



**MOT CHARTER**

K-12 • Arts, Science & Technology

**High School Family Handbook**  
**2019-2020**

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## TABLE OF CONTENTS

<p>SCHOOL OVERVIEW ..... 3</p> <p style="padding-left: 20px;">About MOT Charter School ..... 3</p> <p style="padding-left: 20px;">MOT Charter School Mission ..... 3</p> <p style="padding-left: 20px;">Essentials for Success at MOT Charter ..... 3</p> <p style="padding-left: 20px;">Instructional Day ..... 3</p> <p style="padding-left: 20px;">Administrative Office Hours ..... 4</p> <p>ACADEMICS ..... 4</p> <p style="padding-left: 20px;">Core Coursework ..... 4</p> <p style="padding-left: 20px;">Academic and Conduct Review Board ..... 4</p> <p style="padding-left: 20px;">Class Preparation &amp; Homework ..... 4</p> <p style="padding-left: 20px;">Promotion to the Next Grade ..... 5</p> <p style="padding-left: 20px;">Report Cards and Progress Reports ..... 5</p> <p>ATTENDANCE ..... 5</p> <p style="padding-left: 20px;">Excused Absences ..... 5</p> <p style="padding-left: 20px;">Unexcused Absences ..... 6</p> <p style="padding-left: 20px;">Late Arrivals and Early Dismissals ..... 7</p> <p>ASBESTOS NOTICE (AHERA) ..... 7</p> <p>CLOSED CAMPUS ..... 7</p> <p>DRESS CODE ..... 7</p> <p style="padding-left: 20px;">Acceptable Uniform Shirt ..... 8</p> <p style="padding-left: 20px;">Acceptable Bottoms ..... 8</p> <p style="padding-left: 20px;">Physical Education Dress Code ..... 8</p> <p style="padding-left: 20px;">Shoes and Socks ..... 8</p> <p style="padding-left: 20px;">Sweatshirts and Sweaters ..... 8</p> <p style="padding-left: 20px;">Accessories ..... 8</p> <p style="padding-left: 20px;">Backpacks ..... 9</p> <p style="padding-left: 20px;">Consequences ..... 9</p> <p>DRIVING PRIVILEGES ..... 9</p> <p>EXTRACURRICULAR ACTIVITIES ..... 9</p> <p style="padding-left: 20px;">Athletics ..... 9</p> <p style="padding-left: 20px;">After School Clubs ..... 10</p> <p style="padding-left: 20px;">National Honor Societies ..... 10</p> <p>FIELD TRIPS ..... 10</p> <p>FOOD AND DRINK ..... 11</p>	<p>HEALTH AND SAFETY ..... 11</p> <p style="padding-left: 20px;">Medical ..... 11</p> <p style="padding-left: 20px;">Drug Policy ..... 13</p> <p style="padding-left: 20px;">Possession of Firearms ..... 14</p> <p style="padding-left: 20px;">Possession and Searches ..... 15</p> <p style="padding-left: 20px;">Tobacco-free Policy ..... 15</p> <p>LOST AND FOUND ..... 16</p> <p>PROHIBITED ITEMS ..... 16</p> <p>PARENTAL INVOLVEMENT ..... 16</p> <p style="padding-left: 20px;">Volunteering ..... 16</p> <p style="padding-left: 20px;">Parent/Guardian Teacher Organization (PTO) ..... 16</p> <p style="padding-left: 20px;">Communicating with Students ..... 17</p> <p style="padding-left: 20px;">Home-School Communications ..... 17</p> <p>SCHOOL CLOSINGS ..... 17</p> <p>SCHOOL VISITORS ..... 18</p> <p>SPECIAL EDUCATION STUDENTS ..... 18</p> <p>STUDENT ARRIVAL AND DEPARTURE ..... 18</p> <p style="padding-left: 20px;">Morning Arrival Procedures ..... 18</p> <p style="padding-left: 20px;">Afternoon Dismissal Procedures ..... 18</p> <p style="padding-left: 20px;">Release of Students ..... 18</p> <p style="padding-left: 20px;">After School Activities ..... 18</p> <p>STUDENT RECORDS ..... 18</p> <p>TEXTBOOKS &amp; INSTRUCTIONAL MATERIALS ..... 19</p> <p>USE OF ELECTRONIC DEVICES ..... 19</p> <p>LOCKERS ..... 20</p> <p>MOT CHARTER SCHOOL STANDARDS OF CONDUCT ..... 20</p> <p style="padding-left: 20px;">Philosophy ..... 20</p> <p style="padding-left: 20px;">Progressive Discipline Approach ..... 21</p> <p style="padding-left: 20px;">Disciplinary Consequences ..... 22</p> <p style="padding-left: 20px;">Behavior Accountability ..... 22</p> <p style="padding-left: 20px;">General Conduct Standards ..... 24</p> <p style="padding-left: 20px;">Specific Conduct Standards ..... 24</p> <p style="padding-left: 20px;">Common Conduct Definitions ..... 28</p>
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Right to Hearing.....	28
Appeals for Suspensions and Expulsions.....	28
Mandatory Reporting.....	29
POLICIES AND PROCEDURES.....	30
ANTI-HARASSMENT POLICY .....	30
BULLYING PREVENTION POLICY .....	30
Definition of Bullying.....	31
School-wide Bully Prevention Program.....	32
Observations or other Complaints of Bullying ..	32
Reporting Requirements .....	32
Investigative Procedures.....	33
Classroom Supervision .....	33
Consequences for Bullying .....	33
Training.....	34
Notification of Parent/Guardians .....	34
Retaliation .....	34
Procedure to Communicate with Medical and Mental Health Professionals .....	35
Implementation.....	35
Defenses .....	35
Relationship to School Crime Reporting Law ....	35
School Ombudsperson Information.....	35
Social Media and Electronic Media .....	35
BUS SAFETY POLICY.....	35
Student’s Personal Items on the School Bus.....	37
NOTIFICATION OF SEX OFFENDERS.....	37
POLICY ON SUICIDE PREVENTION .....	37
TECHNOLOGY USE POLICY .....	38
TEEN DATING VIOLENCE AND SEXUAL ASSUALT POLICY .....	39

## SCHOOL OVERVIEW

### About MOT Charter School

MOT Charter School is a public charter school founded in 2002 by a group of parents and educators wanting to be more involved in their children's education. MOT Charter now serves students in grades K-12.

The founders of the school are committed to choice in public education and strongly believe in building level leadership. MOT Charter School provides a challenging curriculum in a safe and nurturing environment where all children have the opportunity to learn and flourish. By utilizing diverse teaching techniques and exposing students to a wide variety of educational experiences, we ensure that each student participates in, understands, and enjoys the process of learning.

### MOT Charter School Mission

With a rigorous curriculum built around problem solving and collaboration, our mission is to grow students into creative, intuitive, and analytical thinkers and equip them with the tools and desire to benefit their communities.

At MOT Charter ...

A strong school community enables every child to reach his or her academic potential.

Character development and personal responsibility form the basis for learning. Every action at MOT Charter is measured against our values of kindness, respect and responsibility.

Students are empowered and expected to be accountable for their own learning.

Parents/Guardians are invited and expected to be actively engaged in their children's education.

## Essentials for Success at MOT Charter

**INTELLECTUAL CURIOSITY.** Students must possess an intense desire to learn and an inquisitiveness in the world around them.

**SELF-MOTIVATION.** Students must possess the ability and desire to strive toward the goals they have set without outside control, punishment or reward.

**SELF-CONTROL.** Students must exercise the ability to control one's actions and emotions under adverse conditions.

We work hard to achieve **MORE!**

**Mindset for Learning.**

- We are focused and forward thinking.
- College here we come!

**Organized.**

- We maintain a structure and protocol for keeping track of our responsibilities and our work.

**Resilient.**

- We will stay the course, even when it is hard.
- We will work through frustration and not give up!

**Engaged.**

- We will be present in mind and body in all of our classes.
- We will positively contribute to our groups, ask great questions and engage our brains — every day!

## Instructional Day

The high school campus doors open at 7:15 a.m. – please do not drop off students at campus prior to this time. The instructional day begins at 7:25 a.m. and ends at 2:25 p.m. Students may not stay past the instructional day unless they are in a supervised activity.

## Administrative Office Hours

School days during the year: 6:30 a.m. – 3:30 p.m.

School breaks: 7:00 a.m. – 3:00 p.m.

Administrative offices are generally closed on the following holidays:

- Labor Day
- Columbus Day
- Veteran's Day
- Thanksgiving, Wednesday –Friday
- Christmas Eve and Christmas Day
- New Year's Day
- Martin Luther King, Jr. Day
- Presidents' Day
- Friday prior to Spring Break
- Memorial Day
- 4<sup>th</sup> of July

## ACADEMICS

### Core Coursework

Each student will graduate with **no less than 28 credits:**

The following minimum credits must be earned:

Math – 4	World Language - 3
Science – 4	Social Studies - 4
English – 4	Physical Education – 1
Major – 3-4	Health - 0.5
Elective – 3-4.5	Technology - 1

Students carry an 8 course class load each year.

