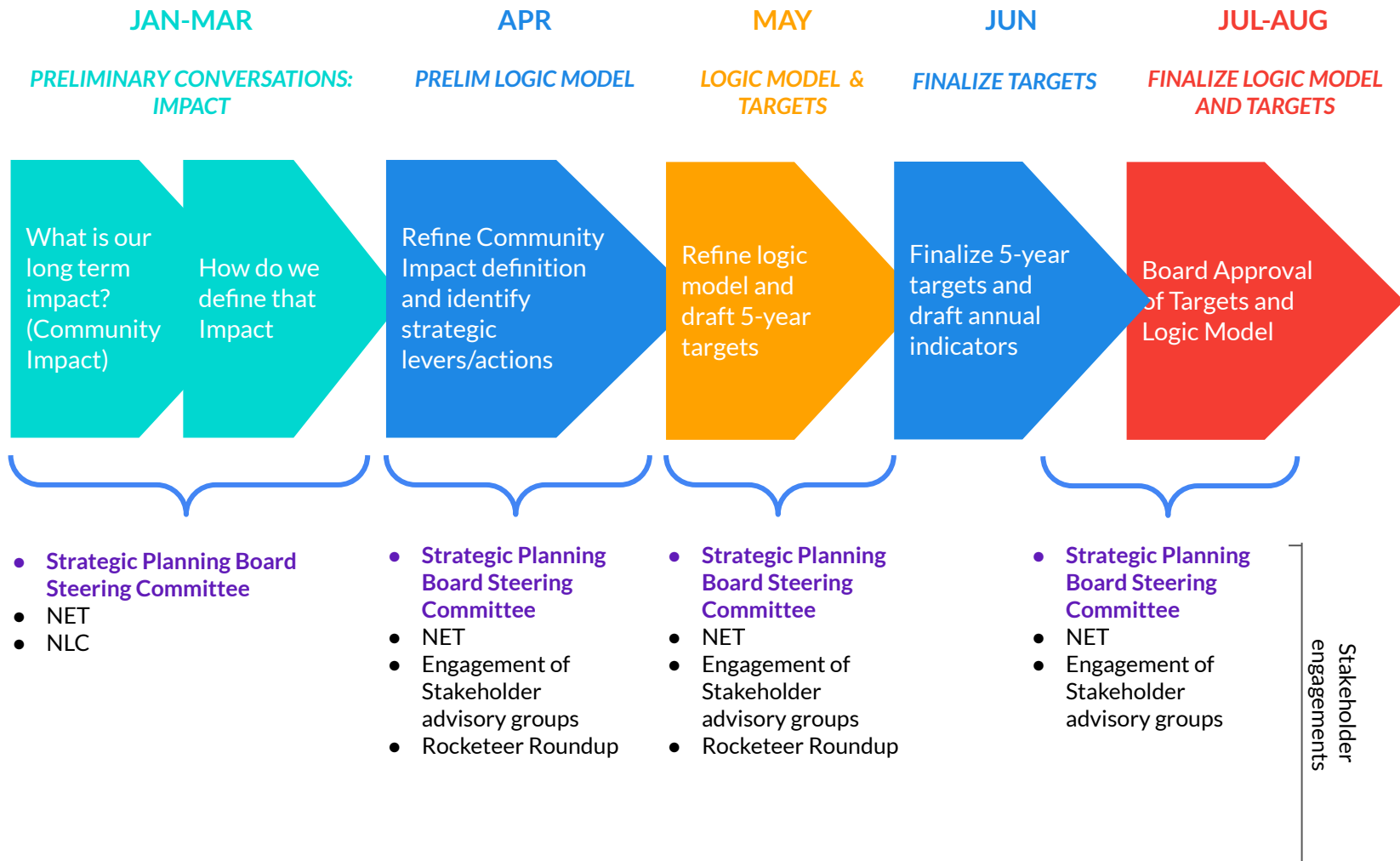
5 Year Strategic Plan: Agenda

- Overview of timeline and process
- Where we are today and how we got here
- Logic model proposal
- Stakeholder engagements and themes
- 5-year goals and rationale
- Next steps

