

**Rocketship Rise Academy
&
Rocketship Legacy Prep
&
Rocketship Infinity Community
Prep**

**Student/Parent Handbook
2026-2027 School Year
Washington, D.C.**

TABLE OF CONTENTS

TABLE OF CONTENTS	2
ABOUT ROCKETSHIP	1
OUR STORY	1
OUR MISSION	1
OUR MODEL	2
CONTACT INFORMATION	2
SCHOOL SITES	2
WEBSITE	2
ADMISSIONS AND ENROLLMENT	3
CALENDAR AND ATTENDANCE	3
SCHOOL SCHEDULE	3
LAUNCH	3
OFFICE HOURS	3
ATTENDANCE AND TRUANCY	4
COMMUNICATION	9
SCHOOL CANCELLATION, LATE START, AND EARLY DISMISSAL	10
CAMPUS OPERATIONS AND SECURITY	10
ARRIVAL AND DISMISSAL PROCEDURES	10
STUDENT RELEASE	11
LATE PICK-UP	13
CAMPUS ACCESS AND VISITORS	14
ELECTRONIC SURVEILLANCE AND THIRD PARTY RECORDING	18
FAMILY CUSTODY	19
STUDENT RECORDS	22
VOLUNTEERS AND CHAPERONES	22
FIELD TRIPS	24
SCHOOL MEALS	25
ACADEMICS	26
CURRICULUM	26
HOMEWORK	27
RETENTION, PROMOTION, AND ACCELERATION	28
STUDENT SUPPORT AND SPECIAL EDUCATION	28
SPECIAL EDUCATION AND CHILD FIND ACTIVITIES	28
STUDENT ACCOMMODATIONS AND SECTION 504	29
MULTILINGUAL LEARNERS	29
STUDENT RECORD REQUESTS	29
OUTSIDE PROVIDERS	30
SCHOOL OBSERVATIONS	30
BEHAVIORAL EXPECTATIONS AND DISCIPLINE	31
ROCKETEER CODE OF CONDUCT	31
COMMITMENT TO NON-DISCRIMINATION AND EQUAL OPPORTUNITY	31

BULLYING PREVENTION	35
STUDENT DISCIPLINE - GENERAL OVERVIEW	36
STUDENT DISCIPLINE - IN-SCHOOL DISCIPLINARY ACTIONS	36
STUDENT DISCIPLINE - SUSPENSIONS, AND EXPULSIONS	37
LOST OR DAMAGED SCHOOL PROPERTY	47
STUDENT DRESS CODE	47
PERSONAL BELONGINGS	49
STUDENT CELL PHONES AND PERSONAL DEVICES	49
HEALTH AND SAFETY	50
MEDICATION ADMINISTRATION	50
IMMUNIZATIONS	52
HEALTH EXAMINATIONS AND SCREENINGS	53
HEAD LICE	54
SAFETY PLANS	55
WEAPONS AND FIREARMS	55
DRUGS, ALCOHOL, AND TOBACCO	55
CAMPUS SEARCHES AND SEIZURES	56
INTERNET SAFETY AND ACCEPTABLE USE	56
CHILD ABUSE AND NEGLECT	59
PARENT INVOLVEMENT	60
ROCKETSHIP'S COMMITMENT TO EXCELLENCE	60
PARENTS'/GUARDIANS' COMMITMENT TO EXCELLENCE	60
PARENT PARTNERSHIP	61
HOME VISITS	61
PARENT OPPORTUNITIES ON CAMPUS	62
OPEN MEETING POLICY	62
POLICIES, NOTIFICATIONS OF RIGHTS, AND ASSURANCES	62
NOTIFICATION OF RIGHTS UNDER FERPA	62
EDUCATION OF FOSTER YOUTH POLICY	67
EDUCATION OF HOMELESS CHILDREN AND YOUTH POLICY	68
PREGNANT AND PARENTING STUDENTS	74
SCHOOL MEALS NON-DISCRIMINATION NOTICE	75
GENERAL COMPLAINT PROCESS	76
TEACHER QUALIFICATION INFORMATION	78
TITLE IX COMPLAINT PROCESS	79
TITLE I PARENT INVOLVEMENT	80
SCHOOL-PARENT COMPACT	83
NOTIFICATION OF RIGHTS UNDER COPPA	83
NOTIFICATION OF RIGHTS UNDER PPRA	84
NOTIFICATION UNDER THE ASBESTOS HAZARD EMERGENCY RESPONSE ACT	86
ROCKETSHIP RISE ACADEMY ADDENDUM	87
SCHOOL SITE	87
SCHOOL SCHEDULE	87
OFFICE HOURS	87
ARRIVAL AND DISMISSAL PROCEDURES	87

SCHOOL MEALS	88
ROCKETEER CORE VALUES AND CREED	88
STUDENT DRESS CODE	89
SECTION 504	89
SAFETY PLANS	91
ROCKETSHIP LEGACY PREP ADDENDUM	93
SCHOOL SITE	93
SCHOOL SCHEDULE	93
OFFICE HOURS	93
ARRIVAL AND DISMISSAL PROCEDURES	93
SCHOOL MEALS	94
ROCKETEER CORE VALUES AND CREED	94
STUDENT DRESS CODE	95
SECTION 504	95
SAFETY PLANS	95
ROCKETSHIP INFINITY COMMUNITY PREP ADDENDUM	97
SCHOOL SITE	97
SCHOOL SCHEDULE	97
OFFICE HOURS	97
ARRIVAL AND DISMISSAL PROCEDURES	97
SCHOOL MEALS	98
ROCKETEER CORE VALUES AND CREED	98
STUDENT DRESS CODE	99
SECTION 504	99
SAFETY PLANS	99

Please note that Rocketship may enact additional, supplemental, or alternative policies or procedures to accommodate developing changes in circumstances, public health related matters, and/or changes in the law or compliance obligation. 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.

ADMISSIONS AND ENROLLMENT

Rocketship Schools are public charter schools. Charter schools operate independently from the local school district and must be approved by a local charter school authorizer 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.

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

ATTENDANCE AND TRUANCY

Rocketship deeply values the presence and participation of all students within our school community. If students regularly miss school, are late, or leaves school early, they will miss out on meaningful learning experiences and can fall behind. Rocketship makes every effort to partner with families to ensure that students are on time and present every school day.

All children residing in the District of Columbia are required to attend school during the regular school year from age 5 (if the child reaches age 5 by Sept. 30 of the school year) until age 18. This requirement is called compulsory attendance. Enrollment in school and attendance are required whether school is in-person or virtual. Parents, guardians and other persons with custody of a child are responsible for ensuring that students attend school every day unless the child has a valid excuse to be absent.

Excused and Unexcused Absences and Tardies

All students are expected to be on time and present in school for the full day, every day.

In DC, an absence is a school day when a student is either fully absent or partially absent. A partial absence is when a student is present for less than 60 percent of the instructional day, but not the full day.

