

Rocketship Public Schools Campus Supervision Policies

Includes Student Release Policy, Late Pick-Up Policy,
Campus Access and Visitor Policy and, Volunteer Policy



STUDENT RELEASE POLICY

All Regions

Rocketship will make every effort to ensure that all students get home safely when they leave school each day. This policy addresses dismissal cards; emergency cards; authorizing individuals to pick up a child; emergency dismissal; and Protection of Students.

I. Dismissal Cards

At or before the beginning of the school year, parents/guardians shall be issued a Dismissal Card with the student's name, grade, and homeroom. Parent/guardians or other individuals authorized to pick up a child (see below) will display this card to school staff during dismissal. If a parent/guardian or other authorized individual forgets to bring the Dismissal Card to dismissal, they will need to check in with the front office and get a new Dismissal Card or a temporary pass.

II. Emergency Cards

At the beginning of the school year, parent/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 regularly pick them up from school unless the parent/guardian indicates otherwise. At any time during the year, parents/guardians may request to update the Emergency Card. Upon updating the Emergency Card, all previous versions become void.

III. Authorizing Individuals to Pick Up a Child

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

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

Rocketship recognizes that there will be situations in which a person not listed on the Emergency Contact Card will need to pick the student up from school. In these rare instances, the parent/guardian

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

IV. Emergency Dismissal

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

V. Protection of Students

Rocketship is responsible for protecting the health and safety of all 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, 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 POLICY

All Regions

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

I. Notifying the School

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

II. Late Pick-Ups

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

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

III. Extremely Late Pick-Up

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

IV. Recurring Late Pick-Ups

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

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

Campus Access and Visitor Policy

Region(s): ALL

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

I. Campus Access Points

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

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

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

II. Loitering

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

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

III. Visitor Registration and Passes/Badges

- All visitors (including Rocketship Public Schools regional and national staff members) are required to register with the front office immediately upon entering any school building or grounds at any time that students are in the building. Schools will be required to provide a sign-in sheet for any event held on campus.
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- The Principal, or designee, may refuse to register an outsider if he or she has a reasonable basis for concluding that the visitor's presence or acts would disrupt the school, its students, its teachers, or its other employees; would result in damage to property; or would result in the distribution or use of unlawful or controlled substance.

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

IV. Arranging for a Campus Visit

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

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

V. Visitor Conduct

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

VI. Barring Individuals From Campus

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

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

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

VII. Refusal to Leave Campus

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

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

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

Approved by Rocketship Education Board of Directors, Inc. 5/19/2016

Approved by Rocketship Education Board of Directors Wisconsin 10/11/2016

Approved by the Rocketship Education, D.C., Public Charter School, Inc. Board of Trustees 5/25/2016

Revised: 7/1/2020



VOLUNTEER CLEARANCE POLICY

California

Rocketship greatly appreciates having individuals volunteer on campus and at Rocketship-sponsored events. Engaged parents and community members are part of Rocketship's model and critical to the long-term success of Rocketship students.

Because Rocketship is deeply committed to ensuring the safety of all students, any individual who chooses to volunteer at a Rocketship school during the school day, or on or off campus at Rocketship-sponsored events, must apply to become a volunteer and undergo any necessary background check procedures in accordance with this policy. All individuals who volunteer on campus must abide by the standards and procedures set forth in Rocketship's Campus Access and Visitor Policy.

This policy outlines volunteer positions that require criminal background checks; standards for serving as a volunteer; procedures for obtaining a valid background check; duration of background checks; and penalties for providing false information.

I. Mandatory Background Checks

Meghan's Law Clearance

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

Criminal Background Checks

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

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

II. Disqualification

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

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

III. Minor Volunteer Requirements

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

- A Volunteer Application signed by the Minor Volunteer and the Minor Volunteer's parent/guardian.
- Rocketship alumni will need one letter of recommendation from a teacher/school leader at their current school, plus a letter of recommendation from a former Rocketship teacher or school leader.
- Minor Volunteers who are not Rocketship alumni will need two letters of recommendation from teachers/school leaders at their current school.
- 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.

IV. Tuberculosis Testing

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

This policy is adopted by the Board of Directors of Rocketship Education, Inc.

Date: 8/30/16

Signed 
Frederick Ferrer, Board President
Rocketship Education