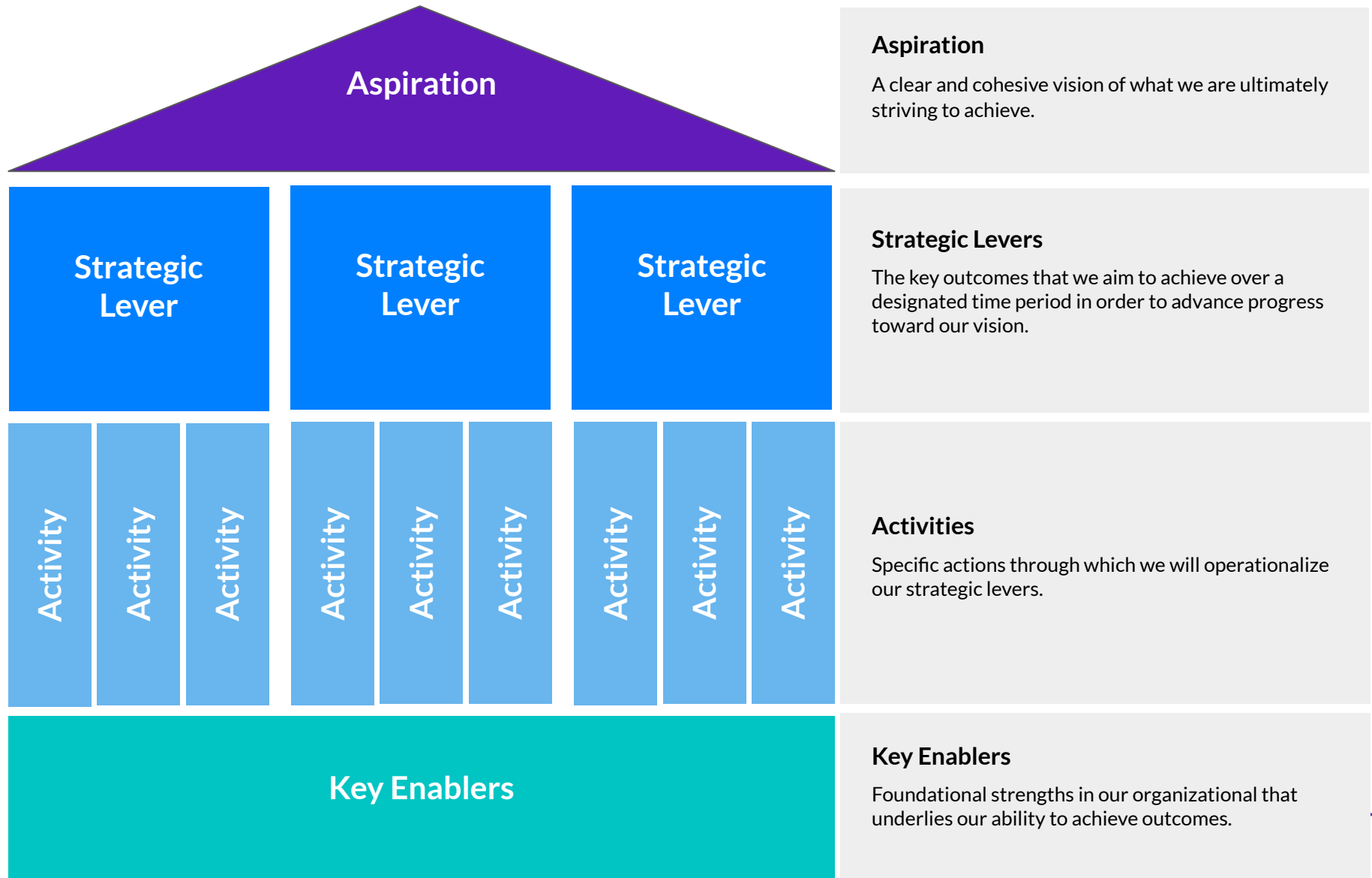
Five Year Strategic Plan: Timeline, process, journey



