ROCKETSHIP
PUBLIC SCHOOLS

Rocketship United Academy
&
Rocketship Nashville Northeast Elementary
&
Rocketship Dream Community Prep

Student/Parent Handbook
2026-2027 School Year
Tennessee

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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.

ABOUT ROCKETSHIP

Rocketship Public Schools ("Rocketship") is a nonprofit network of public elementary charter schools dedicated to equal access to opportunity for all. We believe in the infinite possibility of human potential — and that every student deserves the right to dream, discover, and develop into their best self.

Our mission is to catalyze transformative change in underserved communities through a scalable and sustainable school model that propels student achievement, develops exceptional educators, and fosters deep partnership with parents. Rocketship schools deliver gap-closing instruction to elementary school students across California, Tennessee, Wisconsin, and Washington D.C.

OUR STORY

Rocketship's story began in San Jose, CA, inspired by Father Mateo Sheedy, a parish pastor with a bold vision for his community. When he discovered that none of the hundreds of children in his parish met the academic requirements to attend a top-tier university, he set out to create a high-quality K-12 education pipeline in low-income neighborhoods. His vision lived on after his passing, when a group of dedicated educators and community members co-founded Rocketship Mateo Sheedy Elementary in 2006.

Students quickly showed strong academic results, and waiting lists grew. It became clear that the need for high-quality elementary education extended far beyond one neighborhood. Driven by parent demand and community organizing, Rocketship began opening new schools across the country. Today, the network operates 22 schools across California, Tennessee, Wisconsin, and Washington D.C., continuing to build on Father Sheedy's original vision of expanding access to excellent education for students in underserved communities.

OUR MISSION AND VISION

At Rocketship Public Schools, we believe in the infinite possibility of human potential. Every student deserves the right to dream, to discover, and to grow into their best self — and it is our responsibility and privilege to help make that possible. Through our nonprofit network of public elementary charter schools, we propel student achievement, develop exceptional educators, and partner with parents to enable high-quality public schools to thrive in the communities we serve.

Our Vision: Equal access to opportunity for all.

Our Mission: To catalyze transformative change in underserved communities through a scalable and sustainable public school model that propels student achievement, develops exceptional educators, and partners with parents who enable high-quality public schools to thrive in their community.

OUR MODEL

Rocketship's model is built on three core pillars:

Personalized Learning. Every student has a unique set of needs, and Rocketship meets them by tailoring instruction, content, and pace through a carefully designed combination of whole-group and small-group classroom instruction, adaptive technology, and targeted tutoring.

Talent Development. Excellent teachers and leaders are the foundation of transformational schools. Rocketship invests deeply in the growth and development of every educator and leader to ensure they have a profound and lasting impact on students and communities.

Community Power. Engaged parents are essential partners in their children's education. Rocketship develops parent leaders who become powerful advocates for their children and champions for high-quality public education in their communities.

Instructionally, Rocketship uses a distinctive and intentional rotational model, unique in elementary education. Rather than a traditional one-size-fits-all classroom experience, students rotate between Humanities, STEM, and a Learning Lab — a dedicated space where students engage with adaptive online programs in math and literacy, build technology skills, and receive targeted small-group tutoring. This model is designed to give every Rocketeer the individualized support they need to grow and reach their full potential.

CONTACT INFORMATION

SCHOOL SITES

Please refer to your school's addendum for details about your school's site and contact information.

WEBSITE

Rocketship's website is www.rocketshipschools.org. Here, you can find general information about Rocketship, including our educational model, our management team, and other schools in our network. Rocketship's website also includes school-specific school staff contact information; parent resources, including an electronic version of this Handbook; Rocketship's Non-Discrimination Statement, Title IX Policy, and Title IX Complaint and Investigation Procedures; school calendars; and other informational materials about the school.

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.

CALENDAR AND ATTENDANCE

SCHOOL SCHEDULE

Please refer to your school's addendum for details about your school's schedule.

LAUNCH

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

OFFICE HOURS

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

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

Please refer to your school's addendum for your school's office hours and contact information.

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.

Excused and Unexcused Absences and Tardies

All students are expected to be on time and present in school every day. In accordance with Tennessee state law, children ages 6-17 must be in school. Parents/guardians of children between the ages of 6-17 years are responsible for their child's attendance.

In Tennessee, students must attend at least fifty percent (50%) of the scheduled instructional day (minimum of 3.5 hours) to be considered present.

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. Documentation must be presented within three (3) days of the student's absence to be considered unexcused.

The charts below explain the type of notification and/or documentation required to excuse absences and tardies. Notification must be provided within three (3) days of returning to school.

Reason for Absence	Documentation Needed	Other Notes
Student Illness.	Written notice from parent/guardian. 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.
Illness or death in the immediate family.	Written notice from parent/guardian.	Rocketship permits a total of up to five (5) parent/guardian excuse notes in a single academic year.

Religious holiday/ceremony.	Written notice from child's parent/guardian.	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.	Written notice from parent/guardian. For longer absences, additional documentation may be required.	One day for deployment; one day for return; up to 10 days when a service member is granted temporary rest/recuperation leave. Rocketship permits a total of up to five (5) parent/guardian excuse notes in a single academic year.
Lawful suspension.	Documentation of suspension pursuant to Rocketship Suspension & Expulsion Policy.	
Court appearances.	Documentation from Court.	
Other reasons (i.e., doctor's appointment, emergencies, extra-curricular activities)	Written notice from parent/guardian. These	No more than ten (10) absences each school year for participation in non-

	requests will be approved at the Principal's discretion.	school sponsored extracurricular activities will be excused. Rocketship permits a total of up to five (5) parent/guardian excuse notes in a single academic year.

Unexcused Absences

Some kinds of absences may not be considered excused, even with proper documentation. These include, but are not limited to, the following: non-documented appointments, sick days with no parent notification of the school, oversleeping, car problems, cutting classes, errands, babysitting, and vacationing outside of scheduled school breaks. The Principal, in consultation with 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. Whenever possible, family vacations should be planned around these dates. Students who are absent for additional vacation time may only be excused if prior written notice is provided and the vacation will not result in more than ten (10) days of absences for the year. Otherwise, the absence may not be excused and the student will not be guaranteed make-up-work of credit.

Recurrent Late Arrivals

Recurrent late arrivals may subject families to interventions.

After a student accumulates five (5) late arrivals (excused or unexcused), the family will be asked to participate in an Attendance Expectations Meeting at the school. Five late arrivals (excused or unexcused) will be considered equivalent to one unexcused absence for the purposes of attendance tracking and truancy procedures.

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

Truancy

A student with 5 or more unexcused absences is considered truant. If a student accumulates excessive absences the state truancy department could monitor attendance and initiate truancy as needed. Any child considered truant may be retained in appropriate circumstances and as allowed by law.

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

1-3 unexcused absences	The school will provide intervention to determine the reason for the unexcused absences. The school should document efforts to make personal contact with the student's parents.
5 unexcused absences	Rocketship will send home a written notice of compulsory attendance. The Principal will also set up a conference with the student's parent/guardian to discuss why the student has been absent and create a written agreement, signed by the guardian/parent to improve attendance. The agreement shall include: ● specific description of the school's attendance expectations for the student; ● The period for which the contract is effective; and ● penalties for additional absences and alleged school offenses, including additional disciplinary action and potential referral to juvenile court. If attendance does not improve, follow-up meetings to discuss the progress towards improving the student's attendance may be necessary. Principals are required to report the names of all truant students to an attendance officer. Each accumulation of five absences must be reported. If, within three days after receipt of notice, the child continues to be absent from school without excuse, Rocketship may report the unlawful attendance to the Metro Nashville Public Schools Court Liaison, who may take legal action.
10+ unexcused absences	Rocketship will report the unlawful attendance to the Metro Nashville Public Schools Court Liaison, who may take legal action.

All intervention efforts will be documented.

Any child considered truant may be retained in appropriate circumstances and as allowed by law.

If a student accumulates ten (10) or more consecutive unexcused absences without notifying the school of the reason for the absence, and Rocketship is unable to get in touch with the student's parent/guardian

after reasonable and good faith efforts, Rocketship will drop the student from the school's roster and give such student's space to someone on the waitlist.

Process for Students Who Are Not in Attendance at the Beginning of the School Year
If a student fails to show up to school during the entire first week of the instructional school year, and the family does not notify Rocketship in advance, the student may forfeit their seat at the school and be placed last on the waitlist. Forfeiture under this policy is not construed as involuntary removal by Rocketship.

COMMUNICATION

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

SCHOOL CANCELLATION, LATE START, AND EARLY DISMISSAL

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

CAMPUS OPERATIONS AND SECURITY

ARRIVAL AND DISMISSAL PROCEDURES

Transportation
All parents/guardians are responsible for securing the transportation of their child to and from school. In addition, parents must provide contact information for any person authorized to pick up their student.

Please refer to your school's addendum for additional details about your school's drop-off and pick-up instructions.

Reminders to Parents/Guardians for Arrival and Dismissal

- Please remember to treat all other Rocketship families, students, and staff members with courtesy and respect at all times. Do not take any actions that may endanger the health or safety of anyone on campus. Disruptive, disrespectful, and/or unsafe behavior during arrival and dismissal may result in parents/guardians losing privileges to be on the school campus.
- Please do NOT conference with teachers or school leaders during arrival or dismissal time; please make an appointment instead.
- Please do NOT let your child out on the sidewalk outside or near our campus. You MUST enter our campus and let your child out in the designated drop-off zone.
- With very limited exceptions, animals are not allowed on campus during drop-off or pick-up. If you have an animal in your car, it must remain completely inside the vehicle at all times while on campus.
- Students may only exit cars on the passengers' side.
- Please display your Rocketship Dismissal Card when picking up your child.
- Please remember to leave adequate space between cars to avoid collisions.
- Please do NOT block driveways while waiting to enter the roundabout.
- If you need to park your vehicle, please only park in designated Rocketship Parking or in legally permissible public parking spots. Avoid parking in or obstructing any private residential or commercial properties.
- Please do NOT talk or text on your phone during drop-off or pick-up time. We need to be able to communicate with you for the safety of all Rocketship families, students, staff, and visitors.

BUS TRANSPORTATION

Our number one transportation priority is to get students to and from school safe and on time. Rocketship asks all parents/guardians to review this protocol, discuss it with your child, and sign a Bus Rider Behavior Contract prior to participating in bus transportation.

Bus Stops

All parents must be at the bus stop at the beginning of the scheduled block for both **AM** and **PM**. This information is located on the route sheet for each bus. For AM pick-up, students are to be out of their cars, standing at the bus stop when the bus arrives. This means that students must be ready to walk onto the bus when the door opens (except during extreme weather). It is imperative that students load on time so that buses can arrive at school on time. In the afternoon, parents must be at the bus stop waiting for their students to arrive. Parents should show the bus monitor their student's dismissal tag. The dismissal tag is how we know your child is allowed to be dismissed to you. If you do not have your tag, you may give the monitor your student's PikMyKid ID number. Students cannot be dismissed to anyone who does not have a dismissal tag, or the PikMyKid ID number.

Alternate Bus Stops

Bus drivers are not permitted to drop students at places which are not on their scheduled bus routes. If you have an issue with your stop, please call the school directly and ask to speak to the Business Operations Manager.

Route Assignment

Students are allowed to ride only the route to which they are assigned. Students are not allowed to transfer from one bus to another for any reason. All changes in routes must be made by submitting a change on the PikMyKid app or through the Main Office.

Bus Rules for Students

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

List of School Bus Offenses (non-exhaustive)		
Class 1	**Class 2**	**Class 3**
Eating/drinking/littering on the bus	Hanging out of the windows with any part of the body	Fighting
Excessive noise	Throwing any object in or out of the bus	Anything that seriously jeopardizes the safety of the student, other students, the bus driver, the public, or pedestrians.
Leaving one's seat/standing without permission of the driver	Bully, threatening, or harassment of any person on the bus	Possession of an illegal substance or weapon.
Profanity or inappropriate gestures	Vandalism to the bus or any bus related equipment (restitution will be required as well).	[redacted]
Refusing to properly identify oneself to the bus driver	Unauthorized entering or leaving the bus through an emergency exit or window	

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

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

Bus Safety Complaint Process

Rocketship takes all concerns and complaints related to school bus safety seriously. Students, parents, teachers, staff, and community members who wish to formally report a complaint related to school bus safety shall complete a Complaint Form, available at the school's front office. The Complaint Form shall be returned to the Regional Director of Operations .

Additionally, each school bus serving Rocketship schools shall be equipped with a phone number on the rear bumper for reporting complaints. Any complaints received through this phone line shall be immediately passed along to the Regional Director of Operations.

Contact Information - Transportation Supervisor

Any questions about this Bus Safety Complaint Process should be made directly to the Regional Director of Operations who serves as the Transportation Supervisor for Rocketship Education Tennessee:

Joshua Rice
Regional Director of Operations
Jrice@rsed.org
(615) 712-7499

Investigating Complaints

Once a complainant has submitted a completed Complaint Form to the Regional Director of Operations an investigation will be conducted in accordance with the following procedures:

- The designated Regional Director of Operations shall commence an impartial investigation within 24 hours of receipt of the complaint. This may include interviewing witnesses, obtaining any relevant documents, and allowing parties to present evidence, as the Regional Director of Operations deems necessary and appropriate. All documentation related to the investigation is considered highly confidential and is not to be revealed or discussed by any participant with persons not directly involved with the complaint or decision-making process.

- Within 48 hours of receipt of a complaint, the Regional Director of Operations will issue a preliminary report to the Regional Executive Director that includes the time and date of receipt of the complaint, a copy or summary of the complaint, the school bus driver involved, and any prior complaints or disciplinary actions taken against the driver.

- Within 60 school days of receipt of a complaint, the Regional Director of Operations shall issue a final report to the Regional Executive, in writing, that includes any findings of the investigation and any action taken in response to the complaint.