Excused Absences

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. Students' absences will be marked as unexcused unless a valid excuse is provided by a parent or guardian within five (5) days of the student returning to school.

The charts below explain the type of notification and/or documentation required to excuse absences. Valid excuses for absences must be provided within five (5) school days of your child's return to school.

Rocketship is required to mark all absences as unexcused unless a valid excuse is provided by a parent or guardian within five (5) days of the student returning to school.

Reason for Absence	Documentation Needed	Additional Notes
Student Illness	Notice from parent/guardian either written or via Parent Square. A physician's note is required for three or more consecutive sick days.	Rocketship permits a total of up to five (5) parent/guardian excuse notes in a single academic year. After 5 parent/guardian excuse notes, a physician's note is required

		to excuse additional absences due to illness.
Health-related appointments/treatments	Signed note from physician's office or parent/guardian notification via Parent Square.	Rocketship permits a total of up to five (5) parent/guardian excuse notes in a single academic year. After 5 parent/guardian excuse notes, a physician's note is required to excuse additional absences due to illness.
Death in the family	Notice from parent/guardian either written or via Parent Square.	Rocketship permits a total of up to five (5) parent/guardian excuse notes in a single academic year.
Extra-curricular activities	Participation approved by the Principal.	Approved at the discretion of the Principal.
Personal/family emergencies	Notice from parent/guardian either written or via Parent Square.	Approved at the discretion of the Principal. Rocketship permits a total of up to five (5) parent/guardian excuse notes in a single academic year.
Head lice	Written documentation from parent or medical professional of head lice.	Return to school subject to note and inspection under Rocketship's Head Lice Policy. Rocketship permits a total of up to five (5) parent/guardian excuse notes in a single academic year.
Religious holiday/ceremony	Notice from parent/guardian either written or via Parent Square.	Rocketship permits a total of up to five (5) parent/guardian excuse notes in a single academic year.

School Visits at education institutions where the student intends to see enrollment.	Notice from parent/guardian either written or via Parent Square.	Up to 3 days excused for school visits. Rocketship permits a total of up to five (5) parent/guardian excuse notes in a single academic year.
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	Notice from parent/guardian either written or via Parent Square. 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.
Student suspension	Documentation of suspension pursuant to Rocketship Suspension & Expulsion Policy.	
Student court appearances	Documentation from Court.	

Unexcused Absences

Unexcused absence is when a student is either fully absent or partially absent without a valid excuse.

Valid excuses for absences must be provided within five (5) school days of your child's return to school. Rocketship is required to mark all absences as unexcused unless a valid excuse is provided by a parent or guardian within five (5) days of the student returning to school.

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 their 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 efforts to contact a student's parent/guardian on the same day and each time a student has an unexcused absence, with daily follow-ups as necessary.

Missing 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.

Leaving School During the Day

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 their 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 their appointments.

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

Students who become ill at school must check in at the office and remain at school until their parent/guardian arrives or gives permission for the student to leave campus in accordance with Rocketship's Student Release Policy. Under no circumstances may a student go home without the permission of a parent or guardian.

To support safe and efficient operations at the school, families are asked to participate in the regular dismissal process. Absent an emergency, students will not be released within 10 minutes of the school's regularly-scheduled dismissal time.

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.

Recurrent Late Arrivals and/or Early Dismissals

Recurrent late arrivals and/or early dismissals may subject families to interventions.

After a student accumulates ten (10) late arrivals and/or early dismissals (excused or unexcused), the family will be asked to participate in an Attendance Expectations Meeting at the school.

After a student accumulates ten (10) 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 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 notice has been provided, an intervention plan may still be enacted. A copy of the contract will be sent or delivered to the student's address on file.

Chronic Absenteeism

Chronic Absenteeism occurs when a student misses more than 10 percent of instructional days, including both excused and unexcused absences.

With 180 school days in a school year, a student will be chronically absent if the individual misses as few as two school days per month. Chronically absent students will fall behind their peers academically and may be retained in the same grade.

Chronic absenteeism may also subject families to interventions, at the discretion of the Principal in consultation with other members of the School Leadership team.

Truancy

Truancy is when a student is absent from school without a valid excuse. A student is chronically truant when they have been absent from school, without a legitimate excuse for ten (10) or more days within a single school year.

The chart below describes the procedures for responding to truancy in accordance with state law.

Truant Five (5) Full Day Unexcused Absences	Within two school days after a student has accumulated five (5) full day unexcused absences within a marking period, the student and the student's parent/guardian will be referred to a school-based student support team for a Student Attendance Conference. The student support team and parent will meet within five days of the referral, to review the student's attendance, address underlying causes, discuss any appropriate school and community resources to abate truancy, and develop an action plan ("Attendance Plan"). The Student Support Team will include the Principal, a classroom teacher, an Individualized Learning Specialist, and the student's parent/guardian. Depending on the circumstances, the Student Support Team may also include other roles including but not limited to the school nurse or psychologist, special education personnel, the McKinney-Vento homeless liaison, guardian ad litem, and/or representatives of CFSA.
---	---

Chronically Truant Ten (10) full day unexcused absences	Within two school days after a student has accumulated 10 full day unexcused absences, the Student Support Team will notify the Principal of a plan for immediate intervention, including delivery of community-based programs and any other assistance or services to identify and address the student's needs on an emergency basis. Within two business days, of the tenth unexcused absence within a school year, Rocketship must: • Notify the Office of the State Superintendent of Education, and • For students ages 5-13, submit a referral to the DC Child and Family Services Agency (CFSA).
---	--

If a student accumulates 20 or more consecutive, full day, unexcused absences, and Rocketship is unable to get in touch with the student's parent/guardian after reasonable and good faith efforts, Rocketship will unenroll the student and their space will be given to a student on the waitlist.

Process for Students Who Are Not in Attendance at the Beginning of the School Year

If a student fails to attend school during the first 5 school days of the instructional school year, and the family does not notify Rocketship in advance, the student may forfeit their seat at the school and be placed last on the waitlist. Forfeiture under this policy is not construed as involuntary removal by Rocketship.

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

- [REDACTED]
- [REDACTED]
- [REDACTED]

[REDACTED]

COMMITMENT TO NON-DISCRIMINATION AND EQUAL OPPORTUNITY

Statement of Non-Discrimination

Rocketship is committed to providing equal opportunities for all individuals in education. Harassment, intimidation, and bullying on the basis of a protected characteristic 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 is committed to providing an educational atmosphere that is free of unlawful discrimination under Titles IV, VI, and VII of the Civil Rights Act of 1964; Title IX of the Education Amendments of 1972; The Age Discrimination Act of 1975; the IDEIA; Title II of the Americans with Disabilities Act of 1990; Section 504 of the

Rehabilitation Act of 1973; the Genetic Information Nondiscrimination Act of 2008, and applicable state and local laws.