Timeline and process



A **LOGIC MODEL** is a visual representation of our theory of change and key strategies and activities deployed to effect change



Criteria used in evaluating the aspiration, levers, and activities in the development of the logic model

- **Impact:** Is it sufficiently impactful and aspirational?
- **Feasibility:** Can Rocketship move the needle? Does it leverage existing competencies or does it seem feasible to build new capabilities required?
- **Distinctiveness:** Does it differentiate Rocketship? Does Rocketship have the right to win?

Our conversations and agreements leading to the current proposed logic model

Discussion and Decision

Reflecting on
“eliminating the
achievement gap”

In the fall, in reflecting on our original logic model , RPS leadership indicated that the **achievement gap did not capture the full extent of the impact RPS hopes to have** with families and communities.

Defining ecosystem
impact as Community
Impact

As we strive for “ecosystem impact,” discussions confirmed that the impact **RPS seeks to make moving forward is “Community Impact”**.

Social mobility and civic
engagement as
Community Impact?

In January, leadership and advisory groups produced an initial definition of Community Impact centered on two key concepts, Social Mobility and Civic Engagement. The Board was introduced to these two concepts in March.

Social mobility as the
ultimate aspiration

As leadership teams and advisory groups explored these concepts further, **Social Mobility resonated as our ultimate aspiration**. We explored multiple levers to improve social mobility and aligned on civic engagement and social capital as levers to social mobility.

Defining social mobility
at Rocketship and
identifying strategic
levers

Stakeholder groups were engaged in exercises to more clearly define social mobility at Rocketship and identify the strategic levers and activities that will help Rocketship achieve community impact.



Five Year Strategic Plan: Current proposed logic model



Our “aspirational” goal:

A clear and cohesive vision of what we are ultimately striving to achieve.