STUDENT RELEASE

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

- Ensure that they have accurately filled out their enrollment and registration forms, entering all required information to PowerSchool regarding the adults who are parents/guardians, and who are authorized to pick up their students.
- Complete a Rocketship Dismissal Card that they must display.
- Present a government ID when picking up their child.
- Complete an Emergency Contact Card that includes the names of individuals to be contacted in case of an emergency, if attempts to contact the parent/guardian fail.

If a parent/guardian or other authorized individual forgets to bring the Rocketship PikMyKid Card to dismissal, they will need to check-in with the front office and get a new card or a temporary pass.

Rocketship Dismissal Card

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

Emergency Contact Cards

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

Authorizing Individuals to Pick Up a Child

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

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

Rocketship's general policy prohibits releasing students to minors. The only exception is that parents/guardians may authorize Rocketship to release their child to a relative who is a minor (between the ages of 14-18 years old) by completing the Authorization to Pick Up form and a Release to Minor waiver form. A duplicate Dismissal Card with printed authorization for release to the minor relative must be printed for the minor relative, and the minor relative must bring this authorization each day they will pick up the Rocketeer. Proper identification will also be required.

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

such person pick the child up on the day in question.

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

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

LATE PICK-UP

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

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

Late Pick-up
If a student is left on campus after dismissal ends and the parent has not notified the school, school staff will attempt to call the student's parent/guardian. If the school cannot reach the parent/guardian, they may also contact individuals listed on the student's Emergency Contact Card.

A parent/guardian (or authorized individual) who comes to pick up a student after the end of dismissal will need to complete a Late Pick-Up Incident Report before leaving campus. These reports will be kept on file at the school as a record of why the student was picked up late on that day.

Extremely Late Pick-up

If a student is still on campus more than an hour after the end of dismissal and staff members have not been able to contact the student's parent/guardian, Rocketship staff will contact the individuals on the student's emergency contact card. If staff are unable to make contact with the parent/guardian or individuals on the emergency contact card, the Principal or designee may contact the local authorities (i.e., police or local child protective service agencies).The Principal or designee may release the child to an authorized individual from the local Child Protective Service Agency or the police department.

Recurring, Frequent, and Chronic Late Pick-Up

If a child is frequently picked up late, school staff will request a meeting with the parent/guardian to determine the cause and implement supportive interventions.

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

Late Pick-Up (each occurrence)	Parent/guardian (or authorized individual) who picks up the child must complete a Late Pick-Up Incident Report before leaving campus.
Recurring Late Pick-Up (three occurrences)	Parent/guardian must attend a meeting with a School Leader to review Late Pick-Up Incident Reports and create a verbal agreement and plan to prevent late pick-ups in the future. The School Leader may refer the family to local counseling or truancy resources.
Frequent Late Pick-Up (six occurrences)	A letter will be sent home to the student's parent/guardian specifying the date, time, and location of a meeting with a school leader. The parent/guardian must attend a meeting with a School Leader and sign an agreement to pick up their child on time.
Chronic Late Pick-Up (more than six occurrences)	Parent/guardian may become subject to an intervention workshop with school staff, including, but not limited to the Principal, Business Operations Manager, and Office Manager. In certain circumstances, Rocketship may also contact Child Protective Services, at the discretion of the Principal.

The above-referenced tiered series of interventions does not replace or delay any required reporting to

local police authorities or child protective service agencies. In certain circumstances, Rocketship may also contact local child protective service agencies, at the discretion of the Principal or designee.

CAMPUS ACCESS AND VISITORS

Rocketship strives to create campuses that are welcoming to families, volunteers, and community members while maintaining a safe and secure environment for students and staff. “Campus” in this policy is defined as the entire indoor and outdoor premises, including the school building(s), sidewalks, parking lots, driveways, playgrounds, and courtyards.

Rocketship prohibits the following items in school buildings, on school grounds or buses, or at off-campus school-related or school-sponsored activities, except for use by law enforcement and authorized personnel and otherwise established by law. This is not an all-inclusive list, and Rocketship reserves the right to prohibit any items staff deems unsafe or otherwise inappropriate.

- Weapons, including but not limited to any real or imitation of the following:
    - Firearms
    - Any other type of gun or projectile device
    - Knives
    - Razor blades
    - Taser/Stun guns
    - Mace or Bear Spray
- Tobacco/Alcohol
- Illegal Drugs
- Fireworks or explosives
- Other items that may be deemed dangerous by school staff

Campus Access Points and Visitor Registration Procedures
Whenever students are in the building, the front office and controlled access points to each Rocketship campus will be supervised by a Rocketship staff member. All doors leading into school buildings should remain closed and locked at all times and only opened by authorized staff members.
All visitors must use the main entrance to enter and exit the school building, except in cases of fire or emergency. Every visitor must adhere to the following visitor registration process.

Before being granted access to the school building, all visitors must report to the security desk and will be required to undergo an ID check, a registered sex offender check, and adhere to any other security measures (e.g., sign-in/sign-out sheets) that the school has implemented. The school will inform visitors of any specific follow-up that may be required for visitors who are not able to provide proper identification or who are flagged with a sex offender offense.

Visitation – General Guidelines

- All visitors (including Rocketship regional and national staff members) must be registered and checked in via VisitU with their current government issued ID and with the security guard immediately upon entering any school building or grounds at any time that students are in the building. Schools will be required to provide a sign-in sheet for visitors for any event held on campus.
- Individuals flagged as registered sex offenders will be denied entry and referred to school administration. A parent or guardian who is a registered sex offender must contact the school administration in advance to arrange any approved visit, including providing the dates and times they will be on campus for student pickup.
- The Principal, or designee, may refuse to register a visitor if there is a reasonable basis for concluding that the visitor is in possession of a dangerous and/or prohibited item; or the visitor's presence or acts would disrupt the school, its students, its teachers, or its other employees; the visitor's presence would result in damage to property; or the visitor's presence would result in the distribution or use of an unlawful or controlled substance.
- Visitors in disguise or costume will not be allowed entrance onto campus without prior agreement with the school administration.
- After registering with the front office, visitors who are not Rocketship employees will be issued a VisitU badge that they must display at all times while on campus. If a Rocketship Network Support staff member forgets their badge, they will need to register with VisitU and obtain a Visitor's Pass from the front office.
- All visitors must also sign out when leaving the campus.
- The Principal or designee may withdraw consent for an individual to be on campus whenever there is reasonable basis for concluding that the visitor's presence on school grounds would interfere or is interfering with the peaceful conduct of the activities of the school, would disrupt or is disrupting the school, its students, its teachers, or its other employees, or poses a safety risk to individual(s) in the school community.
- The Principal or designee will require any visitor who has failed to register, or whose registration privileges have been denied or revoked, promptly leave school grounds. When a visitor is directed to leave, the Principal or designee shall inform the visitor that if they reenter the school without following the posted requirements, law enforcement may be notified and they may be criminally charged.

Child Protective Services and Social Worker Identification Exceptions

In the rare event of an emergency situation or an active investigation where a representative from a state or local child protective services agency does not have a standard government-issued photo ID (e.g., a driver's license) for the VisitU system, the Principal or a designated School Leader may, at their discretion, rely upon the individual's official state agency identification to approve an alternative method of identity and security verification. This may include verifying the official's agency credentials, badge number, or

cross-referencing their identity with the agency's regional office. This exception is strictly limited to authorized government staff performing official duties related to child welfare.

Arranging for a Campus Visit

Rocketship welcomes family partners in our schools. Parents/guardians are welcome to participate in school-sponsored activities by invitation. In addition, parents/guardians may meet with their student's teacher/other school staff and attend meetings related to their student by appointment during non-instructional time.

All requests for visits in school or classroom observations, whether by a parent or guardian, or a third-party must be arranged in advance and approved at the discretion of the Principal or designee's discretion.

Observations of the student's current or proposed special education program will be arranged in accordance with the policies in the Student Support and Special Education section of this handbook.

Rocketship reserves the right to limit, delay, or reschedule any classroom visit. Unscheduled or same-day visits may not be accommodated.

Visitor Conduct

All visitors, regardless of their reason for being on campus, are expected to act in accordance with all Rocketship rules, policies, standards of conduct, and norms while on the school premises. During school visits, Rocketship expects all parents/guardians and other visitors to exclusively engage in activities directly related to the purpose of their visit. If a visitor is disruptive or displays threatening or inappropriate behavior towards any person when on the Rocketship campus, the school Principal or designee, at their discretion may:

- Request the visitor leave campus;
- Withdraw consent for the visitor to be on campus; and/or
- Request support from the School Resource Officer (SRO), or all the local police departments.

Examples of disruptive, threatening or inappropriate behavior can include, but are not limited to:

- Disturbing the school environment or operations in any space on the school campus.
- Compromising or threatening to compromise the health, safety, security, or welfare of students and/or staff.
- Using intimidation, profanity, or expressing threats towards staff, students, or other members of the school community.
- Carrying a weapon on campus, even if licensed or authorized to carry.
- Inappropriately engaging with a student who is not their own child.

- Recording or monitoring students, staff, and/or members of the school community without their prior consent, including, but not limited to video, photography, audio, remote "listen- in" devices, and AI-enabled note-taking of any sort.
- Refusing to comply with school policies.
- Failure to model and support Rocketship values and community norms.

This policy also applies to conduct during virtual programming (i.e., virtual instruction, events, etc.). Individuals who appear at a virtual event with a Rocketship student and whose conduct violates this policy will be asked or compelled to leave the virtual programming and may be subject to legal action.

Loitering

Visitors, including parents/guardians and children who are not students at the school, are not permitted to loiter on school grounds, including in the parking lot and outside school buildings. This also applies to children of staff members who attend a different school. The parking lot is only to be used for dropping off and picking up students, and for participating in official school business.

All visitors, including parents/guardians, authorized individuals, and students are expected to leave the campus at the conclusion of school instruction or official school business.

Refusal to Leave Campus

Anyone who refuses to leave after being asked by the Principal or designee, or who enters the school campus (including the school building(s), sidewalks, parking lots, driveways, playgrounds, and courtyards) without proper authorization in accordance with the Visitor Registration Procedures, may be subject to local criminal laws regarding trespass and unlawful entry.

Continued refusal to comply may lead to Rocketship withdrawing consent for the individual to be on campus. The Principal or designee may seek the assistance of the police in enforcing a request to leave any Rocketship campus or in pursuing any additional legal action.

Withdrawing Consent for Individuals to be on Campus

Rocketship recognizes that situations could arise where it may become necessary to deny an individual access to a Rocketship campus. In such circumstances, the school Principal or their supervisor(s) may issue a Withdrawal Notice. Withdrawal Notices will comply with any relevant state law requirements, but at a minimum will include:

- The name of the restricted individual.
- The school campus(es) from which the individual is restricted.
- The reasons for which the individual is being restricted.
- The date on which the restriction is implemented and, if relevant, removed.
- The name of the school Principal/designee issuing the notice/letter.

Throughout the entirety of a withdrawal period, it is the responsibility of the restricted individual to follow the terms of the issued Withdrawal Notice. Rocketship reserves the right to seek legal enforcement of a Barring Notice.

It is the responsibility of the Principal, Business Operations Manager, Office Manager, and school security to:

- Enforce photo identification verification 100% of the time to ensure no restricted individuals enter the building.
- Document and maintain procedures for pick-up and drop-off and retain any documentation related to the Withdrawal Notice at the front desk.
- Contact the local police department in the event that an individual becomes confrontational or refuses to comply with school policies or protocols.

ELECTRONIC SURVEILLANCE AND THIRD PARTY RECORDING

School-Administered Surveillance

Electronic surveillance may be used at Rocketship campuses when deemed necessary by Rocketship administration. The use of electronic surveillance at our schools is solely for the purposes of controlling theft, ensuring the safety of Rocketship students and staff, and facilitating the identification of individuals who behave in a disruptive manner or commit a crime. Rocketship will abide by applicable laws regarding electronic recording. Electronic surveillance records are the property of Rocketship and are not considered education records subject to the Family Educational Rights and Privacy Act (FERPA) unless maintained and utilized in connection with a disciplinary proceeding (e.g., an expulsion hearing), depicting the violation of local, state, or federal law, showing a student getting injured, attacked, victimized, ill, or having a health emergency, or showing a student as the specific focus of the photo or video, otherwise containing personally identifiable information in a student's education record. Rocketship's electronic surveillance records will not be provided to parents, guardians, or any other third -parties, with the exception of law enforcement during an active emergency or critical situation, or in response to a valid subpoena or warrant.

Personal Recording and Monitoring Devices

Any device with remote audio monitoring, "listen-in" capabilities, or unauthorized recording features (e.g. AngelSense, specialized smart devices like watches, or AI-enabled note-taking tools) pose significant privacy risks to students, staff, and other members of the school community.

The use of any recording device or live-streaming audio or video is strictly prohibited on campus, except where explicitly authorized by Rocketship. Permission for a student to wear or use such a device must be

formally reviewed and approved by the student's IEP or 504 team to determine its necessity as a required accommodation, and/or approved in writing by the Regional Executive Director.
Any approved use of such devices will be subject to strict protocols to ensure the privacy of other students, staff, and members of the school community.

General Visitor and Campus Recording
Rocketship requests that other than during designated school events (such as school plays, graduation, and other events open to the Rocketship community) parents and other visitors to campus refrain from taking photographs and or making audio/video recording of students and staff without first obtaining written consent from the parent of the student. In the event that a parent or campus visitor does capture an image of a student, Rocketship requests that the individual refrain from posting any such image to a personal social media account. Recording (i.e., video, audio, AI-enabled notetaking of any sort, ect) or photographing students, staff and school community members without their prior knowledge or consent is intrusive, violates the Rocketship Campus Access and Visitors Policy and may violate state or federal privacy laws.