Rocketship does not discriminate on the basis of sex and prohibits any acts of sex discrimination, including sexual harassment in any education program or activity that it operates, as required by State law, Title IX (20 U.S.C. § 1681 *et seq.*), and the Title IX regulations (34 C.F.R. Part 106), including in admission and employment.

Rocketship does not discriminate against any student or employee. Rocketship does not condone or tolerate unlawful discrimination, including harassment, intimidation, or bullying, based on actual or perceived protected characteristics 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, volunteers, regardless of position. No student shall be denied enrollment, continued enrollment, or access to educational programming available at Rocketship on the basis of any characteristic protected under applicable state or federal law or local ordinance.

To the extent possible, Rocketship will make reasonable efforts to prevent students from being discriminated against, harassed, intimidated, and/or bullied, and it will take action to respond to such behaviors in a timely manner. Rocketship school staff who 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 discrimination or harassment and take appropriate corrective action, if warranted.

Rocketship prohibits retaliation against anyone who files a complaint or who participates or refuses to participate in a complaint investigation.

This Non-Discrimination Statement can also be found on the school's website.

Prohibited Harassment and Retaliation

Harassment on the basis of a protected characteristic is a form of discrimination, and Rocketship is committed to maintaining 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, faculty/staff member, or by any other person who is participating in, observing, or otherwise engaged in school activities, including sexual harassment consistent with Title IX, 20 U.S.C. § 1681 *et seq.* and state law.

Prohibited Sexual Harassment includes conduct on the basis of sex that satisfies one or more of the following:

- Quid pro quo harassment, where an employee of the school conditions the provision of an aid, benefit, or service of the school on an individual's participation in unwelcome sexual conduct;
- Hostile environment harassment, which is 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 (e.g., skipping class, dropping out of an activity, having trouble concentrating in class); 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).

Examples include, but are not limited to:

- 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 or threatens physical, emotional, economic, technological, or sexual abuse to exert power or control over a current or former dating partner.
- Sexual advances towards 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.

Retaliation includes any adverse action taken against an individual because they reported sexual harassment, dating violence, or discrimination; provided information or witnesses; or assisted with, participated in, 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 on the Basis of Sex - Title IX Violation

Complaints of sexual harassment, sexual assault, 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
2001 Gateway Place, Ste. 230E
San Jose, CA 95110
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 complainant about the investigation process and about their rights under Title IX and other relevant laws.

Reports of Discrimination or Harassment - All Other

Students, parents or staff should report a claim of discrimination or harassment and any allegedly discriminatory or harassing acts promptly to a teacher, counselor, or school administrator. Reports do not have to be made by the complainant. Reports can be made verbally or in writing and can be made in person, by telephone, by mail, by email, or in writing using the General Complaint Form available in every school's front office. A school employee who receives a report of discrimination that may be considered harassment, sexual harassment, dating violence, stalking, or retaliation under Title IX should promptly notify Rocketship's Title IX Compliance and Civil Rights Officer for next steps.

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(s) 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(s) or respondent(s), 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

Title IX Complaints

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 is conducted promptly and impartially pursuant to related Title IX Complaint Procedures outlined under the Notification of Rights and Assurances section of this Handbook. The Title IX Policy and Grievance Procedures also may be found on Rocketship's website.

General Complaints

All other complaints of discrimination or harassment that do not involve allegations of Title IX violations should be made under the General Complaint Process described under the Notification of Rights and Assurances section of this Handbook.

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

STUDENT DISCIPLINE - GENERAL OVERVIEW

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.

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

STUDENT DISCIPLINE - IN-SCHOOL DISCIPLINARY ACTIONS

Rocketship relies on proactive, preventive support 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 warrant additional discipline immediately, Rocketship may take alternative in-school disciplinary action. These disciplinary 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.
- Temporary placement on Time Out or to another classroom.
- Calling or writing/emailing the student's parent/guardian.
- Arranging a conference with the student, parent, teacher and/or administrator.
- Implementing a temporary individualized behavior plan for the student.
- Implementing counseling sessions with a designated staff member.
- Peer mediation.
- Requiring that the student complete a reflective essay or assignment.
- Community Restoration, including requiring that the student take actions to counteract/ameliorate a problem (e.g., 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 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 used

only when a student's behavior poses an imminent danger of serious physical harm to themselves or others.

As described above, severe infractions that threaten the safety or health of students, staff, or others, may be cause for suspension or expulsion.

STUDENT DISCIPLINE - SUSPENSIONS, AND EXPULSIONS

Overview - Suspensions and Expulsions

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 in-school suspension, out of school suspension, or expulsion.

A student may be disciplined for prohibited misconduct that takes place on school grounds, or at any school-sponsored activity. A student may also be disciplined for prohibited misconduct that occurs off school grounds, and outside of school hours/activities *if* in the school's sole discretion, such conduct creates a substantial disruption to the school environment and/or interferes with another student's ability to participate in the school program and/or benefit from the school's program. This may include misconduct occurring outside of school hours such as activity on digital media, applications, online platforms, through telephone, cellular phone or text messages as well as other communication devices and methods.

In-School Suspension

In-school suspension (ISS) is the temporary removal of a student from one or more of their classes for a period of time. While in ISS a student remains in school, is 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 their supervisor and after conferencing with the student, 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 assign a student to ISS as soon as possible after the infraction is reported but not before providing the student with notice of the misconduct and an opportunity to be heard.

The principal will ensure that students assigned to ISS are:

- provided a safe, positive environment with proper supervision.
- provided appropriate coursework or activities of academic value and allowed to complete that work during their assignment to ISS.
- provided any required classroom supports and services to complete the coursework during their assignment to ISS.

Additionally, classroom teachers will:

- provide classwork commensurate to the work missed for a student assigned to ISS.
- record the student as present while assigned to ISS. There will be no attendance-related penalty for assignment to ISS.
- evaluate and give credit for work that is completed while assigned to ISS.

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 their designee may make contact through email.

Out of School Suspensions and Expulsion

When disciplinary infractions occur on campus, 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 (but not all) circumstances, at the discretion of the school leadership team in accordance with state law and should only be considered in cases of egregious behavioral infractions. Rocketship views suspension 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 arises where the Principal feels that the student should be suspended or recommended for expulsion, this policy applies and will guide the process.

Grounds for Suspension and Expulsion

Rocketship's youngest learners within the early childhood program(s) are held to the same Rocketship Behavioral Expectations and Discipline Policy as the rest of our school community. In accordance with the Pre-K Student Discipline Amendment Act of 2015, no student of pre-k age may be expelled. Pre-K age students (3 and 4-year-olds or those turning 5 after September 30th) may only receive an out-of-school suspension if their behavior willfully caused or attempted to cause bodily injury, or threatened serious

bodily injury to another person, except in self-defense. No pre-k age student may be suspended for longer than 3 days for any individual incident.

Pursuant to the Student Fair Access to School and Clarification Amendment of 2019, no student in grades K-5 may be subject to an out-of-school suspension or disciplinary unenrollment (i.e. expulsion), unless a school administrator determines, that the student has willfully caused, attempted to cause, or threatened to cause bodily injury or emotional distress to another person, including behavior that happens off school grounds. 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.