Equal Access to Opportunity for All

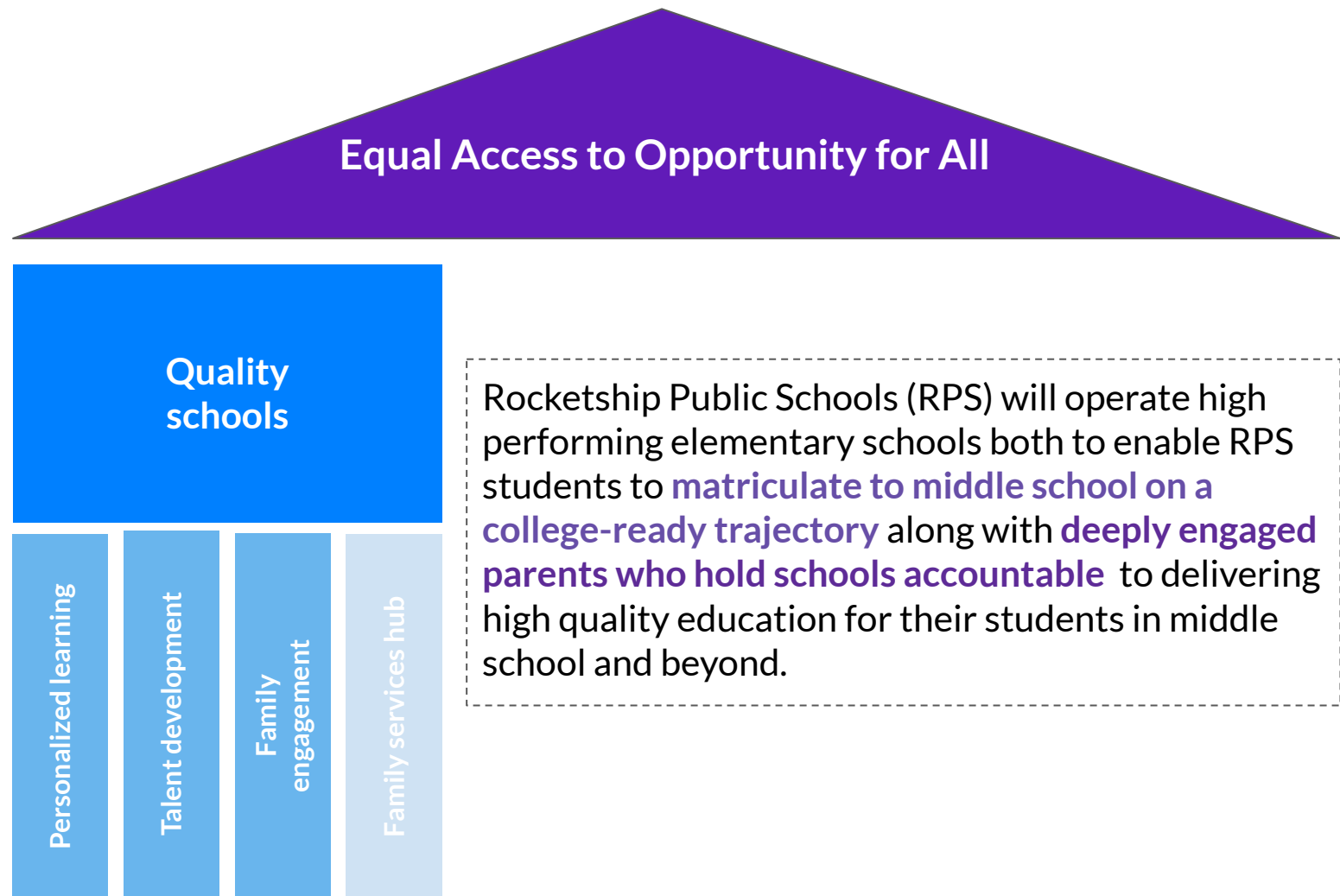
We support children and families to overcome barriers to opportunity so every child in our community can achieve upward social mobility.

- **“Access to opportunity”** marks a clear goal on the path to social mobility that clearly establishes our role as well as the agency of our students to define and achieve their own life and career goals.
- **“Equal access”** ensures equity remains at the core of our network and signals the systemic barriers to opportunity that persist in our country
- **“For all”** conveys our ambition to scale to the size of the problem we are working to solve.



Strategic lever:

High quality schools continues to be a priority strategic lever.



Strategic lever:

Community power continues to be a core strategy with an expanded focus moving forward.

Equal Access to Opportunity for All

Rocketship Public Schools (RPS) will continue to grow the power and impact of RPS families to affect positive change in their communities. Moving forward, RPS will deepen their impact with a **broader civic engagement and coalition development strategy**.

Community power

Family leadership

Civic engagement

Coalition partners

Family capacity building



Strategic lever:

Scaling our impact through schools and seats remains our primary growth driver, with new modes of scale to be developed.

Equal Access to Opportunity for All

Rocketship Public Schools (RPS) will magnify our impact by **increasing the number of Rocketeers, RPS alumni, and RPS families** across all regions. RPS will also explore innovative ways to share RPS practices and pursue transformational impact (e.g., JetPackED).