FAMILY CUSTODY

Rocketship will make best efforts to ensure compliance with legal custody arrangements.

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

Court Order. An order issued by a court establishing the custody rights of the parties.

Joint physical custody. Means that each parent/guardian shall have significant periods of physical custody. Joint physical custody shall be shared by the parents in such a way so as to ensure a child of frequent and continuing contact with both parents/guardians.

Sole physical custody. Means that a child shall reside with and be under the supervision of one parent/guardian, subject to the power of the court to order visitation.

Joint legal custody. Means that both parents/guardians shall share the right and the responsibility to make decisions relating to the health, education, and welfare of a child.

Sole legal custody. Means that one parent/guardian shall have the right and the responsibility to make decisions relating to the health, education, and welfare of a child.

Noncustodial parent. Is a parent who does not have physical custody (joint nor sole) of the child, pursuant to a court order.

Educational rights holder. Means any one of the following:

- Natural (i.e., biological) Parent
- Legal Guardian
- Foster Parent
- Other court-appointed adult
- Any adult to whom educational rights are assigned via a signed, dated, and notarized assignment by an educational rights-holder (not court-appointed)

Custody Records

Rocketship seeks to maintain accurate and updated custody records for all students. ***It is the responsibility of the parent/guardian of a student to provide the Rocketship Office Manager with accurate and current court order and/or legally binding agreements involving the custody rights of their children.*** Updated court orders must be provided to the Office Manager as soon as possible. All documentation provided to the school will be kept confidential and will only be accessed by members of the staff when necessary.

In the absence of a valid, signed, and dated court order indicating otherwise, Rocketship will assume that separated or divorced natural (i.e., biological) parents of a child have joint legal and physical custody of their child.

Step-parents, foster parents, guardians, court-appointed caregivers, and non-court-appointed advocates or caregivers who are not natural parents must provide proof of legal guardianship, court order, or legally enforceable evidence of their rights before they can be permitted to make educational decisions for a student.

Student Release

Any parent or guardian who has physical custody of a child or retains specific custody rights granted via a court order that extend to after-school hours may pick the student up from school as well as authorize Rocketship to release the student to any other person; provided that such arrangements are consistent with the terms of Rocketship policy and the court order.

Should the terms of a court order change during the school year, it is the responsibility of the parents/guardians to provide the Office Manager with a copy of the most recent court order as soon as possible.

At any time, either parent/guardian that has physical custody may add individuals to the Authorization to Pick Up section of the Emergency Contact Card.

Rocketship will not deny a parent any of any of their parental rights without being provided a valid court order. If one parent does not wish to allow the other parent/guardian the right to remove the child from school or visit the child in school, Rocketship must be provided with a valid court order limiting the other parent's rights.

Rights of Non-Custodial Parents

Inspection of Records

All parents, regardless of custodial rights, have the right to inspect, though not make changes to, copies of their child's educational records, unless a court order specifically limits the parent's rights in this regard. Any inspection of records must be in accordance with FERPA and Rocketship's Student Records policies as set forth in the Notification of Rights and Assurances.

School Visitation

Parents without physical custody **may not** remove their children from class or visit them in school without the consent of the parent with the custodial rights or absent a court order. Rocketship does not facilitate court ordered visitation at school.

Rocketship's Neutrality in Custody Disputes

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

Furthermore, Rocketship shall take steps to abide by court orders and/or legally binding agreements that are presented by parents/guardians. Rocketship shall not be responsible for, or participate in, the monitoring or enforcement of any parental obligations or duties under a court order (i.e., sending a message to remind a parent of their designated pick-up days).

STUDENT RECORDS

Viewing Student Records

To view student records, parents/guardians must submit a written request to the school Principal/designee. The school will then schedule an appointment to provide the parent/guardian access to the records. Copies may be provided upon request. Upon request, a student's behavioral records must be shown to the student's parent/guardian in the presence of a person qualified to explain and interpret the records.

Releasing Student Records to Third-Parties

Third parties are prohibited from accessing confidential student records absent current written consent from the student's parent/guardian, an applicable FERPA exception, or a valid court order. Signed consent from the student's parent/guardian must be dated within one year of the request to release student records.

For more information about federal and state laws regarding student privacy please see the Notification of Rights under FERPA (Access to Student Records) and the Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA) which are included in the Policies, Notifications of Rights, and Assurances section of this handbook.

VOLUNTEERS AND CHAPERONES

Rocketship welcomes family and community partners in our schools. We are always grateful for volunteers and chaperones who can spend time assisting and chaperoning school-sponsored activities. In order to maintain a safe environment for all students, staff, and community members and comply with local laws, Rocketship conducts background checks on volunteers and chaperones as described below.

Volunteers and/or chaperones are expected to follow the directions of Rocketship staff while volunteering. Volunteers and chaperones are expected to follow all Rocketship policies and to conduct themselves as role models for our Rocketeers (including, but not limited to by using appropriate language, dressing appropriately for a student audience, respecting student privacy rights, etc.). Volunteers and/or chaperones who are either disruptive or violate Rocketship policies and expectations will be excluded from volunteering or chaperoning in the future.

Volunteers and chaperones must also sign the Volunteer Code of Conduct.

Mandatory Criminal Background Checks

All prospective volunteers and/or chaperones who may interact with students in an unsupervised capacity and/or who will serve on a regular and ongoing basis for more than ten (10) hours per week must undergo a criminal background check. This includes individuals who plan to volunteer in classrooms on a regular basis and individuals who wish to chaperone field trips. In accordance with T.C.A. § 49-5-413(a), the 24 background checks will include fingerprinting and a national criminal record check. Background checks may be obtained through the Tennessee Bureau of Investigation. Prospective volunteers who will have direct contact with children will not be allowed to begin volunteering in an unsupervised setting until the results of the criminal background check have been received by Rocketship and deemed satisfactory in accordance with this policy.

Individuals who will have only supervised contact with students are not required to undergo a full background check. For the purposes of this policy, “supervised” means under the continuous direct supervision of a Rocketship staff member.

Disqualification of Prospective and Current Volunteers and/or Chaperones

Rocketship will review the results of completed background checks and decide whether to qualify an individual to serve as a volunteer or chaperone.

Among other reasons, individuals will be disqualified from volunteering or chaperoning if they have been convicted of a violent or serious felony as defined in state or federal law or have been required to register as a sex offender under state or federal law. Rocketship reserves the right to disqualify current and/or prospective volunteers and/or chaperones in its reasonable discretion.

Rocketship will not allow an individual to serve as a volunteer in an unsupervised capacity if the individual's record reveals that the individual has been convicted of any of the following offenses:

- sexual offense as defined in T.C.A. § 40-39-202
- assaultive offenses, criminal homicide, kidnapping and false imprisonment, robbery, sexual offenses, invasion of privacy, terrorism, or any other offenses as defined in title 39, chapter 13
- arson or aggravated arson as defined in T.C.A. § 39-14-301 and 302
- burglary or aggravated burglary as defined in T.C.A. § 39-14-401-404
- child abuse, neglect, endangerment as defined in T.C.A. § 39-15-401 and 402
- manufacture, sale, or possession of a controlled substance as defined in T.C.A. § 39-17-417
- providing handguns to juveniles under T.C.A. § 39-17-1320
- any criminal weapons charge as set forth in T.C.A. title 39, chapter 17, part 13
- Individuals whose names have been placed on the state's vulnerable persons registry or the state's sex offender registry are not permitted to serve as unsupervised volunteers under T.C.A. §49-5-413(e)(7)
- If a volunteer is convicted of any of the above offenses after the criminal history record check is conducted, the individual must notify Rocketship within seven days of the conviction. (T.C.A. § 49-5-413(d)(3)

If a volunteer or chaperone is convicted of a disqualifying offense after the criminal history record check is conducted, the individual must notify Rocketship within seven (7) days of the conviction.

Minor Volunteer Requirements

Minor Volunteers may ONLY serve in supervised roles that do not allow them to be alone with or supervise Rocketship students. Minor Volunteers cannot chaperone or attend field trips. The Principal at the school where the Minor Volunteer wishes to volunteer has discretion to accept or reject a prospective Minor Volunteer. Those wishing to become Minor Volunteers must complete the following requirements:

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

FIELD TRIPS

Field trips are off-campus excursions designed by Rocketship staff to supplement the curriculum and to provide enrichment experiences for students. We value these enrichment opportunities and strive to ensure that these experiences are safe, organized, and efficient from beginning to end.

Permission Slips
A student must submit a field trip permission slip signed by their parent or guardian to participate in a field trip.

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

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

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

Chaperones
Chaperones must be approved in advance per the Rocketship's Volunteer and Chaperone Policy. Chaperones may not bring along other children (e.g., siblings of students attending the field trip) without advance permission from the Principal. Chaperones may not bring other family members, friends, or pets on field trips.

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

Dismissal from Field Trips

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

Student Behavior

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

Students may be excluded from a field trip as a disciplinary measure in accordance with Rocketship's Student Discipline Policy.

Medication on Field Trips

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

SCHOOL MEALS

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

Breakfast

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

Food Allergies

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

Food Brought From Home and Outside Food

Rocketship partners with our local food vendor to provide our Rocketeers with healthy meals every day. Students are allowed to bring their own food from home for lunch or snack, but junk food is not allowed on campus. Rocketship does not have facilities to heat or cool food brought from home, so please plan accordingly. Additionally, Rocketship cannot receive and disseminate food delivered to students on campus by third-party delivery services.

In an effort to keep our facilities in top condition, chewing gum is not allowed on campus. We ask that students keep all gum products stored inside their backpacks while at school.

Foods that are encouraged:

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

Birthday Parties/Celebrations

Rocketship is committed to ensuring the safety of all of our students, staff, and families. As such, we are typically unable to allow homemade food on campus for birthday parties or other family requested on-campus celebrations. Parents/Guardians may contact their school Principal for approval to host any celebration during the school day.

ACADEMICS

CURRICULUM

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

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

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

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

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

In accordance with Tennessee state law, parents/guardians of a student shall be entitled to review all instructional materials, teaching materials (including handouts), textbooks, and teaching aids used in the classroom of their child. Parents/Guardians may request to review instructional materials by submitting a written request to the Rocketship Tennessee Executive Director.

HOMEWORK

Parents and students may expect homework most weekday evenings. Homework is an important way for students to practice skills that are part of the curriculum, and it also builds the habit of responsibility. Research has shown that students who consistently do their homework are more likely to be successful when they go to college. In order to set our students up for success, homework will be checked for completion when assigned.

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

K-1st Grade: 30 minutes, Monday - Thursday
2nd-3rd Grade: 45 minutes, Monday - Thursday
4th-5th grade: 60 minutes, Monday – Thursday

ACADEMIC INTEGRITY

Responsibility is a Rocketship core value. We believe that taking ownership of one's own learning is fundamental to a student's success and character development. To support this, Rocketship is committed to accurately assessing student learning to provide the most effective individualized instruction. To maintain this standard, we expect all student work, including homework, projects, and assessments, to be the student's own original work.

We ask parents and guardians to support their child's academic growth by ensuring that the assistance provided at home does not supersede the student's own effort. While collaboration is encouraged when directed by a teacher, the use of unauthorized outside resources, external assistance, or AI-enabled tools to complete assignments is not permitted.

In the event that a student submits work that is not their own, the school will generally treat the incident as a learning opportunity. Teachers will partner with the family to review the assignment and provide a "do-over" opportunity so the student can demonstrate their actual knowledge. Instances of repeated academic dishonesty will be addressed consistent with the Rocketship Behavioral Expectations and Discipline Policy.

RETENTION, PROMOTION, AND ACCELERATION

Rocketship's instructional model is designed to individualize each student's learning plan, recognizing individual differences and supporting both academic and social growth. Upon enrollment, students are typically placed in the next consecutive grade level. Rocketship schools generally do not make immediate decisions to have new students repeat or skip a grade. Instead, students are assessed objectively after enrollment to determine any specific needs. Grade retention is considered only in rare and exceptional circumstances or when required by state or local law.

For students in 3rd grade, Tennessee law requires proficiency in English Language Arts on the TCAP for promotion to 4th grade. If your child scores "approaching" or "below" proficiency, they may still be promoted by participating in support pathways, such as summer bridge camps or high-dosage tutoring. We are committed to early notification and will work with you to develop a tailored plan that ensures your student has the foundation necessary for future success. For any retention decision, families have the right to an appeal process through the school or the State Board of Education.

For a detailed breakdown of the criteria, timelines, and procedures regarding promotion and grade placement, please refer to the full Rocketship Education Tennessee Retention and Acceleration Policy.

GRADING AND REPORT CARD POLICY

At Rocketship Education TN schools, report cards are issued three times per year. We encourage parents and guardians to monitor academic progress throughout the year and to request teacher conferences whenever necessary to support their student's journey.

Attendance and Family Partnership (Grades K–5)

Student attendance and family partnership hours are included on all report cards as a reflection of our shared commitment to student success. Consistent attendance ensures that your Rocketeer is present for every critical instructional moment, while partnership hours celebrate the vital connection between home and school. Together, these two drivers provide the stability and support necessary for every student to reach their full potential.

Grades K-2

In Kindergarten through 2nd grade, we do not use a traditional letter grade system. Instead, student report cards are focused on providing a comprehensive view of student growth and mastery of foundational skills.

Progress in these early years is measured through Northwest Evaluation Association Measure of Academic Progress (NWEA MAP) results, which show how a student is performing compared to grade-level expectations and how much they are growing over time, and Basic Early Literacy Skills (DIBELS) results, which measure the development of critical foundational reading skills and progress toward becoming a proficient reader. Additionally, we utilize End-of-Unit and Module assessments to provide insight into student mastery of the specific skills developed during each curriculum unit.