Types of conduct that could lead to suspension or expulsion for K-5 students include, but are not limited to:

- Assault with a weapon
- Assault/physical attack on student or staff
- Commission or attempted commission of any act of sexual assault or sexual aggression
- Fighting which results in bodily injury
- Inciting others to violence or disruption
- Persistent Harassment based on actual or perceived race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity or expression, familial status, family responsibilities, matriculation, political affiliation, genetic information, disability, source of income, status as a victim of an intrafamily offense, or place of residence or business
- Use, threatened use, or transfer of any weapon
- Arson
- Any other intentional use of violence, force, coercion, threats, intimidation, or other comparable conduct which causes or attempts to cause bodily injury or emotional distress

For the purposes of this policy, the following definitions apply:

Bodily injury means a cut, abrasion, bruise, burn, or disfigurement; physical pain; illness; impairment of the function of a bodily member, organ, or mental faculty; or any other injury to the body, no matter how temporary.

Disciplinary unenrollment means the expulsion or involuntary transfer of a student from a school.

Emotional distress means mental suffering or distress that requires more than trivial treatment or counseling.

Expulsion means the removal of a student from the student's school of enrollment for disciplinary

reasons for the remainder of the school year or longer, in accordance with local education agency policy.

In-school suspension means temporarily removing a student from the student's regular class schedule as a disciplinary consequence, during which time the student remains on school grounds under the supervision of school personnel who are physically in the same location as the student.

Involuntary early dismissal means the removal of the student from school attendance for less than 1/2 of a school day for disciplinary reasons, during which time the student is not under the supervision of school personnel and is not allowed on school grounds.

Out-of-school suspension means the temporary removal of a student from school attendance to another setting for disciplinary reasons, during which time the student is not under the supervision of the school's personnel and is not allowed on school grounds. The term "out-of-school suspension" includes an involuntary early dismissal.

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. Students are expected to complete all work assigned while they serve their suspension.

Only the Principal or their designee, with prior approval from the Regional Director of Schools or Regional Executive Director, and after conferencing with the student to understand their behavior, shall initiate the out of school suspension process.

Suspensions at Rocketship will adhere to the following procedures:

Conference

Unless the student's continued presence at school poses a continuing danger to the school community or an ongoing threat of disruption, suspension will be preceded by a conference conducted by the Principal or designee with the student.

Notice to Students and Parents/Guardians

Whenever possible a student will not be suspended until that student has been notified of the nature of the misconduct, has been questioned about it and allowed to give an explanation.

At the time of suspension, the Principal or designee shall make a reasonable effort to contact the student's parent/guardian by telephone or in person. The parent/guardian shall also promptly 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 the date of return following suspension. The Principal or designee shall also provide the parent/guardian with a copy of the suspension notice. A copy of this notice

will also be filed in the student's cumulative folder in the school.

A student's return to school after an issued suspension will not be contingent upon a parent/guardian's ability to attend a conference or meeting with school staff.

Suspension Time Limits/Recommendation for Expulsion

For pre-k aged students, suspensions will not exceed three (3) consecutive days. For k-5 students, suspensions will not exceed five (5) consecutive school days per suspension. In calculating days of suspension, days served will not include days when school is not in session for students (i.e., school closure days, school holidays, spring break, and summer break). If the student leaves school on the day that the suspension was imposed before 12 (noon) this day will be counted as a full day of suspension.

Access to Required School Work 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.

Expulsion Procedures

An expulsion is the permanent dismissal of a student from the Rocketship program. If an expulsion is approved, the parent/guardian has the responsibility to enroll the student in another school.

The full authority of the Rocketship 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. The Academic Affairs Committee may expel any student found to have committed an expellable offense. Instead of conducting the hearing itself, the Academic Affairs Committee may appoint an impartial administrative panel of three or more persons, none of whom is a member of the Board or employed on the staff of the school in which the student is enrolled.

Hearing

Students recommended for expulsion are entitled to a hearing to determine whether the student should be expelled. The hearing shall be held within 20 school days after the Principal or designee determines that the student has committed an expellable offense, unless the student/family 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 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:

- **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.



NOTIFICATION OF RIGHTS UNDER FERPA

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

1. The right to inspect and review the student's education records within 45 business days after the day the School receives a request for access.

Parents/guardians or eligible students should submit to the School Principal or designee a written request that identifies the records they wish to inspect. The School Principal or designee will make arrangements for access and notify the parent/guardians or eligible student of the time and place where the records may be inspected.

2. The right to request an amendment to the student's education records that the parent/guardian or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents/guardians or eligible students who wish to ask the School to amend a record should write to the School principal or designee, clearly identify the part of the record they want changed, and specify why it should be changed. If the School decides not to amend the record as requested by

the parent/guardian 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/guardian or eligible student, the School 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 their tasks. A School official has a legitimate educational interest if the official needs to review an education record in order to fulfill their 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 Rocketship to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are as follows:

Student Privacy 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, or telephone listings to military recruiters or institutions of higher education without prior written parental consent.

See the list below of the disclosures that elementary and secondary schools may make without consent.

FERPA permits the disclosure of PII from students' 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/guardians 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 without obtaining prior written consent of the parents or the eligible student:

1. To other school officials, including teachers, within the educational agency or institution whom the school has determined have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in 34 C.F.R. § 99.31(a)(1)(i)(B)(1) through (a)(1)(i)(B)(3) are met. See 34 C.F.R. § 99.31(a)(1).
2. To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of 34 C.F.R. § 99.34. See 34 C.F.R. § 99.31(a)(2).
3. To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency (SEA) in the parent or eligible student's State. Disclosures under this provision may be made, subject to the requirements of 34 C.F.R. § 99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf, if applicable requirements are met. See 34 C.F.R. §§ 99.31(a)(3) and 99.35.
4. In connection with financial aid for which the student has applied or which the student has received, if the information is necessary for such purposes as to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. See 34 C.F.R. § 99.31(a)(4).
5. To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the

system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to 34 C.F.R. § 99.38. See 34 C.F.R. § 99.31(a)(5).

6. To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction, if applicable requirements are met. See 34 C.F.R. § 99.31(a)(6).
7. To accrediting organizations to carry out their accrediting functions. See 34 C.F.R. § 99.31(a)(7).
8. To parents of an eligible student if the student is a dependent for IRS tax purposes. See C.F.R. § 99.31(a)(8).
9. To comply with a judicial order or lawfully issued subpoena if applicable requirements are met. See 34 C.F.R. § 99.31(a)(9).
10. To appropriate officials in connection with a health or safety emergency, subject to 34 C.F.R. § 99.36. See 34 C.F.R. § 99.31(a)(10).
11. Information the school has designated as "directory information" if applicable requirements under 34 C.F.R. § 99.37 are met. See 34 C.F.R. § 99.31(a)(11).
12. To an agency caseworker or other representative of a State or local child welfare agency or tribal organization who is authorized to access a student's case plan when such agency or organization is legally responsible, in accordance with State or tribal law, for the care and protection of the student in foster care placement. See 20 U.S.C. § 1232g(b)(1)(L).
13. To the Secretary of Agriculture or authorized representatives of the Food and Nutrition Service for purposes of conducting program monitoring, evaluations, and performance measurements of programs authorized under the Richard B. Russell National School Lunch Act or the Child Nutrition Act of 1966, under certain conditions. See 20 U.S.C. § 1232g(b)(1)(K).