### Academic/Conduct Review Board

An Academic/Conduct Review Board will be convened at the end of each marking period for students failing one or more subjects, who have been referred for a major behavioral offense, or for an accumulation of demerits.

Members of the Academic/Conduct Review Board may include:

- High School Administrators
- Staff members selected by administration and/or the student
- Counselors
- Peers (if appropriate)

A parent/guardian will be required to accompany their student to the Academic/Conduct Review Board. The student will be permitted to make a statement and provide materials to the Board.

After hearing all sides of the issue, the Academic/Conduct Review Board will, by simple majority, make a recommendation for action to the Head of School. Recommendations may include:

1. Restrictions on extra-curricular activities, including athletics & field trips (academic probation)
2. Credit denial / Repeating of course(s)
3. Mandatory tutoring – at the parent's/guardian's expense
4. Counseling
5. Suspension
6. Expulsion

### Class Preparation & Homework

Students should expect a minimum of 2 hours of study outside of class time each day. **Students are encouraged to use daily advisory time (40 minutes) to complete assignments, therefore lessening the needed amount of time at home.** Independent work, study, and research will be necessary to reinforce and extend student learning, and to ensure that students arrive at school each day prepared to succeed.

## Promotion Policy

Students must earn a minimum of 28 credits to graduate, 5 of which must be earned in their senior year. In order to advance to the next grade students need to have accumulated the following:

- 10<sup>th</sup> grade - 7 credits
- 11<sup>th</sup> grade - 14 credits
- 12<sup>th</sup> grade - 20 credits

The school also considers whether the student is on track to meet the minimum required courses, attendance records, special needs or circumstances along with overall considerations for student success. Transcripts from other high schools will be evaluated on an individual basis.

## Report Cards and Progress Reports

Report cards will be issued to all students on a quarterly basis. Progress reports will be issued at the mid-point of each marking period. All documents will be posted electronically to Home Access Center (HAC). Grades are available daily on Schoology. Families are encouraged to log in to Schoology prior to the end of an interim or marking period. Please contact the front office if you need another copy of your passcode for HAC or for Schoology, or if you are unable to access the Internet to monitor your child's progress.

## ATTENDANCE

Parents of MOT Charter School students are expected to support the school's mission by ensuring that their children arrive at school on time, remain in school for a full day, and minimize the number of days the student is absent from school. Students who come to school on time and have good attendance are able to learn more, keep up with assignments, engage in the school culture and community, and take advantage of all that MOT has to offer. Forming responsible habits regarding attendance and promptness is integral to developing skills that lay the foundation for success.

## Excused Absences

Certainly, there are times when absences and tardies are unavoidable. However, parents are encouraged to schedule vacations and appointments for non-school time. Please be aware that **vacations are NOT considered excused absences.**

If your child has been absent, you must send written communication to the school. This written communication can be submitted through our MOT Charter School website, MOTCharter.com, or emailed to [front.desk@mot.k12.de.us](mailto:front.desk@mot.k12.de.us) for our K-8 Campus or [HSfrontoffice@motcharter.com](mailto:HSfrontoffice@motcharter.com) for our high school campus.

Any student who is enrolled but who fails to attend school on the first two days of the school year without written documentation from the parents will forfeit enrollment and the opening may immediately be filled from the waiting list. The written note or email must be received in the office by the end of the second day of school.

The school will accept up to five parent notes excusing a student for absences or tardies. Formal documentation from a doctor's office, courthouse, or other official that details the date of absence, reason for the absence, time of the appointment, and signature of the health care professional or other official should be presented to explain any absence lasting 3 days or longer. In addition, formal documentation is required for all absences following the 5<sup>th</sup> parental note.

The following reasons are allowed for excused absences:

1. Illness of student – see above policy statement regarding documentation
2. Contagious disease within the student's home
3. Death in the student's family
4. Legal business that must be scheduled during school time that is verified by a court order, summons, or other formal documentation
5. Observance of religious holidays

6. Remedial health treatment that must be scheduled during school time, verified by a doctor's note or receipt
7. Medical or health appointments that must be scheduled during school time, verified by a doctor's note or receipt
8. Emergency situations as determined by the Head of School
9. Participation in approved academic or athletic events, including college visits or school shadow opportunities
10. Suspensions or expulsions

If a student misses work due to an excused absence, it is the student's responsibility to request information regarding missed tests or assignments upon their return. All work a student misses due to any absence is marked as "incomplete" and receives a "zero" grade, until and unless the work is made up in accordance with the policy below.

The student will have additional time (equal to the number of days missed) to complete work assigned or due during an excused absence. If the student misses a test on the day of absence, the teacher will arrange a time for the student to make up the test, which may be the day the student returns.

If a student misses multiple days, including review and test preparation, the student will have additional time to prepare. Once assignments or tests have been completed, accurate grades will replace the zeroes for each assignment originally missed. Work not completed in a timely fashion may result in the student being required to complete the work during recess at the K8 campus or after school at the K8 and High School campuses.

If a student's absence affects a group project or presentation, the student may be required to complete an alternate assignment.

Work that continues to be incomplete will receive a zero or may be noted as incomplete on the report card until it has been submitted to the teacher.

### Unexcused Absences

Students may not receive credit for class work or homework missed due to an unexcused absence. However, students are advised to complete work missed during an unexcused absence as MOT Charter's curriculum is cumulative and missed information will likely impact future assignments and assessments. Tests missed during an unexcused absence must be taken on the day arranged by the teacher for making up the test and may be the day the student returns to school.

If a student's absence affects a group project or presentation, the student may be required to complete an alternate assignment.

The following procedures will be followed when a student accumulates the number of unexcused absences specified in the list below. If at any time you feel our records are not accurate, please contact the front office staff at your child's building of attendance.

**5 unexcused absences** - a courtesy notice will be sent to the student's parent/guardian detailing the absences. *Please submit correct and/or updated formal documentation if absences appear to be recorded as unexcused in error.*

**10 unexcused absences** - a second notice through a certified letter will be sent and the Principal or Principal's designee will request a meeting with the student and the student's parents. The establishment of an attendance contract will be required.

**15 unexcused absences** - the Principal or Head of School will meet with members of the attendance board along with the student and the student's parents. The school may take any one or more of the following actions in addition to initiating truancy proceedings:

- Student may be required to attend summer school (K8 campus only)

- Forfeiture of enrollment.
- Receive an incomplete in the subject matter(s) until work is made up.
- Repeat the grade.

**20 unexcused absences** - according to Delaware Code, Title 14, Chapter 27, mandatory school attendance requirements are in place for all public schools. When a student accumulates excessive unexcused absences, the School must refer the situation for prosecution and subsequent intervention by the Department of Services for Children, Youth and their Families.

### Late Arrivals and Early Dismissals

A student who is late or leaves early misses valuable instructional time and creates a disturbance to the classroom. Late arrivals and early dismissals do affect a student's qualification for perfect attendance.

Please refrain from calling or emailing the front office with last minute changes for dismissal as students may not receive this information prior to their departure time. Unless it is an emergency, all requests for early dismissal and pick up should be submitted to the office at least 30 minutes before scheduled dismissal time. These times are 2:00 for the high school and 3:00 for the K8 campus.

- **Tardiness** - Instruction at MOT Charter High School campus begins promptly at 7:25, at the K8 campus instructions begins promptly at 8:30 a.m. Any student arriving at school after these times is tardy and must report to the front office before proceeding to the classroom. Parents must park and sign the late student in at the front office. The student will be issued a pass to present to the teacher.
- **Early Dismissal** - Students requesting an early dismissal must provide a letter signed by their parent/guardian stating the time and reason for the early dismissal regardless of age.

If a student misses more than 4 hours of a school day it may be considered a full day absence.

**Student Drivers who are repeatedly late to school risk losing their parking privileges.**

### ASBESTOS NOTICE (AHERA)

No asbestos-containing products or materials are present in any form in the MOT Charter School facility. MOT Charter School's Asbestos Management Plan and completed reports of inspections may be viewed in the administrative offices of MOT Charter School.

### CLOSED CAMPUS

It is emphasized that the school day begins upon arrival on school grounds. Students may not leave the school campus without express authorization from the Principal.

### DRESS CODE

MOT Charter School's dress code is in place to ensure that the focus at school is on learning and to encourage professionalism and school pride. Students must be tastefully dressed and maintain a neat and well-groomed appearance. Clothing or hairstyles that are distracting are not permitted. **All possible variations to clothing choices cannot be addressed in this policy.** There may be times when we must make changes or alter expectations during the year in order to maintain the purpose of the dress code. **By supporting the intention of the dress code, you will help us preserve valuable educational time.**

Dress Code is required on all regular school days including field trips, unless specific changes are necessary and pre-approved based on the activities of the day (i.e. more formal for concerts, less formal for outdoor activities or artwork which could soil nicer clothing). School spirit days are offered throughout the school year. **Students who choose not to participate are expected to maintain the regular dress code.** In addition, standards of decency still prevail. For example, on "full dress down" days, students may wear denim or athletic pants. However, pants with tears, holes, or writing on them are not permitted. Clothing should be appropriately sized and fit well.