Finally, report cards report Key Skills mastery, focusing on a maximum of six critically important skills per grade level. All Key Skills are assessed using a four-level rating scale to provide a clear understanding of a Rocketeer's process:

- **Not Expected:** Assigned if a skill has not been introduced in the curriculum yet (e.g., the math skill of addition is not introduced in Kindergarten during the fall term and would be noted as 'not expected' on a student' report card until the skill has been introduced).
- **Emerging:** The student is beginning to develop the skill.
- **Approaching:** The student is nearing proficiency.
- **Meets Expectations:** The student has mastered the skill.

Humanities
NWEA MAP – Absolute Performance
NWEA MAP – Growth Percentile

STEM
NWEA MAP – Absolute Performance
NWEA MAP – Growth Percentile

DIBELS Level
Key Skills (Grade Level)
Humanities Unit Assessments

Key Skills (Grade Level)
STEM Module Assessment

Grades 3-5

In grades 3–5, grades are based on several metrics to show both what students know and how much they are growing over time. Grades include Northwest Evaluation Association Measure of Academic Progress (NWEA MAP) results, which show how a student is performing compared to grade-level expectations and how much they are growing, Core Knowledge Language Arts (CKLA) assessments, such as unit tests and benchmark checks that measure student understanding of reading and writing skills, and Online Learning Platform (OLP) completion, which reflects whether students are completing assigned learning tasks and practice work that supports their learning.

Humanities	
NWEA MAP – Absolute Performance	30%
NWEA MAP – Growth Percentile	10%
CKLA Assessments	50%
OLP Completion	10%

STEM	
NWEA MAP – Absolute Performance	30%
NWEA MAP – Growth Percentile	10%
STEM Module Assessments	50%
OLP Completion	10%

Together, these measures help provide a full picture of each student's academic progress and growth throughout the year.

We will use the basic ten-point grading scale expressed by the letters "A", "B", "C", "D", and "F", based on the percentages noted above.

Grades 3-5 Grading Scale	
Letter Grade	**Grade Scale**
A	90-100
B	80-89
C	70-79
D	60-69
F	0-59

TNReady Assessments

TNReady assessments are not included in the calculation of elementary students' final report card grades. These assessments are used to measure student progress toward grade-level standards, inform instructional planning, and identify areas where additional support may be needed, but they do not impact a student's academic grade on the report card.

STATE TESTING AND SCHOOL TESTING

Rocketship shall annually administer required state testing to the applicable grades.

Required Tennessee Student Assessments				
Name	**Purpose**	**Grade**	**Tentative Dates** *Subject to Change	**Results**
The Tennessee Comprehensive Assessment Program (TCAP)	Assess student understanding of grade level standards	RDCP and RNNE 2-5 RUA 3-5	April	Full score reports are delivered to schools in early fall and distributed to parents.
The Tennessee Comprehensive Assessment Program-ALT (TCAP ALT)	TCAP ALT assessments in math, reading and science designed for students with the most significant cognitive disabilities and measure student mastery of the Tennessee Academic Standards.	2-5	Fall: Sept-Oct Spring: Mar-April	Full score reports are delivered to schools in early fall and distributed to parents.
Dynamic Screener [ELPA21]	Assess students' English language proficiency	K - 5	*Within first 30 days of school	Families receive student scores in paper format after testing.

English Learners Assessment [ELPA21]	Assess students' English language proficiency	K - 5	Feb-Mar	Scores are delivered to the schools for distribution in early fall.
NWEA MAP	MAP Growth is an adaptive assessment that measures students' achievement and growth in K-4 math, reading, language usage, and science.	K - 5	Round 1: September Round 2: December Round 3: April	Scores are included on student report cards. Report cards are distributed 3 times per year.
DIBELS	Measures the acquisition of literacy skills	K - 5	Round 1: August Round 2: December Round 3: April/May	Scores are included on student report cards. Report cards are distributed 3 times per year.

The assessment window is subject to change based on organizational needs and regulatory requirements.

SCHOOL-ISSUED DIGITAL DEVICES

Students in grades K–5 may be issued digital devices, including but not limited to Chromebooks, tablets, and other instructional technology tools, for educational purposes that support student learning. Information regarding the types of devices used and their instructional purposes is available to families. Parents with questions about student technology use may contact their child's school.

STUDENT SUPPORT AND SPECIAL EDUCATION

SPECIAL EDUCATION AND CHILD FIND ACTIVITIES

We are dedicated to the belief that all students can learn and must be guaranteed equal opportunity to become contributing members of the academic environment and society. Rocketship provides a free, appropriate public education to students with disabilities according to state and federal mandates. Rocketship provides special education instruction and related services in accordance with the Individuals with Disabilities in Education Improvement Act (IDEA), Education Code requirements, and applicable

policies and procedures. Services are available for special education students enrolled at Rocketship. We offer high quality educational programs and services for all our students in accordance with the assessed needs of each student. Rocketship collaborates with the student, parents/guardians, teachers, and other agencies in order to appropriately serve the educational needs of each student.
Pursuant to the IDEA and relevant state law, Rocketship is responsible for identifying, locating, and evaluating children enrolled at Rocketship with known or suspected disabilities to determine whether a need for special education and related services exists. This includes children with disabilities who are homeless or foster youth.

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

Rocketship will not deny nor discourage any student from enrollment solely due to a disability. If you believe your child may be eligible for special education services, please contact their classroom teacher, or a school leader at your school site.

STUDENT ACCOMMODATIONS AND SECTION 504

Rocketship recognizes its legal responsibility to ensure that no qualified person with a disability shall, on the basis of disability, be excluded from participation, be denied the benefits of, or otherwise be subjected to discrimination under any program of Rocketship. Any student who has been identified as an individual with a physical or mental impairment that substantially limits a major life activity is eligible for accommodations by Rocketship. The parent/guardian of any student suspected of needing or qualifying for accommodations under Section 504 may ask the school Principal to make a referral for an evaluation.

To support the coordination of services and compliance with Section 504, Rocketship designates a knowledgeable Rocketship staff member as the Section 504 Coordinator. Please refer to your school's addendum for the designated Section 504 Coordinator.

MULTILINGUAL LEARNERS

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

STUDENT RECORD REQUESTS

Third parties are prohibited from accessing confidential student records absent current written consent from the student's parent/guardian, an applicable FERPA exception, or a valid court order. Signed consent from the student's parent/guardian must be dated within one year of the request to release student records.

If an educational advocate, attorney, social worker, guardian ad litem, or observer/evaluator wishes to review and/or copy student education records, the school Principal/designee must first contact a member of Rocketship Education's legal team for guidance on whether to release educational records or other student data. For more information regarding student record requests, see the Notifications of Rights and Assurances.

OUTSIDE PROVIDERS

Rocketship is responsible for providing all Rocketship students with disabilities a free and appropriate public education (FAPE) and is committed to providing all students a FAPE based upon their individual needs. Rocketship schools provide special education and related services through the use of qualified personnel either employed or contracted by Rocketship.

At times, families may choose to access services outside of the school through a clinical model. At Rocketship we welcome collaboration with external providers in the forms of: observations, data collection, team partnership, and collaboration, such as in team meetings with internal (RSED) and external providers so that all providers can discuss student support.

Any visits to campus by an outside provider must comply with Rocketship's visitor policy and the reasonable limits established therein. Rocketship does not allow external providers to provide direct services to students on campus during the school day or at any time during before/after school hours. This ensures the safety and confidentiality of all students as well as the supervision of quality services provided in alignment with the student's operative IEP.

To request a deviation from this policy, a student's family must submit a request in writing to the Regional Executive Director. Alternatively, an IEP/504 team may recommend a deviation to the Regional Executive Director. In all cases, the Regional Executive Director's formal approval is required.

SCHOOL OBSERVATIONS

All visitors shall adhere to Rocketship Campus Access and Visitors Policy.

Parents/guardians, parent-appointed designees who have professional expertise in the area of special education being observed can conduct observations of the student's current or proposed special education program. Attorneys have no legal right to observe any class and will not be permitted to do so.

All observations must be scheduled in advance. Please make an appointment with the school Principal/designee and the ISE Team. All observers must sign the Classroom Observer Confidentiality Agreement and give it to the school Principal/designee and the ISE Team before the start of the observation.

School staff may accompany an individual during a classroom observation, at Rocketship Education's discretion. Observers shall have no direct interaction with students, including the student who is the subject of the classroom observation, and must refrain from engaging the attention of the teacher or other students. Not more than three (3) individuals shall be allowed in a classroom during the observation, and any such observation shall be two (2) hours or less. Any request for an extension beyond two (2) hours must be made in advance and granted at Rocketship Education's discretion.

BEHAVIORAL EXPECTATIONS AND DISCIPLINE

ROCKETEER CODE OF CONDUCT

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

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

- Adherence to the Rocketship **Commitment to Excellence.**
- Adherence to the Rocketship Five **Core Values**.
- Adherence to the **Rocketship Creed.**
-

Please refer to your school's addendum for your school's Core Values and Creed.

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 programing 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.

BULLYING PREVENTION

Bullying can have a harmful social, physical, psychological, and academic impact on victims, bystanders, and bullies. Bullying at Rocketship is strictly prohibited and will not be tolerated.

- Harassment, Intimidation, or Bullying is any act that substantially interferes with a student's educational benefits, opportunities, or performance, and;
    - If the act takes place on school grounds, at any school-sponsored activity, on school-provided equipment or transportation or at any official school bus stop, the act has the effect of:
        - Physically harming a student or damaging a student's property;
        - Knowingly placing a student or students in reasonable fear of physical harm to the student or damage to the student's property;
        - Causing emotional distress to a student or students; or
        - Creating a hostile educational environment; or
    - If the act takes place off school property or outside of a school-sponsored activity, it is directed specifically at a student or students and has the effect of creating a hostile educational environment or otherwise creating a substantial disruption to the education environment or learning process.

- Cyber-bullying is a form of bullying undertaken through the use of electronic devices. Electronic devices include, but are not limited to, telephones, cellular phones or other wireless telecommunication devices, computers, text messaging, emails, social networking sites, instant messaging, videos, websites, or fake profiles.

- Hazing means any intentional or reckless act on or off school property, by one (1) student acting alone or with others, that is directed against any other student(s) that endangers the mental or physical health or safety of the student(s) or that induces or coerces a student to endanger his/her own mental or physical health or safety. Coaches and other school employees shall not encourage, permit, condone, or tolerate hazing activities. Hazing does not include customary athletic events or similar contests or competitions and is limited to those actions taken and situations created in connection with initiation into or affiliation with any organization.

Alleged incidents of bullying will be promptly investigated by designated Rocketship staff members. Rocketship's policy and procedures for addressing bullying complaints will be conducted consistent with Rocketship's Bullying policy or through either the General Complaint Process or the Title IX process, as appropriate.

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.

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

In Tennessee, students may, be given an out-of-school suspension for any of the following reasons:

- Willful and persistent violation of the rules of the school;
- Immoral or disreputable conduct or vulgar or profane language;
- Violence or threatened violence against the person of any personnel attending or assigned to any public school;
- Willful or malicious damage to real or personal property of the school, or the property of any person attending or assigned to the school;
- Inciting, advising or counseling of others to engage in any of the acts enumerated above;
- Marking, defacing or destroying school property;
- Possession of a pistol, gun or firearm on school property;
- Possession of a knife and other weapons, as defined in T.C.A. § 39-17-1301 on school property;
- Assaulting a principal, teacher, school bus driver or other school personnel with vulgar, obscene or threatening language;
- Unlawful use or possession of barbital or legend drugs, as defined in T.C.A. § 53-10-101;
- One or more students initiating a physical attack on an individual student on school property or at a school activity, including travel to and from school or a school activity;
- Making a threat, including a false report, to use a bomb, dynamite, any other deadly explosive or destructive device, including chemical weapons, on school property or at a school sponsored event;

- Any other conduct prejudicial to good order or discipline in any public school; and
- Off-campus criminal behavior that results in the student being legally charged with a felony and the student's continued presence in school poses a danger to persons or property or disrupts the educational process.

Please note that if it is determined that a student has engaged in any of the following behaviors, the school Principal has the discretion to decide in their judgment to suspend and/or recommend for expulsion after considering all surrounding circumstances.

Under Tennessee law, certain offenses are considered "zero tolerance" and will result in **mandatory expulsion**:

- Bringing to school or to be in unauthorized possession on school property of a firearm, as defined in 18 U.S.C. § 921.
- Commission of aggravated assault as defined in T.C.A § 39-13-102 or commits assault that results in bodily injury defined in T.C.A. §39-13-101(a)(1) upon any teacher, principal, administrator, any other Rocketship employee.
- Unlawfully possessing any drug including any controlled substance, as defined in T.C.C § 39-17-403 through § 39-17-415, controlled substance analogue, as defined by T.C.A. § 39-17-454, or legend drug, as defined by T.C.A. § 53-10-101.
- Threatening mass violence on school property or at a school-related activity, pursuant to T.C.A. § 39-16-517.

A student who is found to have committed any of the above zero tolerance offenses shall be expelled for a period of not less than one (1) calendar year, unless modified on a case-by-case basis by the Executive Director.

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

Suspension of a student should not be for more than 10 days. 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 at the time of the suspension, the Principal determines that an offense has been committed that would justify a suspension for more than 10 days or an expulsion, the Principal or designee may suspend a student unconditionally for a specified period of time or upon such terms and conditions as are deemed reasonable, or recommend expulsion of the student.

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 Appeals

The parent/guardian of a student shall have the right to appeal any out-of-school suspension decision to the direct supervisor of the school Principal. The request to appeal must be made in writing and shall be submitted to the supervisor within one (1) business day. The appeal shall be considered by the Principal's Supervisor in a timely manner, with the administrator issuing a decision about whether to uphold the suspension within 15 days of the appeal conference. Any decision made on appeal shall be final.

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.

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.