Notice for FERPA 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 disclosing personally identifiable information (PII) from your child's education records. However, the School may disclose certain elements of PII that are 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 and in certain, limited circumstances that the School may determine as appropriate for disclosure. Examples may include:

- On a playbill, showing your student's role in a drama production
- In the annual yearbook
- On the honor roll or other recognition lists
- To promotion or graduation programs
- On sports activity sheets

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

Directory Information at Rocketship includes:

- Student name
- Parent/guardian name, mailing address(es), telephone listing, and email address
- Student birth date
- Dates of attendance, Grade Level, and Enrollment Status
- Honors and awards received

If you do not want the School to disclose directory information without your prior written consent, you must submit a completed Directory Information Opt-Out Form. A Directory Information Opt-Out Form is included in annual enrollment documentation, and copies are available upon request at the main office.

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.

This complete policy, included within this handbook, serves as annual notice of the policy.

[Redacted]

[Redacted]

[Redacted]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

GENERAL COMPLAINT PROCESS

Rocketship values the concerns of our parents, staff, students, and community members and takes all concerns and complaints seriously. The following General Complaint Process should be employed to ensure complaints receive full consideration.

Informal Complaints

Because most difficulties can be resolved by communicating concerns, complainants are encouraged to discuss their concerns or complaints promptly and candidly with their student's teacher, the school Principal, or the school Principal's designee. However, a complainant is not required to discuss his/her complaint in any manner or for any reason prior to initiating a formal complaint.

Use of General Complaint Process

Rocketship's General Complaint process should be used as follows:

- To deal with complaints and concerns pertaining the educational environment or interpersonal student conflicts.
- To allege violations of state or federal law, 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 should refer to the Employee Handbook for procedures specific to filing employee complaints.

Confidentiality

All documentation and information related to an investigation into a complaint is considered confidential and is not revealed or discussed with persons not involved in the investigation of the complaint or decision-making process.

Filing a Complaint

Complainants may file complaints verbally or in writing through four methods: in person, by phone, via email or by completing the General Complaint Form.

Complainants should follow the process outlined below when they wish to file a formal written complaint regarding school policies, procedures, and/or practices. The school will respond as outlined below.

1. Fill out a General Complaint Form available at the school's front office. The General Complaint Form should be submitted to the school Principal within 90 calendar days of encountering the issue that is the subject of the complaint.
2. Upon receiving a completed General Complaint Form, the school Principal or his/her designee will notify the Title IX Compliance and Civil Rights Officer as applicable if the complaint falls under the purview of the Title IX complaint procedures. The Title IX Compliance and Civil Rights Officer, in consultation with Legal, Compliance, and other departments, will notify state authorities of the complaint if appropriate and/or legally required.
3. If the complaint does not otherwise fall under the purview of Title IX procedures, the Principal, or his/her designee, will conduct an adequate, reliable, and impartial investigation of the complaint. This will include interviewing witnesses, obtaining any relevant documents, collecting any other pertinent evidence, and allowing parties to provide evidence. The investigation will aim to be concluded within 20 school days of receiving the General Complaint Form unless exceptional circumstances justify an extended period within which to complete the investigation. The amount of additional time granted for an exceptional circumstance will be determined on a case-by-case basis. Rocketship will provide the parties with periodic updates on the timeline as the investigation progresses.
4. The person who conducted the investigation (either the Principal or his/her designee) will prepare a final written report with a recommendation for resolving the complaint and will provide the final report to the Title IX Compliance and Civil Rights Officer. The final report will name the party

bringing the complaint, describe the nature of the complaint, summarize the investigation, recommend one or more resolutions, and provide reasons for the recommended resolutions.

5. The parties will be informed once the investigation is complete. If required by law, the parties will be provided a copy of the final written report. If either party is not satisfied with the school's determination, that party may appeal to the Executive Director and/or may pursue any other appeals provided by law. Appeals to the Executive Director must be submitted in writing by either party within ten (10) school days of the party's notification of the end of the investigation. The Executive Director will review the appeal under a preponderance of the evidence standard and render a written decision within 45 calendar days.
6. If either party is not satisfied with the Executive Director's decision, that party may appeal to the Governing Board and/or may pursue any other appeals provided by law. Appeals to the Governing Board must be made in writing addressed to the Board Chair and submitted to Compliance@rsed.org within ten (10) school days of the Executive Director's decision. The Board will review the appeal under a preponderance of the evidence standard and render a written decision within ninety 90 calendar days.

Prohibition Against Retaliation

Rocketship will not retaliate against any person who files a complaint in accordance with this Policy or against 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, bullying, intimidation, or any other concern, or who cooperates in an investigation of such a complaint. 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 of the parties involved or any policies of Rocketship.

Contact Information

The contact information for the school Principal can be found in your school's addendum and on the school's website.

Other Remedies

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

Admissions and Enrollment Policy

Region(s): DC

Rocketship schools are free, open-enrollment public schools for District of Columbia children who meet our age and residence requirements, as further described below. This policy covers our admissions assurances; procedures for applications, lottery, and wait list; and registration process, including age and residency requirements.

I. Admissions Assurances

Rocketship shall 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.

II. Application and Public Random Drawing

Rocketship will accept applications during a publicly-advertised open application period each year for enrollment in the following school year. Following the open application period each year, applications will be counted to determine whether any grade level has received more applications than availability.

In this event that this occurs, each Rocketship school in DC will hold a public random drawing to determine enrollment for the impacted grade level, with the exception of existing students, who are guaranteed enrollment in the following school year.

In accordance with 48 DCR 1694, 1701, enrollment preferences in the case of a public random drawing will be allowed in the following order of preference:

- 1) Siblings of currently enrolled students
- 2) Children of the paid staff of Rocketship

Students qualifying for more than one preference group will be considered part of the highest preference in which they qualify.

III. Enrollment

During the application process, parents are expected to correctly identify their child's age and grade level in both the current (where applicable) and upcoming school year. Upon acceptance to Rocketship, all students will be enrolled in the next consecutive grade level that follows their current grade level. Students will be admitted to Kindergarten only in accordance with the statutory age requirements described below in this policy. Schools will typically not make any retention or promotion decisions during the enrollment process. Parents are not permitted to unilaterally make any retention or promotion decisions for their child during the application process.