### Acceptable Uniform Shirt

- **Students MUST wear an MOT Charter polo shirt, long or short sleeve, with logo from one of our authorized providers (RUSH, Tommy Hilfiger, Lands' End). Allowable colors are black, navy, red, yellow, or white.** No other sleeves may show from under a short sleeve shirt (i.e. under armour).
- T-shirts and hoodies (including school spirit wear) are NOT dress code compliant.

### Acceptable Bottoms

- Acceptable bottoms include pants, shorts, capris, skirts, and skorts. **Yoga pants, jeans, sweatpants, leggings, and jeggings are not permitted.**
- All bottoms must be a solid color in either **tan, black, or navy blue.** Variations of these colors (e.g., grey, light blue, etc.) are not permitted.
- All items are to be hemmed. No torn, cut, tattered, embellished or layered edges. No tears or holes in pants and shorts. Bottoms may not be worn rolled up or pulled up with elastic cuffs.
- Shorts, skirts and skorts must be of a length which allows the leg to be covered to 2 inches above the top of the knee when standing or rest between the mid thigh and knee when sitting.
- Items are to be worn at the natural waist and should not expose backs, buttocks, bellies, or undergarments.

### Physical Education Dress Code

- Students may participate in PE wearing their regular dress code attire as long they change into sneakers.

- If students choose to change, they may only wear solid color athletic shorts (mid-thigh or to the knee) or solid color athletic pants and an MOT spirit-wear t-shirt.

### Shoes and Socks

- Shoes with closed toes and closed heels are required for safety and mobility.
- **Sneakers are required during Physical Education class.**
- Flip-flops, open-toed sandals, moccasins, Crocs, slippers, and slides are NOT dress code compliant. Shoes with extreme heels or platforms are unsafe and therefore not permitted.
- Leggings and footless tights are not permitted, even if in school colors.

### Sweatshirts and Sweaters

- Students may wear fleeces, sweaters, sweater vests, non-hooded sweat shirts, & pullovers that have been **embroidered with the school logo from an authorized provider** over their MOT polo shirt during the school day.
- **No other outer garments, coats, jackets, or hoodies of any type, may be worn during the day in the school building, including spirit wear,** even if worn under a dress code fleece/sweater.

### Accessories

- Headphones, sunglasses, hats, bandanas or scarves may not be worn during school hours. Wired or wireless headphones are only allowed with teacher permission for specific class assignments, and are not permitted during change of class or during lunch or advisory.

- Head covers may only be worn for religious reasons and should be in uniform colors.
- Jewelry must be appropriate and tasteful. Large jewelry, chains, studs, leather collars or other distracting adornments are not permitted.
- Visible writing or marking on a student's body or student's clothes are not permitted unless otherwise authorized by this dress code.
- **Blankets and towels may not be worn or carried around throughout the school day.**

### Backpacks

- Student backpacks should house only minimal school supplies (paper, pens, calculator, goggles, gym clothes, phone). Computers must be carried in their protective cases.
- **For school safety purposes, backpacks must remain in classrooms during lunch periods. They should not be worn during class and may not be carried in to restrooms without teacher permission. Backpacks found in the cafeteria during lunch will be taken to the front office until the end of the period.**

### Consequences

1. If dress code infractions can be remedied on campus, students will be expected to make those changes immediately. Student refusal to meet this expectation will be addressed through the code of conduct.
2. If needed, students will be given a clean loaner shirt/pants from the nurse's office whenever available.

3. If the dress code infraction cannot be remedied, students will remain in the office until a change of clothes can be delivered from home.
4. Non-dress code items will be collected and held in the office for the duration of the day.
5. Repeated infractions will be addressed through the code of conduct.

### DRIVING PRIVILEGES

Authorization to park on campus is limited to seniors in good standing and is subject to availability. Any remaining parking spaces will be offered to eligible juniors via a lottery. Students must possess a valid MOT Charter School parking sticker that must be properly displayed.

Drivers are expected to obey all traffic and safety rules on school property as outlined on the parking pass application. Failure to comply will result in loss of parking privileges and possible disciplinary actions.

**Drivers may not leave before the buses dismiss, nor get in between buses. The timeliness of the bus departure is paramount.**

Students receiving a parking permit understand that they will not be included in the bus route planning process and will need to contact the front office immediately if at any time throughout the year they wish to relinquish their parking spot and be placed on a bus route.

### EXTRACURRICULAR ACTIVITIES

#### Athletics

MOT Charter believes in a strong athletic program. MOT Charter offers athletic teams based on student interest and facilities available. Our current sports opportunities include the following:

**FALL:** Cross Country (co-ed), Volleyball,

Boys Soccer, Field Hockey

**WINTER:** Boys and Girls Basketball, Swimming (co-ed)

**SPRING:** Girls Soccer, Boys Lacrosse, Golf (co-ed), Softball, Baseball

Being a member of an MOT Charter athletic team is a privilege offered to students who show proper enthusiasm, responsibility, and good sportsmanship. MOT Charter athletes are expected to use good judgment and be good representatives of the team and the school.

**Academic Eligibility.** At MOT Charter School, we strongly believe that our student-athletes are students first and athletes second. Therefore, students who are failing two or more courses in a marking period are ineligible to play and will be restricted from participating on the team until the number of failing classes is reduced to one. In addition, students must not have lower than a 72% overall average in the marking period. Eligibility is determined on the day interim reports and quarter report cards are issued. If a student-athlete's academic performance does not meet these standards according to their interim report or report card, they are determined to be academically ineligible to participate in athletics.

To be eligible to try out for a fall sport, students must have met the eligibility requirements based on the spring report card.

**Conduct Eligibility.** Any student who has been suspended from school is not eligible to participate on any competitive team during the term of suspension.

Unless an exception has been granted by the Administration, a student must be in attendance for at least ½ of the school day to be eligible to participate in practice or a game that day.

All team members must travel to away games with the team. A student may be excused from returning to school with the team only if she/he is released to parent/guardian or has written permission to go home with another family.

## After School Clubs

MOT Charter provides a number of opportunities for students to participate in extracurricular activities based on student interest. Eligibility requirements similar to those for students participating in interscholastic athletics will be applied to students competing on interscholastic academic teams or performing with clubs and teams. Students who are not academically/behaviorally eligible or have not paid their participation fees may be restricted from participation or dropped from the roster and will not be permitted to attend meetings/rehearsals.

Unless an exception has been granted by the Administration, a student must be in attendance for at least ½ of the school day to be eligible to participate in practice or an event that day. This includes: dances, Prom/Homecoming, shows and other special events.

## National Honor Societies

MOT Charter sponsors chapters of a variety of Honor Societies. Election to these societies is by a panel of teachers appointed by the High School Administrator, with emphasis on high academic achievement.

## FIELD TRIPS

Student field trips may be taken for the purpose of extending, supplementing, enhancing, or culminating the curriculum at MOT Charter School. Parent/Guardians will receive advance notice of all field trips. A permission slip must be signed by a student's parent/guardian or guardian in order for the student to participate in a field trip. Students without signed permission slips will remain at school in another class. Money collected for field trips is non-refundable. Financial assistance for field trips is available upon request for those families who qualify for the free and reduced lunch program. For more information, contact the Business Manager.

At the school's discretion, parent/guardian or grandparent may be asked to serve as chaperones on class field trips. Other relatives and/or family friends are not permitted to chaperone. The primary responsibility of a chaperone is to ensure appropriate

supervision for students. Chaperones must take this responsibility seriously and are asked to remain vigilant and attentive to students' needs throughout the trip. Chaperones may not bring children who are not enrolled in the class on the trip.

Groups, or individual students, with or without a chaperone may not leave the permitted field trip area for any reason other than an emergency, in which case a school staff member should be notified immediately.

The MOT Charter School Dress Code is in force during all field trips, but may be altered should the requirements of the field trip dictate.

Students must ride to and from the trip on the school bus unless the school has received written permission from the parent/guardian and has granted approval regarding alternative arrangements. If the child is to ride with a person other than the child's parent/guardian, a notice from the child's parent/guardian must be received no later than the day prior to the field trip.

The school reserves the right to exclude students from any field trip based on their current and/or cumulative disciplinary record. Additionally, the school may also require a parent/guardian to attend and accept responsibility for their child's behavior while on the trip.

## FOOD AND DRINK

Eating and drinking is permitted only in the following circumstances:

1. In the cafeteria during lunch or other special occasions after school hours;
2. Water only is permitted in the classrooms at the discretion of the teacher. Water bottles must be clear and are subject to inspection by the teacher or school administration.
3. Students may not order food for delivery during the school day. Parents may not deliver or have delivered food for groups of students during the

day. Food for their own child must be brought in during their lunch period only.

#### 4. **No food is permitted in the Arts Commons, even during lunch periods.**

Other food and drink, including candy, gum, soda, and energy drinks, is prohibited. Gum chewing is not permitted in school.

## HEALTH AND SAFETY

### Medical

**Medications:** Only essential prescribed medicines will be given at school. The parent/guardian will assume full responsibility for any medication brought into school. Our school nurse will administer all medications. All medications must be physically brought into the nurse's office by the parent/guardian or caregiver. Medication should NEVER be sent to school with a student!