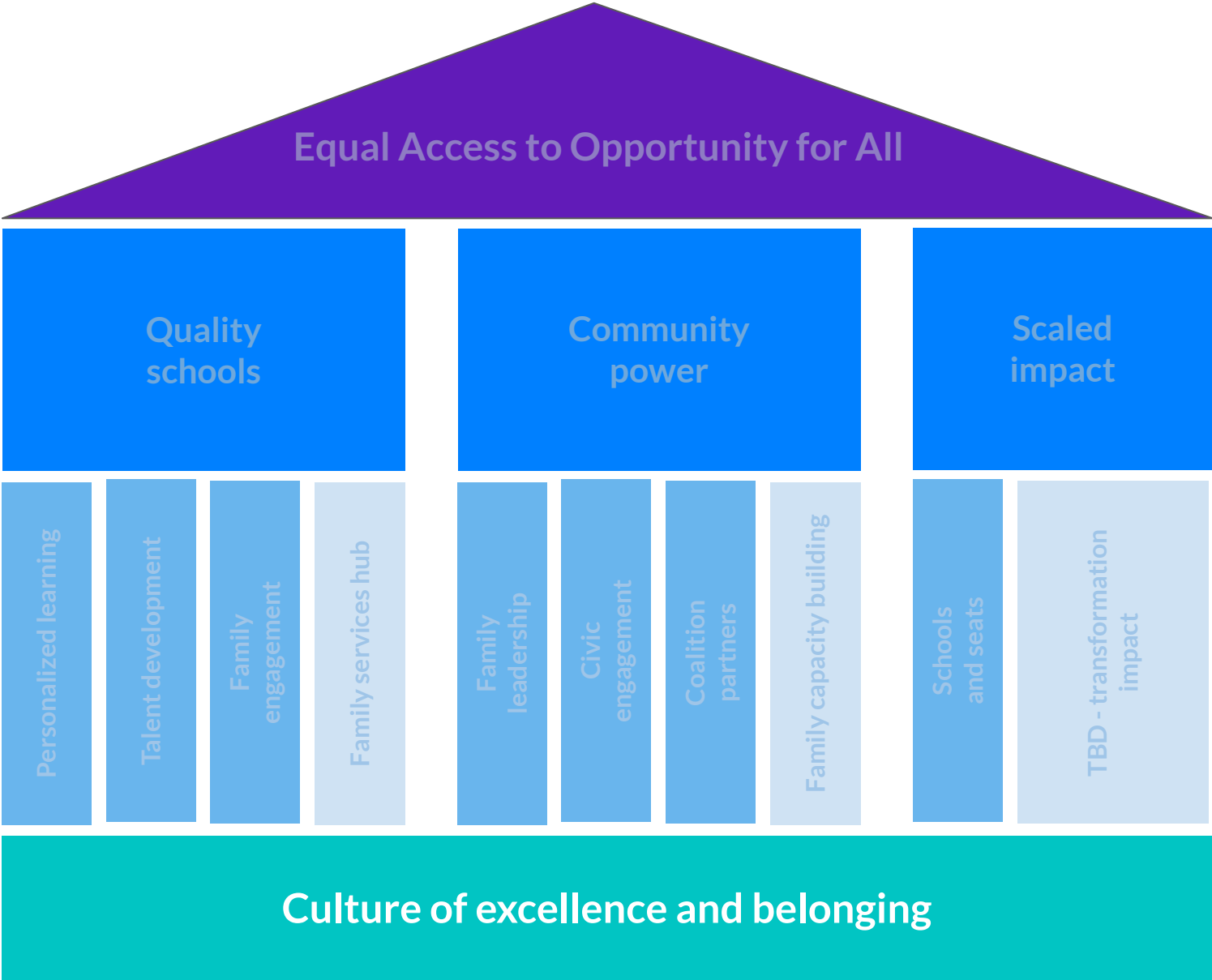
Scaled
impact

Schools
and seats

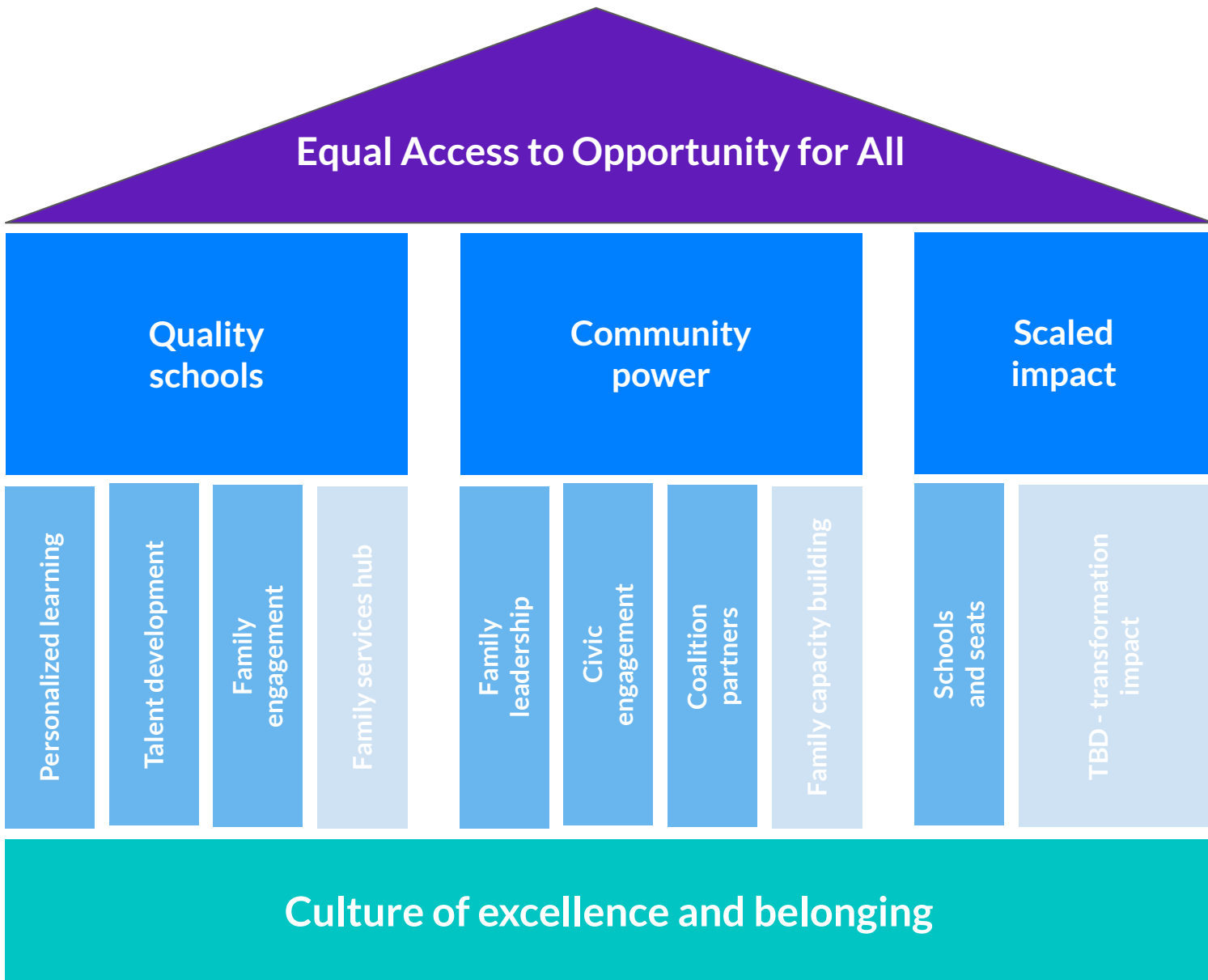
TBD - transformation
impact



Culture is the foundation of our model.



Rocketship Public Schools proposed logic model



Five Year Strategic Plan:
Feedback on the logic model from multiple
stakeholder groups



We engaged families, regional/school leaders, and RPS national staff and heard some important themes

Aspiration

Levers

Activities

Social mobility and access to opportunity resonates

“Appreciate centering the conversation around equity and opportunity”

“The push towards social mobility really resonates. I love that we are thinking bigger impact versus just academic achievement.”