A student who has been expelled from another educational institution may be admitted to a Rocketship school in the discretion of the Rocketship Board on a case-by-case basis, as further described in Rocketship's Suspension and Expulsion Policy.

IV. Wait List

At the conclusion of the public random drawing, Rocketship will notify the families of all applicants to inform them of their acceptance status. All students who were not granted admission due to capacity will be given the option to put their name on a wait list in the order according to their draw in the public random drawing. This wait list will allow students the option of enrollment in the case of an opening during the school year. Once on the wait list, the student will remain until he/she is offered a spot in the school or the parent/guardian confirms in writing that the student no longer wishes to remain on the wait list. The wait list will not carry over from year to year.

If families from the wait list are offered a position, they must accept that position within two weeks. If a family declines or fails to respond within two weeks, they may be removed from the wait list or placed at the bottom of the wait list.

If a former Rocketship student who is withdrawn from a school seeks to re-enroll in the same school, and that school is at capacity for the student's grade level, that student shall be added to the wait list in the same manner as any other student seeking enrollment.

V. Registration Process

Upon selection for admission pursuant to public random drawing, the registration process will include the following:

- Proof of immunization and physical health examinations in accordance with Rocketship policies;
- Home Language Survey;
- Completion of medication authorization forms;
- Proof of minimum age requirements (i.e. birth certificate).
- Proof of residency, further described below.

Rocketship feels strongly that success for students requires a commitment, from both students and parents, to the school's mission and vision. During the registration process, all parents/guardians will be asked to sign a commitment letter indicating that they understand Rocketship philosophy, program, and volunteer policies. Students will not be denied admission or dis-enrolled for a parent/guardian's failure to sign the commitment letter.

VI. Age and Residency Requirements

Pursuant to DC Code § 38-202(a), all students entering kindergarten at Rocketship must be five years of age on or before September 30th of the current school year.

Pursuant to 48 DCR 1964, 1701-03, parents/guardians of students enrolling in Rocketship must provide documents showing that the parent/guardian is a resident of the District of Columbia.

Parents/guardians can submit one of the following documents:

- Pay stub (must be issued within 45 days of Rocketship's review and must indicate DC withholding for the current tax year);
- Official Documentation of financial assistance from the Government of DC (within the past 12 months: TANF, Medicaid, SCHIP, SSI, Housing Assistance or Other Programs)

- Certified Copy of Form D40 (current or most recent tax year)
- Military Housing Orders (Example: DEERS statement or other official communication on military letterhead)
- Embassy Letter (within the past 12 months: with an official embassy seal)
- Alternatively, parents/guardians can submit any two of the following, and each must contain the parent/guardian's name and the DC residential address and the address listed as the student's residence on school forms:
 - Valid, unexpired DC driver's license or non-driver's identification;
 - Unexpired vehicle registration;
 - Valid, unexpired lease and rent receipts for a period within two months immediately preceding consideration of residency;
 - Deed/title to the property of residence;
 - DC voter registration card; and
 - Utility bills (gas, electric, water) with paid receipts or cancelled checks from a period within the two months immediately preceding enrollment.

In the case of a youth who is a ward of the District of Columbia court system but resides outside of the District, the school must have proper documentation on file, such as a signed court order placing the student in a facility/home in Virginia or Maryland.

An alternative form of verification of residence may include a written statement from a DHS assigned social worker.

Rocketship shall not inquire relative to a parent's citizenship or immigration status when the student is registered and proof of residence is shown.

In the unlikely event that Rocketship is unable to reach full enrollment with D.C. residents, the school will recruit and enroll non-D.C. residents. In this scenario, Rocketship will comply with all requirements to ensure that these non-resident families reimburse Rocketship the amount of their child's tuition that would normally be provided by D.C. per pupil funding. (48 DCR 1694, 1701)

[REDACTED]

[REDACTED]

[REDACTED]

STUDENT DISCIPLINE - GENERAL OVERVIEW

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.

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

STUDENT DISCIPLINE - IN-SCHOOL DISCIPLINARY ACTIONS

Rocketship relies on proactive, preventive support 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 warrant additional discipline immediately, Rocketship may take alternative in-school disciplinary action. These disciplinary 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.
- Temporary placement on Time Out or to another classroom.
- Calling or writing/emailing the student's parent/guardian.
- Arranging a conference with the student, parent, teacher and/or administrator.
- Implementing a temporary individualized behavior plan for the student.
- Implementing counseling sessions with a designated staff member.
- Peer mediation.
- Requiring that the student complete a reflective essay or assignment.
- Community Restoration, including requiring that the student take actions to counteract/ameliorate a problem (e.g., 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 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 used only when a student's behavior poses an imminent danger of serious physical harm to themselves or others.

As described above, severe infractions that threaten the safety or health of students, staff, or others, may be cause for suspension or expulsion.

STUDENT DISCIPLINE - SUSPENSIONS, AND EXPULSIONS

Overview - Suspensions and Expulsions

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 in-school suspension, out of school suspension, or expulsion.

A student may be disciplined for prohibited misconduct that takes place on school grounds, or at any school-sponsored activity. A student may also be disciplined for prohibited misconduct that occurs off school grounds, and outside of school hours/activities *if* in the school's sole discretion, such conduct creates a substantial disruption to the school environment and/or interferes with another student's ability to participate in the school program and/or benefit from the school's program. This may include misconduct occurring outside of school hours such as activity on digital media, applications, online platforms, through telephone, cellular phone or text messages as well as other communication devices and methods.

In-School Suspension

In-school suspension (ISS) is the temporary removal of a student from one or more of their classes for a period of time. While in ISS a student remains in school, is 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 their supervisor and after conferencing with the student, 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 assign a student to ISS as soon as possible after the infraction is reported but not before providing the student with notice of the misconduct and an opportunity to be heard.

The principal will ensure that students assigned to ISS are:

- provided a safe, positive environment with proper supervision.
- provided appropriate coursework or activities of academic value and allowed to complete that work during their assignment to ISS.

- provided any required classroom supports and services to complete the coursework during their assignment to ISS.

Additionally, classroom teachers will:

- provide classwork commensurate to the work missed for a student assigned to ISS.
- record the student as present while assigned to ISS. There will be no attendance-related penalty for assignment to ISS.
- evaluate and give credit for work that is completed while assigned to ISS.

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 their designee may make contact through email.

Out of School Suspensions and Expulsion

When disciplinary infractions occur on campus, 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 (but not all) circumstances, at the discretion of the school leadership team in accordance with state law and should only be considered in cases of egregious behavioral infractions. Rocketship views suspension 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 arises where the Principal feels that the student should be suspended or recommended for expulsion, this policy applies and will guide the process.

Grounds for Suspension and Expulsion

Rocketship's youngest learners within the early childhood program(s) are held to the same Rocketship Behavioral Expectations and Discipline Policy as the rest of our school community. In accordance with the Pre-K Student Discipline Amendment Act of 2015, no student of pre-k age may be expelled. Pre-K age students (3 and 4-year-olds or those turning 5 after September 30th) may only receive an out-of-school suspension if their behavior willfully caused or attempted to cause bodily injury, or threatened serious bodily injury to another person, except in self-defense. No pre-k age student may be suspended for longer than 3 days for any individual incident.