LOST OR DAMAGED SCHOOL PROPERTY

Rocketship may authorize students to use school-issued property, including but not limited to textbooks, library books, and technology devices such as computers and tablets. When accepting the use of school-issued property, parents and guardians accept responsibility for their student's possession and care of the materials and the return of school-issued property in its original, undamaged condition.

Any damage or loss to Rocketship property must be reported to the Business Operations Manager. Damages will be reviewed and may result in a meeting with a parent/guardian to review expectations.

If a student willfully damages Rocketship's property or the personal property of a Rocketship employee, or fails to return the property in its original, undamaged condition, the student's parents/guardians may be liable for all replacement costs.

After notifying the student's parent or guardian in writing of the lost or damaged school property and affording the student's family due process, the school reserves the right to implement enforcement measures available to it under the law, which may include discontinuing the student's privilege to take devices home.

STUDENT DRESS CODE

Rocketship's dress code seeks to maximize learning, minimize disruptions during the school day, and foster school/community spirit. Rocketship wants to ensure all students are prepared each day to comfortably participate in and focus on all school activities. Accordingly, students are expected to wear the Rocketship uniform to school every day.

Please refer to your school's addendum for your school's uniform colors and details.

Parents will be called if appropriate clothing is not available or if the student refuses to wear dress-code appropriate clothing.

The following are NOT permitted on any Rocketship campus. Any article of clothing, accessory, or marking that:

- exhibits curse words, slurs, or hate speech.
- displays logos, slogans, words, or pictures promoting or depicting alcohol, tobacco, drugs, vandalism, bigotry, violence, sexual connotations, or profanity, including clothing with phrases or pictures that have double meanings.
- does not reasonably fit.
- could be dangerous when playing, participating in physical education, or participating in school activities.
- interferes with or disrupts the student's ability, or the ability of other students, to participate in physical education, school activities, or their learning.
- is headgear, including hats, hoodies, and caps, unless permitted for religious, medical, or other reasons by school administration.

Rocketship reserves the right to determine what constitutes a violation of this dress code policy, within the bounds of the law. Rocketship may contact the student's parent/guardian to discuss the dress code violation.

Rocketship respects and protects students' religious, ethnic, and cultural expression. Students may wear any religiously, ethnically, or culturally specific head coverings or hairstyles, including but not limited to hijabs, yarmulkes, and head/hair wraps.

PERSONAL BELONGINGS

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

- Gum
- Any real or imitation weapons and toy weapons
- Matches or any flammable item
- Any illegal substance
- Toys, games, cards, stuffed toys/animals, dolls, and fidget spinners (unless provided by school staff or is a formal accommodation for a student with a disability)
- Electronic devices and toys

Any other personal items that are dangerous or become a distraction to the student or the classroom can be confiscated.

Students and families are discouraged from bringing personal items to school that are not necessary for the educational day.

Lost & Found and School Liability
Rocketship maintains a designated Lost and Found area on campus for recovered items, and will make reasonable efforts to help students locate belongings lost on campus. To increase the likelihood of lost items being returned, parents and guardians are strongly encouraged to clearly label all personal property with the student's first and last name. Rocketship in no way assumes any responsibility for and will not replace any personal items brought to school that are lost, stolen or damaged school grounds.

STUDENT CELL PHONES AND PERSONAL DEVICES

Students should not bring cell phones or personal electronic devices, including tablet computers, laptop computers, and gaming devices to school. If a student does bring a cell phone or other personal electronic device to school, they will be required to keep it turned off and in their backpack, and out of sight during the school day.

A student may only use a cell phone under the following circumstances:

- In the case of an emergency, or in response to a perceived threat of danger.

- When a Rocketship staff member grants permission to a student to possess or use a private device for educational purposes, subject to any reasonable limitation imposed by that teacher or administrator.
- When a licensed physician determines that the possession or use of a private device is necessary to manage the health of the student.
- When the possession or use of a private device is required in a student's individualized education program ("IEP"), or Section 504 plan.

Students who possess any personal electronic device(s) shall assume sole responsibility for the maintenance and care of any such private device(s) in accordance with this Policy. Students who use a personal electronic device during the school day without permission from a Rocketship staff member will be subject to disciplinary procedures. Any unauthorized device may be confiscated and returned to the student's parents/guardians. Rocketship in no way assumes any responsibility for and will not replace any damaged, lost, or stolen cell phones or personal devices.

HEALTH AND SAFETY

MEDICATION ADMINISTRATION

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

Rocketship strongly encourages families to administer temporary and/or maintenance medications outside of school hours. If this is not possible, medication can be administered at school.

Properly trained and authorized Rocketship staff will administer all medication in accordance with applicable law, the Medication Authorization Form on file, and established guidelines. Before medication can be kept or administered at Rocketship, a student's parent/guardian must complete and submit a Medication Authorization Form and other required documents requesting that medication be administered during school hours. Parents/guardians should contact the Office Manager for a copy of the Medication Authorization Forms and for a copy of Rocketship's full Medication Administration Policy.

Medications administered at school should be limited to those required during school hours which are necessary to maintain the student's health and those needed in the event of an emergency.

The Medication Authorization Form must include:

- Written medical authorization, signed by a licensed health practitioner, that states:
    - The name of the student;
    - Emergency contact information for the student's parent/guardian;

    - Contact information for the student's licensed health practitioner;
    - The name, purpose, and prescribed dosage of the medication and route of administration;
    - The frequency with which the medication is to be administered;
    - The possible side effects of the medication as listed on the label;
    - The circumstances under which the medication may or must be administered;
    - Other medication the student may be receiving at home;
    - Special instructions or emergency procedures;
    - In the case of self-administered medication, confirmation that the student has been instructed in the proper technique for self-administration of the medication and has demonstrated the ability to self-administer the medication effectively.

- Written authorization, signed by the student's parent/guardian, that states:
    - That a properly trained and authorized employee or agent of the school may administer medication to the student in accordance with all applicable state laws and regulations; or
    - In the case of self-administration, the student may possess and self-administer the medication at Rocketship, at Rocketship-sponsored activities, and while on Rocketship-sponsored transportation; and
    - That the name of the student may be distributed to appropriate school officials, as determined by the Principal.

- Written acknowledgment that any properly trained and authorized person assisting in the self-administration of medications to students or performing health care procedures, including administration of medication, and any administrator who authorizes a properly trained person, shall not be civilly liable for any injury resulting from reasonable and prudent assistance in the self-administration of medication or reasonable performance of health care procedures, including administration of medications, if performed pursuant to this Policy.

It is the parent's or guardian's responsibility to ensure that the written request and medication are brought to the school.

In the event a dosage is not administered as ordered or any other medication error occurs, a Medication Error Form must be filled out and submitted to the appropriate school personnel. The school nurse and parent or legal guardian must be notified in the event of a medication error.

Immediately following any changes regarding the health or treatment of the student, the parent/guardian must submit an amended Medication Authorization Form to Rocketship. All Medication Authorization Forms must be updated at least annually.

Medications administered to students pursuant to a Medical Authorization Form must be retained in the school health office, except in cases where a student is authorized to retain the medication on their person (e.g., an inhaler, epinephrine delivery system, etc.) under state law.

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

IMMUNIZATIONS

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

Required Immunization Records and Reports
The Tennessee Department of Health requires that all students enrolling in Kindergarten, and new enrollees in a Tennessee school in grades other than Kindergarten, receive the following immunizations:

- Diphtheria-Tetanus-Pertussis
- Poliomyelitis: final dose on or after 4th birthday required
- Hepatitis B (HBV)
- Hepatitis A: total of two doses, spaced at least six months apart
- Measles, Mumps, Rubella (two doses of each, usually given together as MMR)
- Varicella (two doses, or history of disease)

The Tennessee Department of Health requires that all students enrolling in Kindergarten, and new enrollees in a Tennessee school in grades other than Kindergarten, receive the following immunizations:

- Diphtheria-Tetanus-Pertussis
- Poliomyelitis: final dose on or after 4th birthday required
- Hepatitis B (HBV)
- Hepatitis A: total of two doses, spaced at least six months apart
- Measles, Mumps, Rubella (two doses of each, usually given together as MMR)
- Varicella (two doses, or history of disease)

Certification
The certification of immunization must be submitted by either a private physician, their representative, or public health authorities that the student is immunized. Certifications must be updated each year that a student enrolls in Rocketship.

A certification that is provided by a private healthcare professional, physician, or representative must be submitted electronically to the public health authorities. A certification that is provided by the public health authorities will be electronically transmitted directly to the school.

Exemptions
Under Tennessee law, a Rocketship student may be exempted from the certification of immunization requirements in Tennessee if:

- An authorized physician indicates that specific vaccines are medically exempt because of risk of harm. Other vaccines remain required. The medical reason for the exemption does not need to be provided.
- The student's parent/guardian provides a signed statement, affirmed under the penalties of perjury, that vaccination conflicts with the family's religious tenets or practices.

HEAD LICE

If a student is suspected of having head lice (i.e., constant itching or tickling feeling in the hair), the school nurse or other trained school employee may examine the hair of the suspected student for lice or nits (lice eggs). In certain circumstances, the employee may also examine other members of that student's household who are students at the school.

If a student is positive for live head lice, the student is to be sent home at the end of the school day with information to the parents regarding treatment and control measures.

Exposure Notice
If there are two (2) or more students affected in any class, Rocketship will send home an exposure notice with information about head lice to all parents/guardians in that class. Rocketship will maintain the privacy of students identified as having head lice and excluded from attendance.

Absences and Returning To School
Rocketship will provide parents/guardians of affected students with instructions on how to conduct post-treatment examinations on their children. Parents/guardians may send their child back to school when they believe that the child's hair is no longer infested with head lice.

The school nurse or other trained staff members may reexamine the student's hair upon return. If the student shows no trace of live head lice, the student may return to school.

Any absences related to head lice will be documented and counted as an excused absence in accordance with Rocketship's Attendance and Truancy Policy. Parents should not withhold the child from school for any days longer than necessary; typically, no more than three (3) days. Any absences longer than three (3) days may require a doctor's note.
If the family is unable to obtain a doctor's note, the family should arrange to have a meeting with the school to discuss the length of absence. The school has the discretion to excuse additional days if school staff determine this is necessary.

SAFETY PLANS

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

Please refer to your school's addendum for your school's detailed evacuation locations and directions.

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

- In the event of an emergency, we will share information with families via our automated calling system. Please make sure your updated contact information is in our system.
- If there is an incident on or near our campus, please stay at home and wait for instructions from our school leaders. We need the public to stay away while we secure our campus and account for all students. When it is safe to come to the school, you will be contacted.
- After an emergency incident, we may need to change the way we dismiss students. You may be asked to present a photo ID in addition to your child's PikMyKid Card. Please wait for instructions from school leaders before coming to campus.

WEAPONS AND FIREARMS

Local law specifically prohibits the knowing possession or carrying of a firearm within 1,000 feet of the campus.

Rocketship prohibits any weapons, imitation firearms or dangerous objects of any kind in school buildings, on school grounds or buses, or at off campus school-related or school sponsored activities, with the exception of weapons and/or firearms in the possession and/or control of law enforcement officers and security officers, and as otherwise specified under state law.

DRUGS, ALCOHOL, AND TOBACCO

Rocketship is committed to maintaining campuses free of alcohol, tobacco, nicotine, and drugs. No one may smoke on campus and/or bring alcohol, drugs, or related paraphernalia of any kind to our school.

If a student is suspected of being under the influence of drugs or alcohol, the school will immediately contact their parent/guardian and, when appropriate, seek medical attention. If a student is found in possession of drugs, alcohol, tobacco, or related paraphernalia, they may be subject to discipline and possible suspension or expulsion under Rocketship's discipline policies.

CAMPUS SEARCHES AND SEIZURES

To protect the safety of all students, staff and the community members, Rocketship reserves the right to search a student's person, personal property, and school property assigned to the student when there is reasonable suspicion that the student violated a Rocketship policy and/or state or federal law. "Reasonable suspicion" means that a school official has specific, articulable facts indicating that a search will reveal evidence of a policy violation or illegal activity. All searches shall be authorized and conducted by a member of the school leadership team in the presence of an adult witness.

Student desks, cubbies and lockers, are school property and remain at all times under the control of the school. These areas may be inspected by school officials at any time, with or without prior notice, and may not be used to store unauthorized, illegal, or contraband materials. Routine inspections of school property are not considered personal searches and do not require individualized reasonable suspicion.

When a search of a student's person or personal belongings is conducted based on reasonable suspicion, the school official authorizing the search shall document the search in writing, including the basis for the reasonable suspicion, the scope of the search, the individuals present, and any items found or seized. The school shall make reasonable efforts to notify the student's parent or guardian of any such search within a reasonable time.

Rocketship school leaders may confiscate a student's mobile phone, smartphone, or personal electronic device when its use or possession violates school policy, disrupts the educational environment, or when there is reasonable suspicion that the device contains evidence of a policy violation or illegal activity. Confiscated devices will be stored securely and returned to the student or the student's parent or guardian in accordance with school procedures.

If at any point during a search school officials develop reason to believe that criminal activity may be involved, the school shall contact law enforcement. School officials shall not conduct searches at the direction of or on behalf of law enforcement without the involvement of law enforcement personnel and

appropriate legal process. Students retain their legal rights during any interaction with law enforcement on campus.

To ensure the safety of the school community, when there is reasonable suspicion, an individual is in violation of Rocketship's Campus Access and Visitors Policy and/or local or federal laws, Rocketship retains the right to require a property search as a condition to enter campus.

Pursuant to state law and authorizer policy, school leaders of authorized charter schools who has reasonable suspicion to believe, either as a result of a search or otherwise, that any student is committing or has committed any violation of a drug offense or unlawful carrying or possession of a weapon, upon the school grounds or within any school building or structure under the school leader's supervision, to report the reasonable suspicion to the appropriate law enforcement officer.