#### **Procedures for the Administration of**

**Medications:** A physician's or dentist's written order must accompany each medication along with a signed MOT Charter School Parent/Guardian permission form. These forms are available in the nurse's office. They must be completed at the time that the medication is brought to school by the parent/guardian/caregiver. Please be aware that HIPAA law prohibits these forms from being faxed.

Prescription drugs must be packaged according to current pharmacy standards and in properly labeled original pharmacy containers. The student's name must appear on the pharmacy label. This will serve as the written order. It is the parent/guardian's responsibility to keep their child's regular medications refilled.

Over-the-counter (OTC) medications may be dispensed to a student under limited circumstances. The nurse may dispense limited OTC medications if the nurse has on file a written authorization signed by

the parent/guardian/. Otherwise, the nurse will dispense only medications that a parent/guardian provides the nurse that are in the manufacturer's original container, labeled by the parent/guardian/caregiver with the child's name. The parent/guardian must sign a written permission form at the time the medication is brought to school by the parent/guardian/caregiver. The label must specify the exact dosage for the age of the student. Any variation in the label dose must be accompanied by a physician's note.

Medication not in compliance with the above policy cannot be given and must be picked up by the parent/guardian/caregiver. All medications will be kept in a locked cabinet. Please pick up student prescription drugs and medications on or before the last student day. Items not picked up will be disposed of at the end of the school year.

**Illnesses:** MOT Charter School does not have the facilities to care for students who are not well. Parent/Guardians should develop a plan that will enable the child to be picked up from school soon after a notification of illness, a contagious condition, infestation, or accident. Upon notification, parents/guardians are expected to arrange for pick up of their child up as soon as possible. It is imperative that parent/guardian provide accurate information on the emergency forms to enable us to reach you or the designated emergency contact immediately. Emergency contacts should be within driving distance from school.

Please do not send your child to school if the following symptoms are evident:

- Undiagnosed rash
- Strep throat (before 24 hours of treatment)
- Diarrhea (prior to being free of for 24 hours)
- Vomiting (prior to being free of for 24 hours)
- Temperature over 100° F (Children must be fever free without medication for 24 hours before returning to school)

**Infectious Disease:** Parent/Guardians must notify the school when a child is absent with any of the

contagious illnesses listed below. A physician's note must be brought in with the child upon return to the school:

Diphtheria	Mumps	Giardiasis
Measles	Rubella	Hepatitis A
Pneumonia	German Tuberculosis	Measles
Hemophilus	Influenza	Pertussis
Shigellosis	Salmonellosis	Strep Throat
Impetigo	Scabies	Meningitis
Chicken Pox	Conjunctivitis	MRSA

**Immunization Requirement:** All kindergarten students, students entering the 9<sup>th</sup> grade, and other students entering MOT Charter for the first time must provide documentation of the following:

- Four doses diphtheria/tetanus vaccine (usually given as DPT), one dose to be given on or after the fourth birthday;
- Lead level test (kindergarten only);
- Three doses of polio vaccine (if the 3<sup>rd</sup> dose is not after the 4<sup>th</sup> birthday, a fourth dose is needed);
- Two properly spaced doses of measles containing vaccine, usually given as measles/mumps/rubella (MMR) (second dose must have been given after the 4<sup>th</sup> birthday);
- Varivax vaccination or proof of chicken pox (K students only);
- Three properly spaced doses of hepatitis B vaccine;
- TB screening – done within the past 12 months of beginning at MOT Charter School or questionnaire from physician.

These regulations conform to the childhood immunization recommendations made by the Advisory Committee on Immunization Practices, the American

Academy of Pediatrics, and the American Academy of Family Physicians.

**Parent/Guardians must show proof of immunizations at the time of school enrollment, even if the child has attended another school in Delaware.** Dates from home health records or verification of immunization by a physician's signed statement are acceptable.

Students entering from other countries or other states may provisionally attend school if evidence is provided that the child has received at least one dose of each vaccine, and a plan is provided to complete the remaining doses within eight months of entrance to school. If requirements are not met, the student(s) may not return to school until such time that all requirements are met.

Information regarding any medical or religious exception to the law must be submitted, in writing, to the school nurse prior to admission. However, NO exceptions can be made for the TB screening and lead testing requirements.

**Physical Examinations:** Physical examinations are required for students in kindergarten, ninth grade, and all new students transferring into MOT Charter School.

Emergency Forms: **Be sure to notify the front office if any information on this form changes during the school year.**

## Drug Policy

**Definitions:** "Alcohol" shall mean alcohol or any alcoholic liquor, capable of being consumed by a human being, including alcohol, spirits, wine, and beer.

"Drugs" broadly includes, without limitation, any stimulant, intoxicant, nervous system depressant, hallucinogen, or other chemical substance, compound, or combination when used to induce an altered state, including any otherwise lawfully available product used for any purpose other than its intended use.

The term "Drug Paraphernalia" broadly includes any material, product, instrument, or item used to create,

manufacture, distribute, use, or otherwise manipulate any drug and includes, but is not limited to, hypodermic needles and syringes.

"Prescription drug" shall mean any substance obtained directly from or pursuant to a valid prescription or order of a medical practitioner while acting in the course of her or his professional practice.

"Drug-like substance" shall mean any non-controlled and/or non-prescription substance capable of producing a change in behavior or altering a state of mind or feeling, including, some over-the-counter cough medicines, certain types of glue, caffeine pills, and caffeine (energy) drinks.

"Non-prescription medication" shall mean any over-the-counter medication.

**Policy:** MOT Charter School prohibits the possession, use, sale and/or distribution of alcohol, drugs, drug-like substance and drug paraphernalia within the school environment. In addition, all prescription drugs and non-prescription medications brought into the school environment must be brought directly to the nurse by the student's parent/guardian. Students are not permitted to be in possession of, or distribute prescription drugs or non-prescription medication. Any consumption of prescription drugs and/or non-prescription medications within the school environment must be supervised by the nurse or her authorized designee.

Specific violations of this standard include, but are not limited to:

The manufacture, sale, or distribution of any drug or drug paraphernalia;

The possession, use, consumption of any drug or drug paraphernalia;

A violation of any applicable local, state, or federal law relating to drugs or drug paraphernalia; or

The possession, use, sale, delivery, or transfer of a prescription drug by a student, other than as supervised by the school nurse or her authorized designee.

The possession, use, sale, delivery, or transfer of nonprescription medications by a student, other than as supervised by the school nurse or her authorized designee.

Violation of this policy will result in disciplinary action in accordance with the school's standards of conduct up to and including expulsion from school.

Violation of this policy will result in disciplinary action in accordance with the school's standards of conduct up to and including expulsion from school.

Use, possession, or being under the influence of drugs in school, on the bus, or on school grounds or any school-sponsored activities may result in police notification. The selling or dispensing drugs to other students will result in police notification.

### Possession of Firearms

In compliance with the Federal "Gun Free Schools Act of 1994", the following policy shall apply to all MOT Charter School students. Possession of a firearm on school property, in a school bus, or at any school-sponsored event or activity shall result in expulsion for a period of not less than 180 school days. The Head of School shall modify such expulsion requirement to the extent a modification is required by Federal or State law. MOT Charter School's policy on possession of firearms shall apply to all students, except that with respect to students with disabilities, the federal law will be followed. A determination of whether the violation of the possession of firearm policy was due to the student's handicapping condition will be made prior to any discipline or change of placement in connection with the policy.

For purposes of this policy, the term "weapon" as used in the Federal "Gun Free Schools Act of 1994" means a "firearm" as defined in Section 921 of Title 18, United States Code.

The term "firearm" means:

- A. any weapon (including a starter gun) which will or is designed to or may readily be

converted to expel a projectile by the action of an explosive;

- B. the frame or receiver of any weapon;
- C. any firearm muffler or firearm silencer;
- D. any destructive device;
- E. such term does not include an antique firearm.

The term "destructive device" means:

- A. Any explosive device, incendiary, or poison gas – bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, device similar to any of the devices described in the preceding clauses;
- B. Any type of weapon (other than a shotgun or a shotgun shell which the Attorney General finds is generally recognized as particularly suitable for sporting purposes) by whatever name known which will, or which may be readily converted to, expel a projectile by an action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter; or
- C. Any combination of parts either designated or intended for use in converting any device into any destructive device described in subparagraph (A) or (B) and from which a destructive device may be readily assembled. "Destructive device" shall not include any device which is neither designed nor redesigned for use as a weapon; any device, although originally designed for use as a weapon, which is designed for use as a signaling, pyrotechnic, line throwing, safety, or similar device; surplus ordinance sold, loaned, or given by the Secretary of the Army pursuant to the provisions of section 4684(2), 4685, or 4686 of title 10; or any other device which the Attorney General finds is not likely to be used as a weapon, is

an antique, or is a rifle which the owner intends to use solely for sporting, recreational or cultural purposes.

“Antique firearm” means any firearm (including any firearm with a matchlock, flintlock, percussion cap, or similar type of ignition system) manufactured in or before 1989; or any replica of any firearm described in subparagraph (A) if such replica is not designed or redesigned for using rimfire or conventional centerfire fixed ammunition, or uses rimfire or conventional centerfire fixed ammunition which is no longer manufactured in the United States.