Pursuant to the Student Fair Access to School and Clarification Amendment of 2019, no student in grades K-5 may be subject to an out-of-school suspension or disciplinary unenrollment (i.e. expulsion), unless a school administrator determines, that the student has willfully caused, attempted to cause, or threatened to cause bodily injury or emotional distress to another person, including behavior that happens off school

grounds. 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.

Types of conduct that could lead to suspension or expulsion for K-5 students include, but are not limited to:

- Assault with a weapon
- Assault/physical attack on student or staff
- Commission or attempted commission of any act of sexual assault or sexual aggression
- Fighting which results in bodily injury
- Inciting others to violence or disruption
- Persistent Harassment based on actual or perceived race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity or expression, familial status, family responsibilities, matriculation, political affiliation, genetic information, disability, source of income, status as a victim of an intrafamily offense, or place of residence or business
- Use, threatened use, or transfer of any weapon
- Arson
- Any other intentional use of violence, force, coercion, threats, intimidation, or other comparable conduct which causes or attempts to cause bodily injury or emotional distress

For the purposes of this policy, the following definitions apply:

Bodily injury means a cut, abrasion, bruise, burn, or disfigurement; physical pain; illness; impairment of the function of a bodily member, organ, or mental faculty; or any other injury to the body, no matter how temporary.

Disciplinary unenrollment means the expulsion or involuntary transfer of a student from a school.

Emotional distress means mental suffering or distress that requires more than trivial treatment or counseling.

Expulsion means the removal of a student from the student's school of enrollment for disciplinary reasons for the remainder of the school year or longer, in accordance with local education agency policy.

In-school suspension means temporarily removing a student from the student's regular class schedule as a disciplinary consequence, during which time the student remains on school grounds under the supervision of school personnel who are physically in the same location as the student.

Involuntary early dismissal means the removal of the student from school attendance for less than 1/2 of a school day for disciplinary reasons, during which time the student is not under the supervision of school personnel and is not allowed on school grounds.

Out-of-school suspension means the temporary removal of a student from school attendance to another setting for disciplinary reasons, during which time the student is not under the supervision of the school's personnel and is not allowed on school grounds. The term "out-of-school suspension" includes an involuntary early dismissal.

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. Students are expected to complete all work assigned while they serve their suspension.

Only the Principal or their designee, with prior approval from the Regional Director of Schools or Regional Executive Director, and after conferencing with the student to understand their behavior, shall initiate the out of school suspension process.

Suspensions at Rocketship will adhere to the following procedures:

Conference

Unless the student's continued presence at school poses a continuing danger to the school community or an ongoing threat of disruption, suspension will be preceded by a conference conducted by the Principal or designee with the student.

Notice to Students and Parents/Guardians

Whenever possible a student will not be suspended until that student has been notified of the nature of the misconduct, has been questioned about it and allowed to give an explanation.

At the time of suspension, the Principal or designee shall make a reasonable effort to contact the student's parent/guardian by telephone or in person. The parent/guardian shall also promptly 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 the date of return following suspension. The Principal or designee shall also provide the parent/guardian with a copy of the suspension notice. A copy of this notice will also be filed in the student's cumulative folder in the school.

A student's return to school after an issued suspension will not be contingent upon a parent/guardian's ability to attend a conference or meeting with school staff.

Access to Required School Work 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.

Suspension Time Limits/Recommendation for Expulsion

For pre-k aged students, suspensions will not exceed three (3) consecutive days. For k-5 students, suspensions will not exceed five (5) consecutive school days per suspension. In calculating days of suspension, days served will not include days when school is not in session for students (i.e., school closure days, school holidays, spring break, and summer break). If the student leaves school on the day that the suspension was imposed before 12 (noon) this day will be counted as a full day of suspension.

Long-Term Suspensions

Pursuant to the Student Fair Access to School and Clarification Amendment of 2019, students in grades K–5 may not be subject to an out-of-school suspension for more than five (5) days for any individual incident. In compliance with the District of Columbia Law, Rocketship does not issue suspensions exceeding these limits and administers all disciplinary actions in accordance with all applicable laws and student due process requirements.

The Student Fair Access to School and Clarification Amendment of 2019 defines a suspension of six (6) or more days as a long-term suspension and requires additional due process. Because Rocketship DC serves students in grades Prek-5 and does not issue suspensions exceeding five (5) days for an individual incident, the long-term suspension procedures described below are not used by Rocketship DC schools. If a long-term suspension were otherwise applicable under law, due process would include written notice of the behavioral violation and related evidence, the recommended length of the suspension, and the date, time, location, and procedures for the hearing. A formal hearing will be conducted at which the student may be represented by a parent/guardian, legal counsel at the student's or family's expense, or another person of the student's choice.

Expulsion Procedures

An expulsion is the permanent dismissal of a student from the Rocketship program. If an expulsion is approved, the parent/guardian has the responsibility to enroll the student in another school.

The full authority of the Rocketship 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. The Academic Affairs Committee may expel any student found to have committed an expellable offense. Instead of conducting the hearing itself, the Academic Affairs Committee may appoint an impartial administrative panel of three or more persons, none of whom is a member of the Board or employed on the staff of the school in which the student is enrolled.

Hearing

Students recommended for expulsion are entitled to a hearing to determine whether the student should be expelled. The hearing shall be held within 20 school days after the Principal or designee determines that the student has committed an expellable offense, unless the student/family 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 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 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 a statement from the victim or witness, which shall be examined only by Rocketship or the hearing officer. Copies of these statements, edited to delete the name and identity of the witness, shall be made available to the student.

Record of Hearing

Rocketship will keep a full record of the hearing.

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.

Right to Appeal

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

Post-Expulsion- Possibility for Readmission of Expelled Students

The decision to readmit a student who has been expelled from a Rocketship school shall be in the sole discretion of the Board.

Special Procedures for Suspension and Expulsion of Students with Disabilities

Services During Suspension

Students with disabilities pursuant to the Individuals with Disabilities Act (IDEA) suspended for more than ten (10) school days in a school year shall continue to receive services so as to: enable them 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 to 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

Under Section 504 of the Rehabilitation Act of 1973 and the IDEA, a student's removal for more than ten (10) school days is considered a disciplinary "change of placement." Before recommending expulsion or suspending a child with an IEP from school for more than 10 days because of a violation of a code of student conduct, a manifestation determination shall take place. 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/504 Plan.

If the IEP Team determines that either of the above is applicable for the child, the conduct shall be determined to be a manifestation of the child's disability and shall:

- 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;
- 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
- Return the child to the placement from which the child was removed, unless the parent/guardian and the school agree to a change of placement as part of the modification of the behavioral intervention plan.