For more information see TPCSC Reporting of Crimes, Interrogations and Searches Policy 6303.

INTERNET SAFETY AND ACCEPTABLE USE

Rocketship uses advanced education technology to support personalized instruction for all students and facilitate comprehensive data analysis. Rocketship adheres to the federal requirements and guidelines set forth in the Children's Internet Protection Act (CIPA) (47 U.S.C. § 254(h)).

Visit http://www.ifea.net/cipa.html to view CIPA in its entirety.

Definitions

- "Minor" means any individual under 18 years of age.
- "Technology protection measure" means a specific technology that blocks or filters Internet access to visual depictions that are:
    - Obscene, as that term is defined in 18 U.S.C. § 1460;
    - Child Pornography, as that term is defined in 18 U.S.C. § 2256; or
    - Harmful to minors, as that term is defined below.
- "Harmful to minors" means any picture, image, graphic image file, or other visual depiction that:
    - Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
    - Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
    - Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.
- "Sexual act" and "sexual contact" have the meanings defined in 18 U.S.C. § 2246.

An authorized person must be able to disable the blocking or filtering measure during any use by an adult to enable access for bona fide research or other lawful purposes.

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

Technology Protection Measures
To the extent practicable, Rocketship will use technology protection measures to block or filter Internet access or access via other forms of electronic communications to inappropriate information. Specifically, as required by CIPA, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors. The selected technological filter will be designed to prevent a user from sending, receiving, viewing, or downloading materials that are harmful to minors.

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

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

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

- Accessing inappropriate material. This includes material that is designated for adults only or is profane or obscene (i.e., pornography), or harmful to minors, material that advocates illegal or dangerous acts, or material that advocates violence or discrimination.

Supervising and Monitoring

It shall be the responsibility of all members of the Rocketship Schools team to educate, supervise, and monitor appropriate usage of the access to the Internet, including electronic mail by and within the Charter School. Procedures for disabling or otherwise modifying any technology protection measures shall be the responsibility of Rocketship's Executive Director or their designated representatives.

Staff shall monitor students while they are using Rocketship computers, laptops, or tablets to access the internet or online services on a Rocketship campus and may have teacher aides, student aides, and volunteers assist in this monitoring. Parents/guardians are required to supervise and monitor their child's use of Rocketship equipment, including but not limited to their child's access to the internet and any online services through such equipment at any times during which Charter School equipment is being used by their child outside school facilities or school hours to ensure compliance with this policy. Parents/Guardians are encouraged to discuss internet safety with their children.

Training

Rocketship will provide age-appropriate training for students and staff who use Rocketship computers and networks. The training provided will be designed to promote Rocketship's commitment to:

- The standards and acceptable use of Internet services as set forth in this policy.
- Student safety with regard to the Internet, ensuring appropriate behavior while online, on social networking Web sites, and in chat rooms; and cyberbullying awareness and response.
- Appropriate communication between staff and students via the internet, social media, and text messages or phone calls.
- Compliance with the E-Rate requirements of the Children's Internet Protection Act ("CIPA").

Disciplinary Action

Students should expect only limited privacy in the contents of their personal files or records of web research activities. Record maintenance and network monitoring may lead to the discovery that a student has violated this policy and/or the law. If there is reasonable suspicion of violation of law or school policy, Rocketship will conduct a search of the student's files and/or internet activities. A student's parent/guardian may request to see the content of a student's files or emails.

Student use of the school's computers, networks, and Internet services is a privilege, not a right. Compliance with the school policies and rules concerning computer use is mandatory. Students who are found to have violated this policy or any relevant laws will be disciplined in accordance with Rocketship's Discipline Policy.

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

Copyright Law
Copyright law protects the ownership of a person's creative works. In an educational setting, students and staff are permitted to use others' works under the Fair Use Clause, if they meet the restrictions and cite the work.

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

CHILD ABUSE AND NEGLECT

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

No one in the workplace, even a supervisor, is permitted to suppress, change, or edit a report of abuse. A mandated reporter who fails to report suspected incidents of child abuse or neglect is subject to punishment under state law. Reporters are not required to discuss their suspicions with families prior to reporting the matter to the appropriate authorities, nor are they required to investigate the cause of any suspicious marks, behavior or condition prior to making a report. Consistent with state law, the identity of Mandated Reporters cannot be disclosed to the family or anyone else not directly involved in the investigation of the case. Mandated reporters will not be held liable for a report and later determined to be unfounded, provided the report was made in "good faith."

School personnel will only cooperate with or respond to investigations of suspected child abuse or neglect when expressly required by law. When such participation requires complete confidentiality, the School will strictly adhere to those legal mandates and will only disclose information to the extent permissible.

PARENT INVOLVEMENT

ROCKETSHIP EDUCATION TENNESSEE'S COMMITMENT TO EXCELLENCE

Rocketship Education Tennessee's Commitment **–** At Rocketship Education Tennessee, we fully commit to our families and students in the following ways:

- We will create a safe place to learn.
- We will respect the background, culture, and individuality of each child.
- We will communicate regularly with you about your child's progress and special needs during family conferences, progress reports and as needed or requested by the family.
- We will leverage small group instruction to realize our goal of 1.2 years of growth on the NWEA MAP assessment. In addition, 40% of all 3rd, 4th, and 5th graders will be proficient on TNReady state assessments.
- We will hold high expectations for all students.
- We will leverage Social-emotional learning (SEL) and enrichment activities to support emotional well-being.
- We will work hard to help your child feel successful and increase their sense of self-worth.
- We will provide your child with the academic base and help them to establish the kind of moral compass they need to be successful in college, their career and for the rest of their lives.
- We will provide support to you and your child as you determine the best educational path upon graduating from Rocketship.
- We will provide reasonable access to staff, opportunities to volunteer and participate in their child's classroom, and observation of classroom activities.
- We will ensure regular two-way communication between family members and school staff, and, to the extent practicable, in a language that family members can understand.
- We will provide regular opportunities to attend school community meetings and other school-sponsored events that are meaningful and worthwhile. Including opportunities for parents to engage with one another and engage with vendors and specialized care providers.
- We will seek opportunities to improve the lives of our community outside of school.
- We will communicate a student's need for any specialized programs (i.e., English Language Learner, Integrated Special Education, etc.) in clear terms so parents understand the method for determination and the program plans.

PARENTS'/GUARDIANS' COMMITMENT TO EXCELLENCE

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

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

STUDENTS' COMMITMENT TO EXCELLENCE

Students' Commitment- We fully commit to our education in the following ways:

- I will work hard everyday
- I will follow the school's rules
- I will be respectful to ourselves, others, and our environment
- I will take responsibility for our learning, actions, and achievement
- I will be empathetic to our world
- I will attend school daily, be prepared for class, and complete assignments to the best of my ability.
- I will learn and obey school and bus rules and instructions given by the school principal and staff.
- I will bring only those materials to school or onto the bus that are allowed.
- Follow directions of the bus driver.
- I will remain properly seated, back against the seat, bottom against the bottom of the seat, and keep my hands to myself while on the bus.

- I will remain seated until it is time to get off the bus. The open door is the signal for me to get up from my bus seat.

PARENT PARTNERSHIP

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

Rocketship encourages families to participate in Parent Partnership Hours each year by supporting or engaging in various school activities. Participation is not required, and there are no consequences or penalties for families who are unable to complete the requested hours.

HOME VISITS

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

Each Rocketship student will receive a home visit from their core classroom teachers during the beginning of each school year. Teachers will reach out to families to schedule the home visit in advance. Home visits typically last for about one (1) hour.

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

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

PARENT OPPORTUNITIES ON CAMPUS

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

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

OPEN MEETING POLICY

All meetings of the Rocketship Education Tennessee Board of Trustees will comply with applicable open meetings laws. Agendas will be posted publicly in advance and Rocketship shall also make meeting minutes publicly available upon approval.

NOTIFICATIONS OF RIGHTS AND ASSURANCES

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 of 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.

EDUCATION OF FOSTER YOUTH POLICY

Rocketship recognizes that foster youth may face significant barriers to achieving academic success due to their family circumstances, disruption to their educational program, and their emotional, social, and other health needs. In accordance with Section 1112(c)(5)(B) of ESEA (20 U.S.C. §6312(c)(5)(B)), all LEAs,

in collaboration with the local child welfare agency, must ensure the implementation of the foster care provisions under ESEA.

Rocketship Liaison

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

Sara Escamilla -Guerra
2001 Gateway Place Ste. 230E
San Jose, CA 95110
sguerra@rsed.org
408-726-1999

Identification

The Tennessee Department of Education (TDOE) has identified the TDOE's Student Nutrition List as the most accurate listing of students in foster care placements available to schools. Rocketship will review the TDOE's Student Nutrition List through the Tennessee: Meals, Accounting, and Claiming (TMAC) portal to identify currently enrolled students who have been placed into foster care. In addition to reviewing the TDOE Student Nutrition List, Rocketship may also review additional information provided through the Rocketship registration process, and the Orion system to identify students who may qualify as foster youth.

Educational/School Stability Protections

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

When a determination is made that it is NOT in the child's best interests to remain in the school of origin, the child must immediately be enrolled in the new school, regardless of whether the child's records or other documentation typically needed for school enrollment can be produced. The enrolling school must immediately contact the previous school to obtain academic and other records. When there is a discrepancy over the best interest, the decision will be made in consultation with Rocketship, and the local child welfare agency.

Transportation

Rocketship and the local child welfare agency shall complete a student-level transportation agreement for every foster child who requires school stability transportation services in order to get to and from their school of origin. The transportation agreement must identify all resources, including no-cost and low-cost

options such as public transportation; foster parent or other family members who may be willing and able to transport the student; special education services if the student is eligible; and any other public or private transportation resources either agency has at their disposal to provide transportation to the student. Upon identifying these resources, Rocketship and the local child welfare agency POCs must weigh the options identified to determine which mode of transportation is most immediately available, cost-effective, and appropriate to meet the child's needs given their developmental age and individual capacity.

If additional costs are incurred in providing transportation, Rocketship shall provide such transportation if the local child welfare agency agrees to reimburse Rocketship for such costs; Rocketship agrees to pay for the cost; or Rocketship and the local child welfare agency agree to share the cost.

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

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

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

"Foster care" means 24-hour substitute care for children placed away from parents or guardians and for whom the local child welfare agency has placement and care responsibility. This includes, but is not limited to, placement in foster family homes, foster homes of relatives, group homes, emergency shelters, residential facilities, childcare institutions, and pre-adoptive homes.

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

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

EDUCATION OF HOMELESS CHILDREN AND YOUTH POLICY

The McKinney-Vento Homeless Assistance Act ("the McKinney-Vento Act") is a federal law that ensures educational rights and protections for children and youth experiencing homelessness. See 42 U.S.C. §

11431 et seq. This policy is written in compliance with the requirements under the McKinney-Vento Act. It addresses relevant definitions; Rocketship's Designated Homeless Liaison; general assurances regarding the education of homeless children and youth; procedures for identification and reporting; school selection; enrollment and records; transportation rights; and the enrollment dispute resolution process.

Definitions

"Homeless children and youth" mean children and youth who lack a fixed, regular, and adequate nighttime residence, including children and youth who are:

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

Homeless status is determined in cooperation with the parent/guardian. In the case of unaccompanied youth, status is determined by Rocketship's Liaison.

Designated Homeless Liaisons

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

Sara Escamilla -Guerra
2001 Gateway Place Ste. 230E
San Jose, CA 95110

sguerra@rsed.org
408-726-1999

The Homeless Liaison is required to:

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

Rocketship provides the following general assurances:

- Homeless children and youth shall not be segregated into a separate school or program based on their status as homeless and shall not be stigmatized in any way.
- Homeless children and youth shall be provided services comparable to those received by other students in the school, including transportation services, and education programs for which students meet eligibility criteria, such as services provided under Title 1 or similar state and local programs; programs for students with disabilities; programs for students with limited English

proficiency; vocational or technical programs; gifted and talented programs; and school nutrition programs.
- Homeless children and youth will have access to district administrative level reservation of funds (set-asides) for serving homeless students.
- Rocketship shall provide homeless students with access to education and other services necessary for these students to meet the same challenging academic standards as other students.
- Rocketship shall provide and post notices of the educational rights of homeless children and youth.

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

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

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

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

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

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

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

Homeless youth will not be discriminated against in the application process. Homeless children and youth will be immediately enrolled, if the student otherwise be eligible to attend, and subject to Rocketship's capacity and pursuant to the procedures in the charter document and board policies, even if the parent/guardian is unable to provide the school with the records normally required for enrollment such as previous academic records, birth certificate, medical records, proof of residency, or other documentation. The Rocketship designee shall immediately contact the school last attended by the student to obtain the relevant records. If the student needs to obtain immunizations or does not possess immunization or other medical records, the designee shall refer the parent/guardian to the homeless liaison. The liaison shall assist the parent/guardian in obtaining the necessary immunizations or records for the student.

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

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

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

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

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

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

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

If a dispute arises over enrollment or school placement:

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

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

- A student must be allowed to attend or enroll in the school that is challenging the student's right to attend until a final decision is made regarding the dispute. The challenging school must provide transportation and other school services as needed to the student until the dispute is resolved.

- The dispute resolution process begins at the time a school challenges the right of either a parent or guardian, or in the case of an unaccompanied youth, to enroll a child or youth in school, to continue enrollment in school, or to receive services such as transportation assistance.
- When Rocketship challenges the enrollment or services of the child or unaccompanied youth, Rocketship must:
    - Provide notice of the challenge to the parent, guardian, or unaccompanied youth, through the Homeless Education, on the day of the challenge.
    - Provide notice of the right to appeal the challenge to the parent, guardian, or unaccompanied youth. This notice must include a form to be completed by the parent, guardian, or unaccompanied youth should they decide to appeal Rocketship's decision.
- The Homeless Education Liaison will provide the parent, guardian, or unaccompanied youth with written notice in clear, easy-to-understand language detailing the dispute resolution process.
- Rocketship will have three working days to review its initial decision and make a final decision as to the position taken (i.e., whether it will continue to challenge the right of the student to be enrolled). The decision must state all factual information upon which it is based and the legal basis in support thereof.