In addition to the above provisions, a student is in violation of this policy if the student is in possession of any of the following devices, any devices comparable but not specifically listed, or any “lookalike” devices: air guns, pellet guns, shotgun shells, bullets, air canisters, paintball gun canisters, paintball guns, laser pens, laser pointers, party poppers, aerosol sprays.

### Possession and Searches

**Personal Storage:** The school presumes a student possesses and is therefore responsible for all items found in or on the student’s clothing, book bag, purse, desk, locker, or similar container or bag used to carry or store books or personal property. Regularly check the contents of your desk, book bag, and/or purse. Students remain responsible for items found in your desk, book bag, and/or purse, lockers.

**Searches:** The school has a responsibility to protect the health, safety and welfare of those within the school. Student desks, cubbies, lockers and electronic files are the property of the school and may be subject to search by an administrator at any time with or without reasonable suspicion to protect the health, safety and welfare of others. Search of individual students (including cell phones) shall be based upon reasonable suspicion that the student’s person or property contains illegal substances, items or material detrimental to the safety and welfare of other students or staff, or is in violation of the law, MOT Charter's policies, or the MOT Charter Standards of Conduct.

### Tobacco-free Policy

MOT Charter School recognizes its responsibility to promote the health, welfare and safety of students, staff and others on school property and at school-sponsored activities. Research conclusively proves that:

- Regular use of tobacco is ultimately harmful to every user's health;
- Second-hand smoke is a threat to the personal health of everyone, especially persons with asthma and other respiratory problems;
- Nicotine is a powerfully addictive substance;
- Tobacco use most often begins during childhood or adolescence;
- The younger a person starts using tobacco, the more likely he or she will be a heavy user as an adult;
- Many young tobacco users will die an early, preventable death because of their decision to use tobacco.
- Use of tobacco interferes with students' attendance and learning;
- Smoking is a fire safety issue for schools.

In light of this information, and to be consistent with federal and state law, it is the intent of MOT Charter School to establish a tobacco-free environment. MOT Charter School shall notify students, parent/guardian, staff, contractors and other school visitors of the tobacco free policy in written materials including, but not limited, to handbooks, website postings, manuals, contracts, and/or newsletters.

**Tobacco Use Prohibited:** No person is permitted to use tobacco or a tobacco substitute in any way at any time, including non-school hours, on school property, grounds or at any school-sponsored event or activity off campus. Tobacco substitutes prohibited by this policy shall include any substance delivered via e-cigarettes or vaporizers, as well as smokeless tobacco.

**Tobacco Possession Prohibited:** No student is permitted to possess tobacco or a tobacco substitute on school property, grounds, or at school-sponsored



event or activity off campus. Students are prohibited from wearing or having in their possession tobacco promotional items, including clothing, bags, lighters, and other personal articles on school property, grounds, or at any school-sponsored event or activity off campus.

**Tobacco Distribution Prohibited:** Distribution or sale of tobacco, including any tobacco substitute and smoking devices is prohibited on school property, grounds, and at any school-sponsored event or activity off campus.

**Enforcement:** Student violations of this policy will lead to disciplinary action in accordance with the school's policies up to and including expulsion from school. Student participation in a tobacco cessation program and/or tobacco education class may be allowed as an alternative to discipline.

### LOST AND FOUND

Please label all personal items. Lost clothing, books, and school supplies will be placed in the Lost and Found box located in the nurse's office. The PTO donates the contents of the Lost and Found box to charity on a monthly basis. Clothing left on the school coat racks for an extended period will be donated.

### PROHIBITED ITEMS

Do not bring the following items to school. They will be confiscated and not returned and will result in further disciplinary consequences. Prohibited items include, but are not limited to:

1. Tobacco product of any sort
2. Obscene literature
3. Lighters/matches
4. Weapons of any sort
5. Box cutters, razor blades, knives, etc.
6. Laser pointers
7. Drug graffiti or paraphernalia
8. **Playing cards**
9. **Bandanas**

## 10. Unsafe consumables

### PARENTAL INVOLVEMENT

#### Volunteering

MOT Charter School parent/guardian are encouraged to participate in all school-related activities, especially those pertaining to curriculum and instruction, such as tutoring, reading, or sharing other professional expertise.

**Because parent/guardian involvement is integral to the success of MOT Charter School, we request that each family serve at least 10 volunteer hours each academic year.** A volunteer sign in/sign out sheet is located in the front office. Having an accurate record of your volunteer time allows us to demonstrate appropriate gratitude to you; it is also information we include in grant applications and other school reports. Every volunteer must complete a background check.

Volunteers may also be involved in assisting with school events, participating in the PTO, or serving as a School Steward. Parent/Guardians interested in volunteering in a classroom or the front office should contact front office staff. Volunteers must follow all policies and procedures defined by the School. Please do not bring in siblings when volunteering. If activity occurs that is not in keeping with School policies or distracts from the educational environment, the Head of School may relieve the volunteer of his or her responsibilities. Student confidentiality is very important. Therefore, volunteers will not have access to confidential student information, including student assessments and records.

#### Parent/Guardian Teacher Organization (PTO)

Our MOT Charter School Parent/Guardian Teacher Organization supports student learning and promotes family participation in school activities and community events. The PTO's activities include faculty appreciation, community events, and fundraising. This parent/guardian organization holds open meetings

throughout the school year. All families are encouraged to attend. Parent/Guardians interested in directly supporting the arts or athletics should contact the Arts Boosters or the Sports Boosters. For more information, check out the HS PTO link on our website.

### Communicating with Students

**Please do not call or send text messages to a student's cell phone during the school day.** Students may not use or carry cell phones during school hours or at school dances. If you need to reach your child during the school day, please call the front office. Messages from student's parent/guardian will be distributed to the student at lunch or at the end of the day. Please do not encourage your child to call or text you during the school day. **Students with their phones out, for any reason, will have their phones taken and held in the office.**

Students may request permission from his/her teacher to place a telephone call to a parent/guardian. If a student must contact a parent/guardian during the school day, a telephone for such use is available in the nurse's office.

### Home-School Communications

We believe that it is essential to maintain timely, accurate and clear communication between home and school. During the year, we use a variety of avenues to assure that you are informed about classroom activities and general school information.

Website: The MOT Charter School website at [www.motcharter.com](http://www.motcharter.com) is updated regularly with current news and event information. Information is also posted on our Facebook page.

**Parent/Guardians should regularly access the parent/guardian Schoology account at [www.schoology.com](http://www.schoology.com) to view coursework, assignments and grades. Schoology is the teachers' primary means of communication.**

Eschool Home Access Center (HAC) is utilized for formal grade reporting, both report cards and interim

reports. Schoology shows daily grades and is available 24/7.

Families requiring hard copies of grade reports should make their request to the front office.

Parent/Guardian access codes will be provided by the end of the first two weeks of school.

Parent/Guardian Conferences: Parent/Guardian-teacher conferences will be available as requested to facilitate open communication between all stakeholders regarding students' progress.

Classroom Observations: MOT Charter School is an open school and you are encouraged to visit your child's classroom to see your child in action. Please let us know ahead of time so we can make arrangements for your visit.

Informal Conferences or Meetings: Informal conferences with the Head of School, building level administrator, counselor, and/or teachers may be scheduled at a mutually convenient time.

### SCHOOL CLOSINGS

School closings and delays will be posted on our website at [www.motcharter.com](http://www.motcharter.com) and announced via the SchoolMessenger telephone notification system. Please keep your work, home and cellular telephone numbers updated with the school. It will also be posted on the following radio stations: WSTW 93.7 FM, WILM 1450 AM, WJBR 99.5 FM, WDSD 92.5, WRDX 94.7 and WDEL 1150 AM and the following TV stations: NBC, ABC, FOX and CBS. We make every attempt to get closing information to radio and TV stations by 6 AM. Late openings, early closing, or cancellation of after school programs will also be announced in the same manner.

Should it become necessary to close the school and send students home earlier than the normal dismissal time, parent/guardian will receive a notification via the SchoolMessenger notification system. If you receive an automated message via this system, **please listen to the message in its entirety. All necessary information will be included in the automated message.** Calling the school can overload phone lines

and diminishes our ability to communicate with outside resources.

### SCHOOL VISITORS

In order to ensure student safety, all visitors must sign in and out of the MOT Charter School front office and wear a "Visitor" nametag while in the building.

All volunteer activities must be coordinated through a program coordinator, the Principal, or a teacher. Only volunteers who are noted on a teacher's or a program coordinator's volunteer list for that day and time will be granted access to the building.

### SPECIAL EDUCATION STUDENTS

Delaware Code, Title 14, Chapter 31 affords special protections to a student who has been determined to have "special needs" and has been given an "Individualized Education Plan" ("IEP").

### STUDENT ARRIVAL AND DEPARTURE

#### Morning Arrival Procedures

The doors of MOT Charter High School will open at 7:10 a.m. Students may arrive at the school between 7:10 a.m. and 7:25 a.m. Car riders may be dropped off in the front circle, but students dropped off before 7:10 must remain outside, even in poor weather.