The priority, as messaged by families, is quality schools

“Quality schools is the first priority. If we don’t have this piece together, it is hard to get anything else done.”

National standards but regional differentiation on strategy

“It’s important that different regions in different cities are able to work through their own family capacity building goals but should push for the same quality across the board (not leaving [the standard of quality] to local interpretation).”

Personalized Learning continues to be compelling

“Personalized learning is something we do well. We have pioneered this. We need to refine it but keep it.”

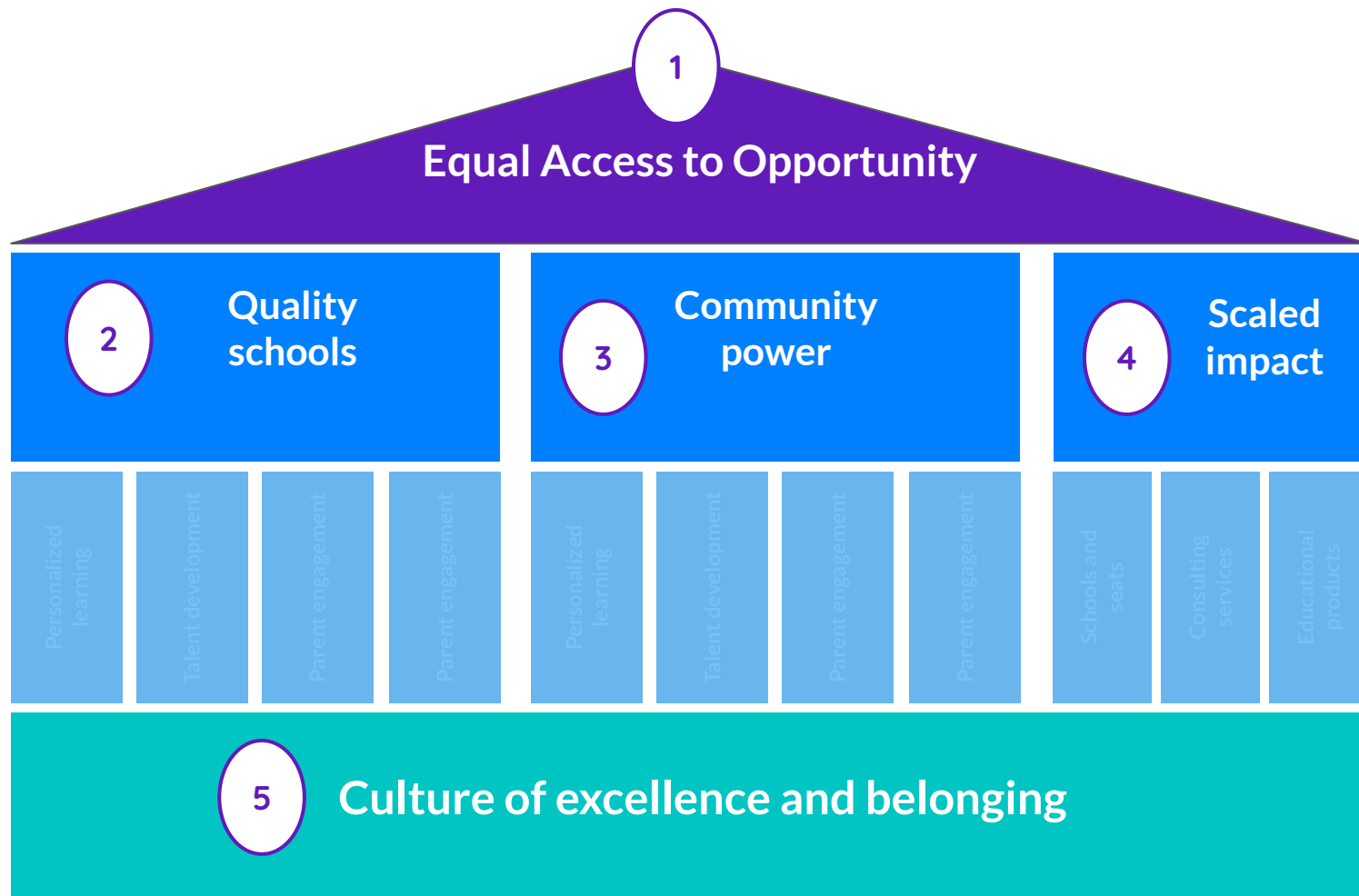
Overall, the logic model was very positively rated