PREGNANT AND PARENTING STUDENTS

Pregnant and Parenting Students

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

Upon return to school after taking parental leave, a pregnant or parenting student will be able to make up work missed during the pregnant or parenting student's leave, including, but not limited to, makeup work plans and re enrollment in courses.

Complaints of noncompliance with laws relating to pregnant or parenting students may be filed under the General Complaint Process.

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

EDUCATION OF MIGRANT YOUTH

A student's migratory status shall not preclude a student from enrolling in a Rocketship Education Tennessee.

Rocketship Education Tennessee shall screen all enrolled students annually using the Occupational Survey to identify any students that may qualify for services through the Tennessee Migrant Education Program. Rocketship Education Tennessee will also provide migratory children with the opportunity to meet the same statewide assessment standards that all students are expected to meet.

SCHOOL MEALS NON-DISCRIMINATION NOTICE

Rocketship is an equal opportunity provider of student meals.

Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies prohibit Rocketship Charter School from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the state or local agency that administers the program or contact USDA through the Telecommunications Relay Service at 711 (voice and TTY). Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form, which can be obtained online at: https://www.usda.gov/sites/default/files/documents/ad-3027.pdf, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or
fax: (833) 256-1665 or (202) 690-7442; or
email: Program.Intake@usda.gov

All 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. Rocketship will report complaints received about discrimination or harassment in the School Meal Programs to the appropriate state and federal agencies as required by law.

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 to 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 though 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.

TEACHER QUALIFICATION INFORMATION

As Rocketship receives Title I federal funds through the Elementary and Secondary Education Act (ESEA), as reauthorized and amended by the Every Student Succeeds Act (ESSA), all parents/guardians of students attending Rocketship may request information regarding the professional qualifications of classroom teachers and/or paraprofessionals, including at a minimum:

- Whether the student's teacher:
    - Has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
    - Is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived; and
    - Is teaching in the field of discipline of the certification of the teacher; and

- Whether the child is provided services by paraprofessionals and, if so, their qualifications.

Upon request, Rocketship will provide the information to the parents/guardians in a timely manner. Parents/guardians may contact the Executive Director to obtain this information.

TITLE IX COMPLAINT PROCESS

Rocketship values the concerns of our parents, staff, students, and community members and takes all concerns and complaints seriously.

Rocketship's comprehensive Title IX Policy and Grievance Procedures, which contain the rules and procedures for reporting sexual harassment and for pursuing available remedies, may be found on Rocketship's website. The below offers a brief overview.

Complaints under Title IX
Inquiries about the application of Title IX and 34 C.F.R. Part 106 may be referred to Rocketship's Title IX Compliance and Civil Rights Officer, to the Assistant Secretary for Civil Rights of the U.S. Department of Education, or both.

If a student or parent/guardian believes they or someone else has experienced sexual discrimination or harassment at school, they should report the concern as soon as possible. All complaints and reports of sex discrimination or sexual harassment should be submitted to our Title IX Coordinator, who can be reached at:

Title IX Compliance and Civil Rights Officer
2001 Gateway Place, Ste. 230E
San Jose, CA 95110
rthukral@rsed.org

An investigation of those complaints is conducted promptly and impartially.

Supportive Measures
Once an allegation of Title IX discrimination, sexual harassment, or retaliation has been received, the school designee and/or Title IX Compliance and Civil Rights Officer/designee will offer individualized supportive measures to ensure the safety of the parties involved and the safety of the educational environment, to restore or preserve equal access to Rocketship's education program or activity, and to provide support during the investigation and resolution process.

Examples of supportive measures include, but are not limited to designating a staff member to serve as that complainant's "safe" person, altering the respondent/complainant's seating or schedule to reduce access between the respondent and the complainant, creating individual safety plans, and possible consultation with the school's professional mental health service providers.

Investigation, Determination of Responsibility and Remedies
The respondent is presumed not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process. The investigation will be conducted by

the Title IX Compliance and Civil Rights Officer/designee in a prompt and equitable manner to remedy the alleged violation. Rocketship will use a preponderance of the evidence standard (i.e., more likely than not that harassment occurred) when resolving complaints. If the Title IX Compliance and Civil Rights Officer/ designee determine an incident of discrimination, sexual harassment, or retaliation has occurred, prompt and effective steps will be taken to end the unlawful conduct, eliminate its effects, prevent recurrence of an incident, and restore the safety of the complainant.

For additional information, please see Rocketship's Title IX Policy and Grievance Procedures available on Rocketship's website.

TITLE I PARENT INVOLVEMENT

Parent involvement is one of the three pillars of Rocketship. We work directly with parents, helping them become leaders at home, in the school, and in their communities. Our commitment to parent engagement is reinforced through our Title I Parent Involvement Initiatives.

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

- Gathering and disseminating to parents for review the following materials: the Title I Parental Involvement Policy and the Title I school-parent compact. These materials will be disseminated to parents during one of the school's fall community meetings or at fall parent/teacher conferences.
- Soliciting written and oral input from parents through regularly scheduled community meetings, parent/teacher conference feedback and regular written communications with parents. Schools will distribute the Title I policy through the Parent/Student Handbook and/or at community meetings throughout the school year.

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

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

- All parents are invited to participate in the annual review of the school's Title I programs. All flyers and notices about the meetings are disseminated by classroom and school newsletters, email, calls, and website posts. Each year the school holds at least two (2) meetings to review, elaborate, edit, and add goals to school programs and plans. The plan may also be discussed at meetings of the School Site Council.

- Rocketship schools provide the necessary coordination, technical assistance, flexibility, and other support to assist Title I schools in planning and implementing effective parental involvement activities to improve student academic achievement and school performance. The school will offer monthly community meetings, workshops, and additional activities for parents. The parents will vote at community meetings held either at the end of the school year (for the following year) or at the beginning of the year (for current year) to give input on the content of community meetings and any additional workshops they would like to have. Parents who cannot attend the meetings will be invited to give input through a survey, letter, email, or call to their Title I teacher.
- If the schoolwide plan is not satisfactory to the parents of participating children, Rocketship shall submit any parent comments on the plan when the school makes the plan available.
- Rocketship schools involve parents of Title I students in an organized, ongoing, and timely way, in the planning, review, and improvement of the school's Title I programs and the Title I parental involvement policy using the measures described above.
- Rocketship schools provide parents of Title I students with timely information about Title I programs through school and classroom newsletters, parent-teacher home visits, parent- teacher conferences, family events and exhibition nights, and community meetings and leadership training.
- Rocketship schools build the capacity of parents/guardians for strong parent involvement. Each school provides parents of Title I students with an explanation of the curriculum used at the school, the assessments used to measure student progress, and the proficiency levels students are expected to meet. Schools will also provide parents/guardians with assistance on how to monitor their children's progress and work with educators to improve the achievement of their children. The school shall ensure that this information is communicated to parents/guardians in a format and, to the extent practicable, language that the parent/guardian can understand.
- Rocketship schools provide opportunities for regular meetings that allow the parents to participate in decisions relating to the education of their children. This happens through community meetings, parent-teacher conferences, home visits, and school and classroom newsletters.
- If requested by parents, and to the extent not covered by any of the above options, Rocketship will provide opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions as soon as practicably possible.
- Rocketship, with the assistance of its parents, will educate its teachers, school leaders and other school staff how to reach out to, communicate with, and value parents as equal partners in their children's education. The school shall inform parents/guardians of the existence of parent resource centers in the state that provide training, information, and support to parent/guardians.

This policy will be updated periodically to meet changing needs of parents and the school.

School-Parent Compact

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

The compact will permit parents to communicate obstacles to parental involvement, and Rocketship will consider discussing available resources with parents as required and appropriate.

Building Capacity for Involvement

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

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

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

SCHOOL-PARENT COMPACT

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

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

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

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

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

NOTIFICATION OF RIGHTS UNDER COPPA

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

Under COPPA, each software provider or website operator must maintain the confidentiality of the information collected and must provide parental notification and obtain parental consent before collecting personal information from children under the age of 13. The law permits schools such as ours to consent to the collection of personal information on behalf of all of its students, thereby eliminating the need for individual parental consent given directly to the web site operator. For more information on COPPA,

please visit https://www.ftc.gov/business-guidance/resources/complying-coppa-frequently-asked-questions.

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

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

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

NOTIFICATION OF RIGHTS UNDER PPRA

The Protection of Pupil Rights Amendment (PPRA) affords parents of elementary and secondary students certain rights regarding the conduct of surveys, collection and use of information for marketing purposes, and certain physical exams.
These include, but are not limited to, the right to:

- Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("Protected Information Survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)–
    1. Political affiliations or beliefs of the student or student's parent;
    2. Mental or psychological problems of the student or student's family;
    3. Sex behavior or attitudes;
    4. Illegal, anti-social, self-incriminating, or demeaning behavior;
    5. Critical appraisals of others with whom respondents have close family relationships;
    6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
    7. Religious practices, affiliations, or beliefs of the student or student's parent; or
    8. Income, other than as required by law to determine program eligibility.

- Receive notice and an opportunity to opt a student out of –
    1. Any other protected information survey, regardless of funding;
    2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis

screenings, or any physical exam or screening permitted or required under State law; and

3. Activities involving collection, disclosure, or use of personal information collected from students for marketing or to sell or otherwise distribute the information to others. (This does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions.)

- Inspect, upon request and before administration or use –
    1. Protected information surveys of students and surveys created by a third party;
    2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
    3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

Rocketship Education has developed and adopted policies regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Rocketship Education will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. Rocketship Education will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation in the specific activity or survey. Rocketship Education will make this notification to parents at the beginning of the school year if it has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. The following is a list of the specific activities and surveys covered under this direct notification requirement:

- Collection, disclosure, or use of personal information collected from students for marketing, sales, or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with the:

Student Privacy Policy Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202

This policy is intended to also fulfill the requirements and obligations set forth under T.C.A. § 49-2-211.

NOTIFICATION UNDER THE ASBESTOS HAZARD EMERGENCY RESPONSE ACT

Rocketship Education complies with all relevant laws by maintaining an asbestos management plan for any buildings we occupy, whether owned or leased, that contain asbestos-containing materials. This plan includes routine inspections and proactive communication with families and staff regarding any asbestos-related activities within the school.

CLUBS AND ORGANIZATIONS

Rocketship Schools may provide a range of clubs and organizations and availability may vary throughout the year and from season to season.

At the time this handbook was approved and printed, there are no activities, clubs, or organizations confirmed for this school year.

Please note that this list is subject to change after the printing of this handbook. For the most current information, families should contact their school directly.

For information about school athletics, families should contact their school directly.

ADDITIONAL MEDICAL NOTICES AND INFORMATION

Meningitis and Influenza
Tennessee Code 49-6-5005 requires schools to notify families about meningococcal and Influenza diseases and the effectiveness of vaccinations at the beginning of every school year. This notice serves as that required notification.

For medical professional information about the cause, symptoms and vaccinations please visit the Tennessee State Department of Health at https://www.tn.gov/health, or the federal Center for Disease Control at CDC.gov. At the time this handbook was approved and printed, the Center for Disease Control has the available resources on their website:

- **Influenza (Flu) Vaccine (Inactivated or Recombinant): What you need to know,** https://www.cdc.gov/vaccines/hcp/current-vis/downloads/flu.pdf

- **Meningococcal ACWY Vaccine: What You Need to Know,**
  https://www.cdc.gov/vaccines/hcp/current-vis/downloads/mening.pdf

Diabetes

Tennessee PC 172 requires schools to provide parents or guardians with information about Type 1 and Type 2 diabetes published by the Tennessee Department of Education. This notice serves as the provision of that information.

At the time this handbook was approved and printed, the Tennessee Department of Education has the available resources on their website:

- Diabetes Information Sheet: https://docs.wcs.edu/pdf/health/TDOE-Diabetes-Infosheet.pdf
- Diabetes Information Sheet Spanish : https://docs.wcs.edu/pdf/health/TDOE-Diabetes-Infosheet-Spanish
- published by the department of education in cooperation with the department of health to learn about diabetes.

STUDENT SURVEYS, ANALYSIS AND/OR EVALUATION

Parent or guardian consent may be required when a survey asks students about certain personal, sensitive, or protected topics or collects certain types of personal information. When consent is required, we will provide families with clear information about the survey, including its purpose, how the information will be used, and who may have access to it. Parents and guardians will have an opportunity to review the survey before their child participates and will be asked to provide consent when required by law.

Surveys, analyses, or evaluations that are fully related to classroom instruction and are used to evaluate the effectiveness of an instructional curriculum may be administered as part of classroom instruction without separate written parental consent. Parents and guardians may still review these materials before they are given to their child.

RSED-TN follows all state and federal privacy laws to protect our students and maintain the trust of our families.

TENNESSEE CHARTER SCHOOL COMMISSION ADDENDUM

Rocketship Nashville Northeast Elementary (RNNE) and Rocketship Dream Community Prep are charter schools authorized by the Tennessee Public Charter School Commission (TPCSC), which serves as the overseeing school district. This notice provides important contact information for the school district as well as a link to school district resources and information for parents and students.

The Tennessee Public Charter School Commission has school district policies and procedures that apply to all of its schools. These policies and procedures, along with additional information about the school district and its schools are located on its website.