Car riders, please adhere to the one way traffic patterns in the front of the school. Do not double park and do not block the fire lane. Do not park in the front circle at any time, drop and go only.

#### Afternoon Dismissal Procedures

Students will be dismissed at the end of the day at the last bell. Parents/Guardians picking up students should arrive between 2:25 p.m. and 2:30 p.m. and pick up at the front of the building.

Traffic is released in this order: parent pick-ups, buses, and then student drivers. Late pick-ups will exit after student traffic. Please do not go between buses, and

please follow the directions of staff members directing traffic. Safety first!

#### Release of Students

Students will only be released to a parent/guardian listed on the Student Data Card completed at the beginning of each school year.

Students MUST be signed out in the main office by the parent/guardian or may be released early from school for approved reasons with written permission signed by the parent/guardian. The request must be presented to the main office and verified by the secretary prior to dismissal. Emails from the official parent/guardian email on file are considered to be acceptable notification.

#### After School Activities

Throughout the year, students have an opportunity to participate in a variety of after school activities. Students who are not participating in a school-sponsored after school activity may not remain on campus after dismissal. Siblings not enrolled in an afterschool activity may not stay at school without supervision from a parent/guardian. Students staying for extra help must have the permission of the teacher who is supervising them. The building closes at 4:00 p.m. each day.

Students staying for home games must remain in the gym lobby or near the outdoor fields and may not wander to other parts of the campus or loiter in the parking lots. Outdoor restrooms should be utilized once the building closes for the day.

### STUDENT RECORDS

All information and files relating to a child and his/her family are considered confidential. These become and remain the property of the school. Any request for copies of information from a student's file must be accompanied by a release signed and dated by a parent/guardian and/or guardian of the student.

The Family Educational Rights and Privacy Act (FERPA) affords parent/guardian 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 days of the day the School receives a request for access. Parent/Guardians should submit to the Head of School a written request that identifies the record(s) they wish to inspect. The Head of School will make arrangements for access and notify the parent/guardian of the time and place where the records may be inspected.
- (2) The right to request the amendment of the student's education records that the parent/guardian believes are inaccurate. Parent/Guardians may request, in writing, that the School amend a record that they believe is inaccurate. The writing should clearly identify the part of the record they want changed and specify why it is inaccurate. If the School decides not to amend the record as requested by the parent/guardian, the School will notify the parent/guardian of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian when notified of the right to a hearing.
- (3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

The school may disclose personally identifiable information contained in the student's education records, without consent, as permitted or required by FERPA. Among the appropriate recipients are 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); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent/guardian or student serving on an official committee, such as a disciplinary or

grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

The School will, upon written request from the authorized parent/guardian, disclose education records to officials of another school district in which a student seeks or intends to enroll.

The school may disclose, without consent, "Directory Information" even though such information may be contained in the student's educational record. Directory Information includes the student's name, address, telephone number, date and place of birth, honors and awards received, dates of attendance, participation in officially recognized activities/sports, and weight and height of members of athletic teams. Parent/Guardians may request, by written notification to the Head of School, that such directory information not be disclosed.

- (4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the MOT Charter School to comply with the requirements of FERPA.

## TEXTBOOKS & INSTRUCTIONAL MATERIALS

All textbooks and instructional materials (including digital textbooks) are the property of MOT Charter School. Textbooks are assigned to students during the year. Each student is responsible for keeping each textbook covered and in good condition and for returning it at the end of the course or school year. If a student fails to keep the textbook in good condition or fails to return it, the student will be required to pay the replacement value of the textbook. Electronic textbooks are licensed to a single student and should not be shared or downloaded on to multiple devices.

## USE OF ELECTRONIC DEVICES

Absent express permission from a teacher or administrator, students may not use personal electronic devices (gaming devices, cell phones, iPods,

iPads, smart watches, AirPods, Bluetooth headsets) during the school day. MOT Charter School will not be responsible for electronic devices that are lost, broken, or stolen at school or on the school bus.

During the school day, cell phones and other electronic devices not required for instructional purposes (iPods, games) **must be turned off and remain in the student's backpack.** Any unauthorized electronic device which is left on, used, or found on the person of a student during the day will be taken by a staff member and kept in the office.

In addition to other consequences according to the student code of conduct, the first time the student's electronic device is taken, it will be returned to the student at the end of the day. Subsequently, if a student is found with a cell phone, the cell phone will be returned only to the student's parent/guardian.

## LOCKERS

Lockers are provided to students participating on athletic teams. They are assigned to students for the season only. Students may have to share lockers. The athletic lockers are for storing athletic equipment and clothes only and **may only** be accessed before school and after school or just prior to the team's departure to away contests. Athletic lockers **MAY NOT** be accessed during the school day.

## MOT CHARTER SCHOOL STANDARDS OF CONDUCT

The MOT Charter School Standards of Conduct are designed to ensure a safe, orderly, and nurturing learning environment. These standards are based upon principles of mutual respect and caring behavior. Through the Standards, students are required to engage in responsible and respectful conduct and to model kindness and good citizenship within the school environment. Our ultimate goal is to develop responsible, respectful and kind students who make good decisions and together build a learning environment in which all students can thrive.

The Standards of Conduct are in force from the time a student leaves home until the student returns home again. This includes behavior to and from bus stops,

while students are on the school bus, any time a student is on school property, and any time a student is in the care and custody of a school official. The Code of Conduct also applies to out-of-school conduct by a student if the school believes the nature of such conduct presents a threat to the health, safety, or welfare of the student or others.

On the attached pages you will find General Conduct Standards as well as examples of specific Code of Conduct offenses. Both the General Standards and the list of specific offenses are intended to serve merely as guides with examples – they are not all inclusive. Neither should be viewed as complete or immovable.

## Philosophy

The term discipline itself infers external, coercive or punitive consequences to student behaviors. MOT prefers to focus on student growth, learning over time, and ultimately helping to create responsible, respectful problem solvers who engage with others and their surroundings in safe and helpful ways. Therefore, we do our best to engage in conversations about behavior, theirs and others, help them problem solve alternate choices moving forward, and help them to become self-advocates and utilize adult resources in the building and at home in coming to resolution about situations which might traditionally cause students to act out or be defiant.

We know that this approach is not typical in other middle/high schools and therefore may be a difficult transition for our new high school students coming to us from other schools. In order to best help our students and families understand, we will lay out our approach in this handbook, but also encourage students and parent/guardian to engage positively and proactively whenever they have a question about our code of conduct or how we are working to resolve any issues with student behavior.

**We encourage students and parents to speak up when they see or know of behavior that is detrimental to our school environment. We**

cannot address concerns of which we have not been made aware.

This growth mindset is used the majority of the time at MOT Charter High School. There are, unfortunately, some choices that students make that are dangerous, defiant, illegal and/or damaging which require swift and serious consequences. While we hope students will learn from those experiences and those consequences as well, our priority during these situations is to make sure our students and our environment are safe and that any (criminal charges/suspensions) are invoked immediately.

### Progressive Discipline Approach

#### **Low level Incidents-**

Examples: Out of dress code on occasion, leaving a mess at your table, chewing gum, being delayed to class, using inappropriate language (cursing), grooming in class, public displays of affection, carrying cell phone on person, wearing headphones, earbuds without permission, socializing during academic times.

Actions: Staff members will point out offense, remind students it is not o.k., ask them to remedy the incident on the spot (if possible) and do better moving forward.

Expected Student Responses: Students will immediately correct the offense (remove non-dress code item, dispose of gum or food item, apologize for the poor word choice, stop hugging, put phone away, put headphones away, move to another seat, etc.) Parent/Guardians may receive written notification, either through an "incident communication", a direct email, or phone call if possible and timely. The purpose of these initial communications is to let you, the parent/guardian, know that a conversation has occurred between your child and a staff member. These notifications are made to inform you that your child has been made aware they need to make different choices and for you to follow up at home in supporting our goals here at school. These conversations should become few and far between. If they repeat and/or are had by multiple staff members, the incident moves from a low level incident to a purposeful disregard for our school code of conduct.

#### **Repeated Low-Level & Mid-Level Incidents:**

Examples: Many days out of dress code or reverting between classes, refusal to remove items upon request, repeatedly leaving a mess, continued tardiness to class, loitering in the restrooms, repeated public displays of affection, having cell phone out/using it, chronic disruption through socializing or off-task behaviors.

Actions: Staff members will point out the offense, follow-up with written documentation or send the student to the office for a conversation between administration/guidance. These write ups will be documented in the student's permanent record and will begin to earn demerits, although low-level behaviors, their continuation indicates an overall lack of willingness to follow the rules of the school.

Expected Student Response: Immediate change of behaviors, willingness to address the root cause of the chronic incidents, loss of phone/headphones/computer to staff member. A student/parent/guardian conference will be held to set a new course of behavior.

#### **High-Level/Serious Incidents:**

Examples: Lying, cheating, reckless behavior, horseplay, teasing, bullying, destruction/misuse of school and personal property, throwing food, non-compliance with teacher or staff direction/redirection, refusal to stop a behavior when directed, skipping classes, loitering in unsupervised areas, blatant disrespect.