If the school, the parent/guardian, 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 or Section 504 Plan, 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.

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 U.S.C. §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 U.S.C. §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 Rocketship's behavioral policies may assert the procedural safeguards granted under the 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 existed 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 34 C.F.R. §§ 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.

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

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.





Admissions and Enrollment Policy

Region(s): DC

Rocketship Education DC (RSED-DC) schools are free, open-enrollment public charter schools for District of Columbia residents who meet applicable age, residency, and enrollment requirements.

A parent, court-appointed guardian or custodian, or qualifying Other Primary Caregiver (OPC) must complete RSED-DC's enrollment forms in full and provide all required documentation. The enrolling person must be able to demonstrate the legal authority or qualifying status required under District of Columbia law and applicable Office of the State Superintendent of Education (OSSE) requirements.

Admissions Assurances

RSED-DC shall not administer any test or assessment to students prior to acceptance and enrollment into RSED-DC schools. RSED-DC 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.

Returning Student Re-enrollment

All currently enrolled students must complete the annual re-enrollment process each spring. Students whose families complete the re-enrollment process by the established deadline will retain their enrollment status for the subsequent school year and advance to the next grade, subject to applicable requirements.

Annually RSED-DC will provide re-enrollment materials, including enrollment and residency verification documents, and will establish deadlines for submission. Families are responsible for completing and submitting all required documentation by the published deadlines.

Failure to complete the re-enrollment process by the established deadline may result in the loss of the student's seat for the subsequent school year. A student who loses their seat due to failure to complete re-enrollment must reapply for admission through the My School DC Lottery. If no seat is available, the student will be placed on the My School DC waitlist.

Requests for re-enrollment submitted after the established deadline may be considered by the School Principal on a case-by-case basis and are subject to seat availability in the student's grade.

New Applicants- New Enrollment or Transfer Applications

RSED-DC accepts applications annually for all operating grade levels, and the number of spaces open to new students is dependent upon reenrollment. RSED-DC does not enroll students outside of the My School DC lottery process.

Lottery Process and Preferences

RSED-DC participates in the My School DC lottery and follows the common timeline and lottery for enrollment.

New or transfer applicants must submit an application using the My School DC common lottery process. My School DC facilitates the random selection of new students for admission in accordance with D.C. Public Charter School law. More information about My School Dc can be found at myschooldc.org.

RSED-DC grants enrollment preferences to the following groups in the order below:

- Siblings of currently enrolled students
- Sibling of students who were offered a lottery or waitlist spot for the upcoming school year
- Transfer requests from a current students to move from one RSED-DC school to another
- Children of full-time paid staff of RSED-DC, not to exceed 10% of the school's total enrollment.

Students qualifying for more than one preference group will be considered part of the highest preference in which they qualify.

Transfer Preference

RSED-DC provides an admission preference to students currently enrolled at an RSED-DC school who wish to transfer to a different school location. To receive transfer preference, the student must submit a new My School DC lottery application and select the desired RSED-DC school. Transfer requests will be processed in the order they are received. Once a transfer preference is confirmed, RSED-DC will also provide a sibling preference when both siblings will attend the same RSED-DC school location at the same time. All transfers, including those requested after the My School DC lottery, must be processed through My School DC. If no seat is available, the student will be placed on the waitlist according to RSED-DC's admission preferences and My School DC policy.

My School DC Lottery Results and Waitlist

At the conclusion of the My School DC Lottery, RSED-DC will notify the families of their acceptance through the My School DC Lottery. All students who were not granted admission through the My School DC Lottery will be placed on the My School DC waitlist. My School DC manages the waitlist. More information about My School DC can be found at myschooldc.org.

Enrollment and Registration Process

RSED-DC does not offer enrollment to students outside of the My School DC lottery process.

Upon acceptance through the My School DC lottery, RSED-DC staff will contact the family and provide the required enrollment materials and submission deadlines. Families are responsible for completing and submitting all required documentation by the established deadlines.

Families must submit the following documentation as part of the enrollment process:

- Document confirming student's age.
- Current photo ID for the student's parent or guardian.
- Completed [District of Columbia Health Form](#).
- Completed [District of Columbia Dental Form](#).
- Current [DC Residency Verification Form](#) and acceptable proof of residency as required by DC residency requirements

During the application process, parents are expected to correctly identify their child's age and grade level in both the current (where applicable) and upcoming school year. Upon acceptance to RSED-DC, all students will be enrolled in the next consecutive grade level that follows their current grade level. Schools will typically not make any retention or promotion decisions during the enrollment process. Parents are not permitted to unilaterally make any retention or promotion decisions for their child during the application process.

The decision to readmit a student who has been expelled from an RSED-DC school is at the sole discretion of the RSED-DC Board.

RSED-DC feels strongly that success for students requires a commitment, from both students and parents, to the school's mission and vision. During the registration process, all parents/guardians will be asked to sign a commitment letter indicating that they understand RSED-DC philosophy, program, and volunteer policies. Students will not be denied admission or dis-enrolled for a parent/guardian's failure to sign the commitment letter.

Enrollment Requirements

Age Requirements

All students entering kindergarten at RSED-DC must be five years of age on or before September 30th of the current school year.

Residency Requirements

All students enrolled at RSED-DC must provide proof of residency in the District. Residency requirements are established by the Office of the State Superintendent of Education (OSSE). A student's residency is based only on the residency of their parent(s), guardian, custodian, or other

primary caregiver. More information about residency requirements can be found on OSSE website: <https://osse.dc.gov/page/office-enrollment-residency-supporting-families-students>

In addition to completing a DC Residency Verification Form, parents/guardians of students enrolling in RSED-DC must provide the required supporting documentation to establish DC residency for each student enrolling in or seeking to attend an RSED-DC school. For a full list of accepted documents and additional information about DC residency requirements, please visit the Office of the State Superintendent of Education (OSSE) website: [OSSE Residency Requirements](#).

There may be extenuating circumstances that prevent a parent, guardian, or custodian from producing approved residency verification documents. In such cases, RSED-DC can conduct a home visit and complete a copy of the Home Visitation Form to demonstrate due diligence in verifying a student's District residency.

Special Circumstances and Notices

RSED-DC shall 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. relative to a parent's citizenship or immigration status when the student is registered and proof of residence is shown.

Pursuant to the McKinney-Vento (MKV) Homeless Assistance Act, schools may not require verification documents establishing proof of residency for students experiencing homelessness as a condition of enrollment. However, each student should have a DCRV on file denoting the student's homeless status.

If RSED-DC is unable to reach full enrollment after providing seats to all eligible D.C. residents who apply, RSED-DC may enroll non-D.C. residents in accordance with applicable requirements. Non-D.C. residents may only be enrolled after all D.C. resident applicants have been offered available seats and will be required to pay tuition in the amount established by the Office of the State Superintendent of Education (OSSE), equivalent to the per-pupil funding that would otherwise be provided for a D.C. resident student.