	Question	Parents (100% resp. rate)	Regional & School Leaders (86% resp. rate)	School Staff (100% resp. rate)	Average of All
On a scale of 1-5 (5 is the highest), how would you rate your level of agreement with these statements	"Equal access to opportunity" feels like the right community impact aspiration for Rocketship Public Schools.	5	3.8	5	4.60
	"Quality schools" is a critical strategic lever to deliver on our community impact aspiration.	4.2	4.8	4.6	4.53
	"Community power" is a critical strategic lever to deliver on our community impact aspiration.	4.8	4.5	5	4.77
	"Scaled impact" is a critical strategic lever to deliver on our community impact aspiration.	4.1	4.5	4.4	4.33
	A culture of excellence and belonging is foundational to our logic model.	4.6	4.3	4.6	4.50
Under "Quality Schools", rate your level of agreement with these activities 1-5 (5 is the highest)	Personalized Learning	4.4	4.5	4.6	4.50
	Talent Development	4.2	4.8	5	4.67
	Family Engagement	4.3	5	5	4.77
	Family Service Hub	4	4.5	4.6	4.37
Under "Family	Family Leadership	3.9	4.2	4.8	4.33

Five Year Strategic Plan: 5 Year Goals for the Levers and Enabler



We will set 5-year goals for the aspiration, strategic levers, and enabler to be approved by the Board



Quality Schools: 5 Year Goal Framework (specific metrics to be finalized)

Quality schools

In 5 years...

TBD% of all Rocketeers are on the college and career ready path

AND

TBD% of Rocketeers enrolled for 3 or more years are reading at grade level

- This is a notable shift from our previous goal of top 10% among SED schools.
- This more ambitious metric means our Rocketeers are considerably outperforming their peers across the nation, not only in the communities we serve.
- College and career ready is measure by achieving the 67th percentile on NWEA map.
- Coupling an annual metric along with a three year metric ensures we are tracking our cumulative impact on our Rocketeers while also not creating perverse incentives impacting student retention.



Scaled Impact: 5 Year Goal Framework (specific metrics to be finalized)

Scaled Impact

In 5 years...

TBD new Rocketeers served

AND

TBD total lifetime Rocketeers served

- Shifting from enrollment and seats to Rocketeers served aligns our scale goal with the actual, cumulative impact of our network.
- New and lifetime Rocketeers highlights the impact of scale and longevity in a region.
- Students served also lays the groundwork for us to explore other pathways to impact beyond enrollment alone in the next phase of our strategic planning process.



Culture: 5-year Goal

Culture

In 5 years...

50 net promoter score
across all RPS staff

- This simple single metric provides a lot of data - predicts retention, indicates level of engagement, suggests level of connection and sense of belonging
- NPS is used by many employers, so we are able to calibrate and compare ourselves against the strongest employers across multiple industries
- A score of 50 puts us in the middle of the GREAT range
- Current NPS is 37 - goal of 50 is ambitious but attainable

What is a good NPS score?



Net Promoter Score is a measure of staff agreement on the question "I'd recommend Rocketship as a great place to work." It measures the % of "promoters" minus % of detractors.

Next steps: June-August 2023

- Finalize goals across the logic model:
 - Set targets for Aspirational goal and Community Power lever
 - Set leading and lagging indicators for all activities
- Conduct another round of advisory engagements in June/July
- Finalize logic model and goals for Board approval in August

Closed Session