Actions: Staff member will document the incident and will notify parent/guardian via written documentation, email, and/or phone. The student will be immediately remanded to the office and assigned demerits, after school suspensions out of school suspensions and/or assigned restitution.

Expected Student Response: Immediate change of behaviors, willingness to address the root cause of the chronic incidents, loss of privileges. A student/parent/guardian conference will be held to set a new course of behavior.

## Disciplinary Consequences

While we expect that each student will, to his/her best ability, aspire to meet each and every conduct standard, violations of certain standards will by their serious nature, generate an automatic response by the school, including written warnings, conference with the parent/guardian, imposition of logical consequences, and suspension from school. Any one or more of the following consequences may be imposed upon any student found to have violated the Standards of Conduct. The particular facts and circumstances of a violation will dictate the consequence that is imposed.

- a. Verbal Warning. Verbal notice to the student that the student has or is violating the standards of conduct.
- b. Written Notice. Written notice to the student and the student's parent/guardian that the student has or is violating the standards of conduct.
- c. Student Conference with Principal.
- d. Student Conference with affected parties. Problem solving conference where student meets with parties affected by student's behavior.
- e. Demerits.
- f. Discretionary Logical Consequences (work assignments, essays, letters of apology, restriction from activities, missed recess, counseling other students, separation from homeroom).
- g. Loss of some or all of school privileges, including the privilege of riding the bus, participation in athletics and other after school activities, school dances, and/or field trips.
- h. Reassignment of class, seating in class, bus seat assignment.
- i. Parent/Guardian/Guardian conference with Principal and/or Head of School.
- j. Lunch Detention. Student eats lunch in an area separate from peers.
- k. After School Detention. Student remains after school until 4:30 p.m. generally engaged in other logical consequences.
- l. Saturday Detention. Student arrives at school at 8:30 a.m. and remains at school with an adult supervisor until 12:30 p.m.
- m. Referral to school counselor.
- n. Alternative classroom for some part of the day.
- o. Short Term Suspension. A short term suspension is the temporary removal of a student from school and school activities and/or the school bus for 10 days or less. It shall be the responsibility of the Parent/Guardian of a student suspended from the bus to provide the transportation for the student to and from school. Students under a suspension ARE NOT permitted on campus or at off-campus school events throughout the duration of their suspension and the conclusion of their conduct hearing.
- p. Long-Term Suspension. A long term suspension is the temporary removal of a student from school and school activities and/or the school bus for a period of more than ten days. Students under a suspension ARE NOT permitted on campus or at off-campus school events throughout the duration of their suspension and the conclusion of their conduct hearing.
- q. Behavior plan. Student, parent/guardian, teacher, and administration agree on plan for improved behavior.
- r. Restitution. Compensation for loss, damage or injury. This may take the form of appropriate service, monetary and/or material replacement.
- s. Notification of the appropriate law enforcement agency.
- t. Referral and/or placement with an outside agency for support services.
- u. Mandatory community service.
- v. Expulsion. An expulsion is the permanent separation of a student from the MOT Charter School.

## Behavior Accountability

To ensure that we maintain a positive learning environment, MOT Charter has an established conduct referral system to address behaviors that are in conflict with our Standards of Conduct.

MOT Charter High School's use of the Incident Communication form is for the purpose of documentation, problem solving, and communication to the student and his/her family about a behavior that has occurred. These forms are documented in the student's discipline record in eSchool.

The particular facts and circumstances of a violation will dictate the consequence that is imposed. Repeated minor offenses will result in the following consequences.

- Verbal warning
- Parent/guardian contact from teacher
- Parent/guardian contact from administrator
- Restorative Reflection Advisory
- Student Conduct Review Board
- Teacher Conduct Review Board

RESTORATIVE REFLECTION ADVISORY (RRA) is issued when repeated low-level offenses occur after a verbal warning. Students will be provided with advance notice of RRA and are required to attend the assigned date. Students who do not attend will result in further actions by a conduct review board.

DEMERITS. Demerits will be issued for repeated low-level and/or mid-level offenses and should be viewed as learning opportunities and requests to correct behavior. We will keep a record of demerits received to identify any patterns of behavior that need correction.

High-level offenses may result in the assignment of multiple demerits without warning. Any offense that results in a suspension may also carry with it multiple demerits. **The demerit system does not supplant the use of other consequences for behavior.**

- 1-2 demerits: An accountability letter and/or administrative conference.
- 3-6 demerits: Conference with parent/guardian.
- 7 or more demerits for the year or more than 10 in 2 consecutive years: Appearance before the Conduct Review Board for consideration of detentions, suspension and/or expulsion.

Accumulated demerits will result in Conduct Board hearings and, ultimately, suspension and/or expulsion.

LOGICAL CONSEQUENCES. Some behaviors may warrant the assignments and/or tasks to help support the correction of the inappropriate behavior. This includes, but is not limited to, cafeteria cleanup, limited use of workspace, verbal/written apology, research assignments, restriction of choice in advisory, restitution, or restriction from extracurricular activities.

REFERRALS. A student will receive a conduct referral for significant offenses, repeated classroom disruptions or uncorrected misconduct.

The Administrators will determine the appropriate consequence, up to and including suspension. All behavioral accountability forms are sent home with the student, as well as emailed from the office.

SUSPENSION. The following offenses as defined by Delaware Regulation 14 Admin. C. §614 may result in an out-of-school suspension and a parent/guardian conference:

- Accumulation of multiple demerits
- Fighting
- Bullying
- Defiance
- Offensive touching
- Violation of acceptable use policy
- Violation of internet safety policy
- Violation of tobacco policy

EXPULSION. The following offenses as defined by Delaware Regulation 14 Admin C. §614 may result in dismissal from MOT Charter School:

- Accumulation of 7+ demerits
- Any involvement with drugs or alcohol at school or at a school sponsored activity
- Possession of a weapon at school or at a school sponsored activity
- Assault
- Bullying
- Harassment (sexual, verbal, physical)



- Stealing
- Fighting
- Terroristic threatening
- Bomb threats
- Vandalism

### General Conduct Standards

MOT Charter School students and staff are expected to strive for the highest levels of conduct and to always be mindful of the feelings, health, and safety of themselves and others.

RESPECT. Respect means that all individuals are valued. Respect encompasses taking care of oneself, as well as demonstrating courtesy, sharing, good manners, appropriate language toward others, and acceptance of school rules and expectations.

- being honest
- demonstrating social courtesies, removing hats inside the building, greeting others, saying “excuse me”
- treating **all members** of the community with the same high regard
- walking appropriately in the hallways
- sharing the hallways
- Refraining from any type of teasing or taunting – even in jest

RESPONSIBILITY. All members of the MOT Charter School community are expected to act responsibly towards our school as well as the broader community. Acting responsibly means doing the right thing even when no one is watching, fulfilling commitments, taking care of personal and community property, and finding ways to share time and talents for the good of the community.

- being on time to school each and every day
- completing work on time and to the best of one's ability
- keeping the school free of litter & cleaning up after oneself
- being where expected at the time expected

- accepting the consequences of your own actions and choices
- respectfully using and maintaining common spaces appropriately

KINDNESS. Students, staff, and parent/guardian alike are expected to build positive relationships by caring for the thoughts and feelings of others and by showing appreciation for the efforts of others, accepting our own mistakes and forgiving the mistakes of others.

- Helping others when needed
- Including others
- Freely offering words of support and encouragement
- Refraining from using negative or demeaning words toward another
- Accepting and celebrating the uniqueness of others

BELIEF IN ONESELF. Believing in yourself means you will make the most of the educational opportunities provided to you at MOT Charter School. It means doing your best.

### Specific Conduct Standards

MOT Charter School Students are expected to strive for the highest levels of conduct and to always be mindful of the feelings, health and safety of themselves and others. Students are required to engage in responsible and respectful conduct and to model good citizenship within the school environment.

Any student found to be in violation of school policies or to have committed or to have attempted to commit violations of the specific standards or similar offenses is subject to the disciplinary consequences set forth below. When determining the severity of the offense, the School shall consider the age and maturity of the student(s) involved, the student(s) conduct history, aggravating circumstances, and whether the conduct caused property damage and/or injury to another person. In handling discipline issues, we use problem-solving techniques and proactively work with the student to address the standards violation. However, in addition to meeting the needs

of the individual child, the School must also consider other students, staff members, and the school as a whole.