Tennessee Public Charter School Commission District Staff:

- Executive Director: Tess Stovall (Tess.Stovall@tn.gov)
- General Counsel: Ashley Thomas (Ashley.Thomas2@tn.gov)
- Director of External Affairs: Hayden Pendergrass (Hayden.Pendergrass@tn.gov)
- Director of Finance and Operations: Lawrence Walker (Lawrence.Walker@tn.gov)
- Director of School Programs and Supports: Maggie Stampley (Maggie.Stampley@tn.gov)
- Exceptional Education Coordinator: Katie Bridges (Katie.Bridges@tn.gov)
- District Migrant, Homeless, Foster Care Liaison: Ariana Cahoon (Ariana.Cahoon@tn.gov)
- School Programs Coordinator: Claire Seguin (Claire.Seguin@tn.gov)
- English Learner Program Coordinator: John Bowyer (John.Bowyer@tn.gov)

Contact Information for TPSCS:

Tennessee Public Charter School Commission
500 James Robertson Parkway, 8th Floor
Nashville, TN 37243
Main Phone: (615) 532-6245
Email: Charter.Commission@tn.gov
Website: https://www.tn.gov/tn-public-charter-school-commission.html

NOTICE: Right to Request Translation of District Information

Parents and families of students enrolled in Tennessee Public Charter School Commission authorized charter schools may request district information to be translated into their primary language (if other than English). District information may include the Charter Commission district policies, procedures, and notices made available to the public.

Parents or family members who wish to request translated district information should email their request, including the title of the document they wish to have translated to the contact information below. Please note that translation of district information may take up to several weeks and will be provided as soon as possible after a request is received.

John Bowyer
English Learner Program Coordinator
John.Bowyer@tn.gov
629-259-4463

ROCKETSHIP UNITED ACADEMY ADDENDUM

SCHOOL SITE

Rocketship United Academy
320 Plus Park Blvd
Nashville, TN 37217

Principal: Benjamin Smith
Office Manager: Chardonnay Campos
Email: bsmith@rsed.org
Office Phone: 615-712-7499

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

SCHOOL SCHEDULE

Monday-Friday
7:45 am - Start of school day
3:30 pm - End of the school day

OFFICE HOURS

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

Front Office Hours: 8:00 am – 2:30 pm.
*The Front Office closes one hour prior to dismissal.
Email requests: chcampos@rsed.org

Please allow 3 business days for all requests.

ROCKETEER CORE VALUES AND CREED

Rocketship United Academy
Five Core Values: Responsibility, Respect, Empathy, Persistence, and Gratitude.
Creed:

I am a Rocketship Rocketeer
At home, at school, and in my community
I am respectful of myself, my neighbors, and the environment

I am responsible for my learning, and actions
I show empathy and gratitude for the world
We celebrate our similarities and differences
Together we're all Rocketship Rocketeers!

STUDENT DRESS CODE

The Rocketship United Academy uniform consists of:

- any appropriately sized khaki bottom including pants, shorts, dress, skirt, or skorts,
- a Rocketship uniform shirt or a dark purple shirt.
- any sweaters and jackets must be solid colored gray, black, or purple when worn inside the school building.
- comfortable closed toe shoes that do not restrict a student's ability to participate in physical education or other activities. Shoes without laces and/or sandals are not considered to be safe or appropriate for school.

For information on where to purchase Rocketship branded uniform shirts please contact your student' teacher or the school's Office Manager. Families are not required to purchase this item as long as the student otherwise complies with the dress code by wearing a dark purple shirt (without the Rocketship logo).

SECTION 504

To support the coordination of services and compliance with Section 504, Rocketship designates a knowledgeable Rocketship staff member as the Section 504 Coordinator. Your school's Section 504 Coordinator is:

Ashley Love
AP of Special Populations
ALove@rsed.org

SAFETY PLANS

Primary and Secondary Evacuation Sites

Rocketship United Academy's primary evacuation site is located at the Rocketship Regional Office- 311 Plus Park BLVD Nashville, TN 37217 .

Our secondary evacuation site is located off campus at Rocketship Nashville Northeast, 2526 Dickerson Pike Nashville, TN 37207. If there is a disaster at the school site or the campus is unsafe for some reason, we will evacuate to this site and parents/guardians will be notified via email/phone call providing additional information.

During an emergency dismissal, we may ask parents to meet us at this secondary evacuation site. Please be familiar with this location so you know where to go in case of an emergency dismissal.

ROCKETSHIP NASHVILLE NORTHEAST ELEMENTARY ADDENDUM

SCHOOL SITE

Rocketship Nashville Northeast Elementary
2526 Dickerson Pike
Nashville, TN 37207

Principal: Ashley Edwards
Office Manager: Arlynda Watts
Email: aedwards@rsed.org
Office Phone: 615-489-4243

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

SCHOOL SCHEDULE

Monday-Friday
7:45 am - Start of school day
3:30 pm - End of the school day

OFFICE HOURS

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

Front Office Hours: 8:00 am – 2:30 pm.
*The Front Office closes one hour prior to dismissal.
Email requests: awatts@rsed.org

Please allow 3 business days for all requests.

ROCKETEER CORE VALUES AND CREED

Rocketship Nashville Northeast Elementary
Five Core Values: Responsibility, Respect, Empathy, Persistence, and Love
Creed:

I am a Rocketship Rocketeer
At home, at school, and in my community
I am respectful of myself, my neighbors, and the environment
I am responsible for my learning and actions

I show love to myself, my family, and the community
I have empathy for our world and I am persistent in attaining excellence
Together, we are all Rocketship Rocketeers!

STUDENT DRESS CODE

The Rocketship Nashville Northeast Elementary uniform consists of:

- any appropriately sized khaki bottom including pants, shorts, dress, skirt, or skorts,
- a Rocketship uniform shirt or a dark purple shirt.
- any sweaters and jackets must be solid colored gray, black, or purple when worn inside the school building.
- comfortable closed toe shoes that do not restrict a student's ability to participate in physical education or other activities. Shoes without laces and/or sandals are not considered to be safe or appropriate for school.

For information on where to purchase Rocketship branded uniform shirts please contact your student' teacher or the school's Office Manager. Families are not required to purchase this item as long as the student otherwise complies with the dress code by wearing a dark purple shirt (without the Rocketship logo).

SECTION 504

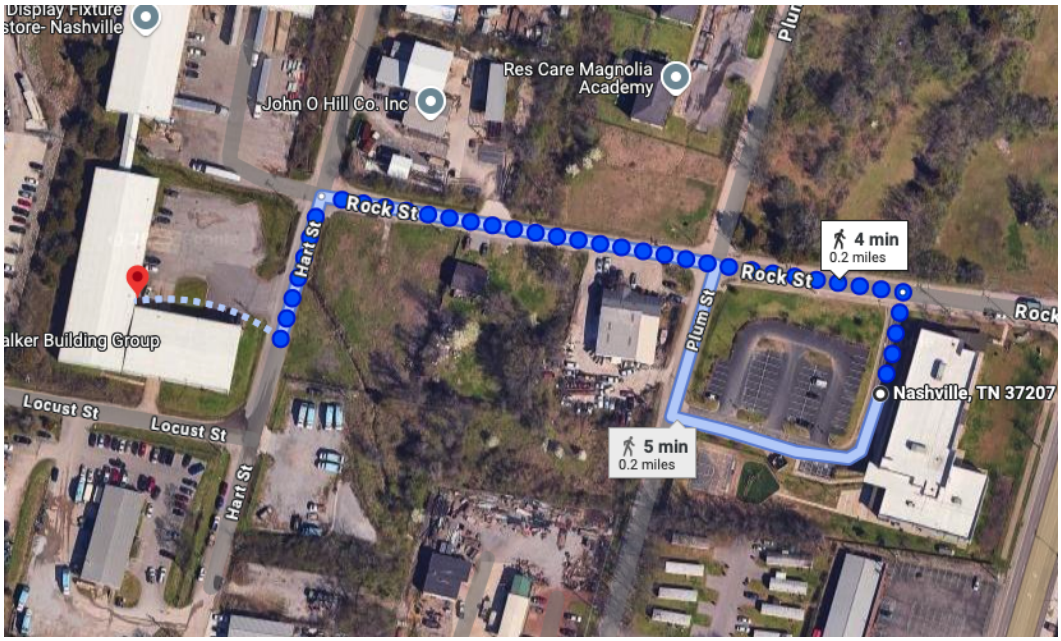
To support the coordination of services and compliance with Section 504, Rocketship designates a knowledgeable Rocketship staff member as the Section 504 Coordinator. Your school's Section 504 Coordinator is:

Daijah Washington
Dean of Culture
dwashington@rsed.org

SAFETY PLANS

Primary and Secondary Evacuation Sites

Rocketship Nashville Northeast Elementary's primary evacuation site is located at Warehouse Pro- 2600 Hart St, Nashville, TN 37207.



Our secondary evacuation site is located off campus at Rocketship United Academy- 320 Plus Park Blvd Nashville, TN 37217. If there is a disaster at the school site or the campus is unsafe for some reason, we will evacuate to this site and parents/guardians will be notified via email/phone call providing additional information.

Please be familiar with this location so you know where to go in case of an emergency dismissal.

ROCKETSHIP DREAM COMMUNITY PREP ADDENDUM

SCHOOL SITE

Rocketship Dream Community Prep
5450 Mt View Rd
Antioch, TN 37013

Principal: Antigua Joseph-Woods
Office Manager: Elizabeth Ayala
Email: ajosephwoods@rsed.org
Office Phone: 615-637-2210

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

SCHOOL SCHEDULE

Monday to Friday
7:45 am - Start of school day
3:30 pm - End of the school day

OFFICE HOURS

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

Front Office Hours: 8:00 am – 2:30 pm.
*The Front Office closes one hour prior to dismissal.
Email requests: eayala@rsed.org

Please allow 3 business days for all requests.

ROCKETEER CORE VALUES AND CREED

Rocketship Dream Community Prep
Five Core Values: Responsibility, Respect, Empathy, Persistence, and Harmony
Creed:

I am a Rocketship Rocketeer at home, at school, and in my community
I am respectful of myself, my neighbors, and the environment
I am responsible for my learning and actions

I work in harmony with my peers and my community
I show empathy for the world, and
I am persistent in attaining success
Together we're all Rocketship Rocketeers!

STUDENT DRESS CODE

The Rocketship Dream Community Prep uniform consists of:

- any appropriately sized khaki bottom including pants, shorts, dress, skirt, or skorts,
- a Rocketship uniform shirt or a dark purple shirt.
- any sweaters and jackets must be solid colored gray, black, or purple when worn inside the school building.
- comfortable closed toe shoes that do not restrict a student's ability to participate in physical education or other activities. Shoes without laces and/or sandals are not considered to be safe or appropriate for school.

For information on where to purchase Rocketship branded uniform shirts please contact your student' teacher or the school's Office Manager. Families are not required to purchase this item as long as the student otherwise complies with the dress code by wearing a dark purple shirt (without the Rocketship logo).

SECTION 504

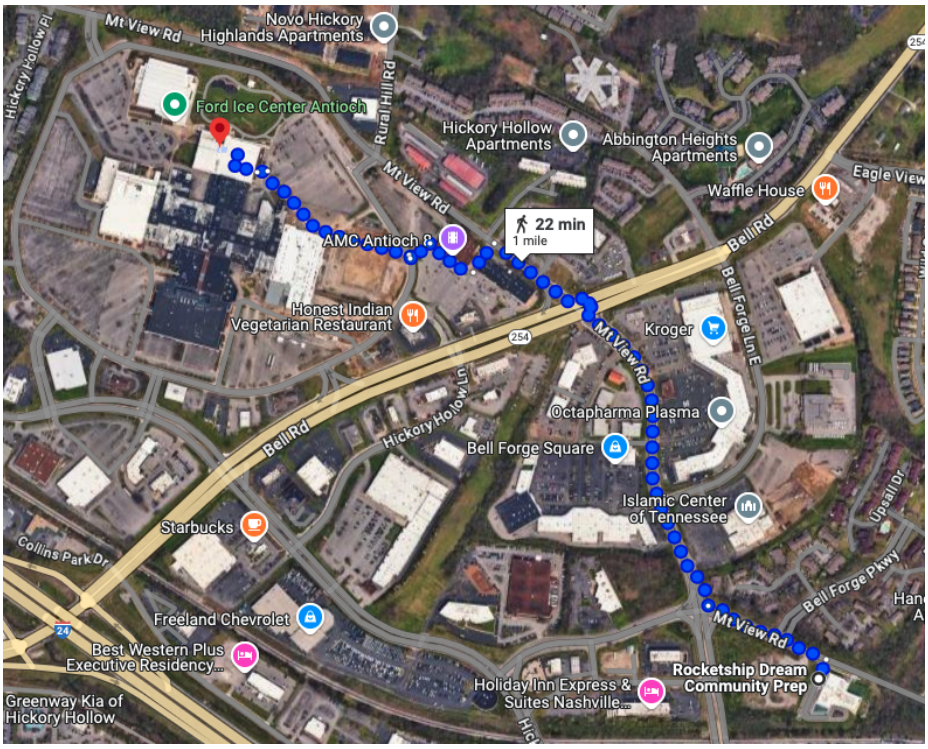
To support the coordination of services and compliance with Section 504, Rocketship designates a knowledgeable Rocketship staff member as the Section 504 Coordinator. Your school's Section 504 Coordinator is:

Jenelle Robinson
AP of Special Populations
jerobinson@rsed.org

SAFETY PLANS

Primary and Secondary Evacuation Sites

Rocketship Dream Community Prep's primary evacuation site is located at Southeast Community Center-5260 Hickory Hollow Parkway, Antioch TN, 37013.



Our secondary evacuation site is located off campus at Rocketship United Academy- 320 Plus Park Blvd Nashville, TN 37217. If there is a disaster at the school site or the campus is unsafe for some reason, we will evacuate to this site and parents/guardians will be notified via email/phone call providing additional information.

Please be familiar with this location so you know where to go in case of an emergency dismissal.