1. Acts of dishonesty, including but not limited to:
  - a. Cheating, plagiarism, complicity, and other forms of academic dishonesty
  - b. Stealing
  - c. Falsifying school documents
  - d. Lying
  - e. Lying to a teacher or administrator
2. Conduct that is disorderly, indecent, unsafe, or otherwise disruptive of the learning environment, including but not limited to:
  - a. Reckless behavior
  - b. Possession of non-school items during school hours
  - c. Unauthorized use of cell phones, electronic games, cameras, and/or other electronic devices
  - d. Misuse of materials/use of materials without permission
  - e. Inappropriate language or behavior
  - f. Inappropriate public display of affection
  - g. Persistent talking unrelated to classwork during a quiet work time or direct instruction
  - h. Use of inappropriately loud voice or sounds / calling out
  - i. Late to class /lingering in hallway
  - j. Unprepared for class
  - k. Personal grooming in class or on the bus
  - f. Unauthorized selling or trading
  - g. Gambling
  - h. Consumption, distribution, or possession of unsafe items
3. Failure to comply with school policies and established procedures, including but not limited to:
  - a. Dress Code Policy
  - b. Bus Safety Policy
  - c. Technology Use Policy
  - d. Drug Policy
  - e. Tobacco – free Policy
  - f. Policy against harassment
  - g. Unauthorized food, gum, beverage
4. Physical or verbal threats, abuse, harassment, intimidation, or any other conduct which threatens or endangers the physical or emotional health or safety of any person, including but not limited to:
  - a. Teasing/name calling
  - b. Bullying
  - c. Pushing/shoving/pulling
  - d. Fighting
  - e. Assault
  - f. Terroristic Threatening
  - g. Any behavior that may result in the evacuation of a school building or bus
  - h. Unlawful possession, use or distribution of weapons or explosive devices
5. Failure to comply with directions of, or defying, the staff acting in the performance of their duties, including but not limited to:
  - a. Refusal to comply with a staff member's request
  - b. Off task behavior, including accessing sites unrelated to coursework
  - c. Being in an unauthorized area without permission
  - d. Refusal to quiet when asked
  - e. Refusal to report to the office
  - f. Refusal to respond
  - g. Refusal to serve a consequence
  - h. Refusal to remove non-dress code items
  - i. Refusal to hand over an unauthorized device
  - j. Refusal to clean up lunch table, common spaces, or work areas

6. Attempted or actual defacement or damage to the property of MOT Charter School, to the school buses used to transport MOT Charter School students, or the property of any of its employees, students, parent/guardian, or visitors, including but not limited to:
  - a. Writing or marking on desks, seats, clothes, books, and/or walls
  - b. Purposeful splattering or throwing food or food substances
  - c. Kicking, banging, or hanging on bathroom stall doors
  - d. Littering
  - e. Tampering with paper towel or soap dispensers or thermostats
  - f. Other acts of vandalism
  - g. Misuse of school property (e.g. science or art materials)
  - Any illegal behavior not specifically mentioned that is committed on school property or during a school function.

to (or with the intent to) gain an unfair advantage include:

- Unauthorized exchange of information during a test or exam while others are still taking it which includes, but is not limited to, using calculators to store test information, texting, emailing, e-chatting, writing on desks, employing hand gestures and other distracting noises, and concealing notes on one's person.
- Copying from others during a test or examination which includes testing during Math League, Science Olympiad, or any other competition where the student represents MOT Charter.
- Using unauthorized materials such as calculators, websites, cell phones, crib notes, etc. to complete an examination or assignment.
- Copying or otherwise retaining parts of a test or exam and giving it to other students who have yet to take it.
- Sharing test questions with others who have not taken the exam.
- Using unauthorized online translators.
- Changing, altering, or acting as an accessory to changing or altering a grade on a test, assignment, or project, including lab notebooks and Science Fair data.
- Violating any other testing procedures specified by the teacher.
- Collaborating without permission on assigned work which includes, but is not limited to, papers, projects, products, lab reports, other reports, and homework.
- Gaining unauthorized prior knowledge and/or access to tests, quizzes, midterms, finals, or other assignments.

## ACADEMIC INTEGRITY

- I. **Purpose:** MOT students are expected to complete all academic assignments and assessments in an honorable manner and are personally responsible for advancing authentic learning. Academic dishonesty in any form is prohibited and students will face severe consequences for engaging in behavior that involves lying, stealing, cheating, plagiarizing, or conspiring with those who do. Infractions become part of the student's cumulative record.
- II. **Academic Dishonesty:** The following section lists, but are not limited to, examples of academic dishonesty:
  - A. **Cheating or Testing Procedure Violations** are recognized as deliberately seeking one's own gain in academic, extracurricular, or other school work in order

- Having another individual take a test or prepare an assignment or assist with a test or an assignment without approval.

**B. Lying or Fraud:** To make a statement one knows is false, with the intent to deceive or with disregard for the truth: to give a false impression. Lies can be made verbally, in writing, or by gestures that are intended to convey a false impression or understanding. Regarding academic performance, conduct that constitutes lying, includes but is not limited to:

- Fabricating data or information such as making up physical activity logs, driving logs, and research data.
- Claiming to have contributed to a group project but not being accountable for a fair share of the work.
- Citing information not taken from the source indicated. This may include incorrect documentation of secondary source materials: e.g., using the works cited information from a source instead of going to the original source.
- Listing sources on a works cited page that are not used in the academic exercise.
- Submitting a paper or other academic exercise that includes false or fictitious data, or deliberately concealing or distorting the true nature, origin, or function of such data.
- Submitting, as original, any academic exercises prepared totally or in part by another, including information from unauthorized sources, e.g., the Internet, Spark Notes, or Cliff Notes.
- Falsifying illness in order to avoid testing on the assigned day.
- Forging signatures on school documents.
- Changing a grade or attendance record by mechanical or electronic means in a teacher's or school's grading or attendance system.

- Misleading parent/guardian about assignments or exams.

- Representing oneself to be a teacher or school representative.

- Falsifying a recommendation letter.

**C. Stealing:** Encompasses taking or appropriating without the right or permission to do so and with the intent to keep or improperly use the school work or materials of another student or the instructional materials of a teacher. Some examples include, but are not limited to, stealing copies of tests or quizzes, illegitimately accessing the teacher's answer key for tests or quizzes, stealing the teacher's edition of the textbook, and stealing another student's homework, notes, or handouts.

**D. Multiple Submissions:** Submitting substantial portions of any academic exercise more than once without prior authorization and approval of the teacher OR purposefully submitting an incomplete assignment to access other portions of the assignment or to have an assignment not be late.

**E. Complicity: Facilitating any of the above actions or performing work that another student then presents as his or her own work (e.g., copying someone's homework or allowing someone to copy homework, providing someone with assessment answers).**

**F. Interference:** Interfering with the ability of a fellow student to complete his or her assignments (e.g., stealing notes or tearing pages out of books). This includes, but is not limited to, creating a disadvantage for another student by hoarding or by sabotaging materials or resources.

**G. Plagiarism: The copying of language, structure, programming, computer code, ideas, and/or thoughts of another and passing off the same as one's own original work, or attempts thereof. Such acts**

include, but are not limited to , having a parent/guardian or another person write an essay (including the purchase or copying of works on the Internet) or to complete a project which is then submitted as one's own work; failing to use proper documentation and bibliography.

**III. Referral and Consequences:** If a MOT employee reasonably suspects that a student engaged in academic dishonesty, this student may receive a zero for the exam, test, or assignment and will be referred to the administration for additional consequences. The MOT administration reserves the right to make a final determination of whether a student engaged in academic dishonesty and to affirm and/or assign consequences. Further incidents of academic dishonesty could result in more severe disciplinary consequences such as, as failing grade for the entire marking period and referral to the Review Board for possible dismissal.

**IV. Honor Council:** To fully establish a permanent culture of honesty and personal responsibility, MOT has established an Honor Council. The Honor Council is an organization composed of students whose duties include assisting the administration in determining whether academic dishonesty occurred and recommending consequences for verified violation.

#### Common Conduct Definitions

Delaware Regulation 14 Admin C 614 provides for uniform definitions of certain conduct that may result in expulsion or alternative placement. The full regulation may be accessed at <http://regulations.delaware.gov/AdminCode/title14/600/614.shtml>. Parent/Guardians may request a paper copy of this regulation at the front office.

#### Right to Hearing

It is the school's expectation that most conduct violations under these standards will be resolved

through a problem solving conference with the student during which the student is given full opportunity to be heard. However, whenever the school receives reliable information that conduct has occurred which may warrant a suspension of more than 5 days or expulsion, the school shall notify the student and the student's parent/guardian of the alleged conduct violation and will conduct an investigation. If, at the conclusion of the investigation, the student admits to the conduct or the administration and the parent/guardian mutually agree to a resolution, no further proceedings will be held.

If the violations are not disposed of by mutual consent, the Head of School shall conduct a private hearing within 5-15 days to determine whether or not a violation occurred. The student is permitted to invite others with information relevant to the incident to the hearing and/or may submit written documents to the Head of School. The Student's parent/guardian may request receipt of all evidence of the allegations, including any documents, prior to the hearing. The hearing shall not necessarily delay the imposition of disciplinary action, unless so determined by the Head of School.

At the conclusion of the hearing, the Head of School shall determine whether a conduct violation occurred and the appropriate disciplinary action to impose.

#### Appeals for Suspensions and Expulsions

**Right to Appeal:** If a student is suspended from school or from the bus for five (5) or more days or if the student is expelled from MOT Charter School, the student's parent/guardian may appeal the decision to MOT Charter School's Board of Directors Discipline Committee by written notice to Head of School within 48 hours of notification of the suspension or expulsion. Failure to notify the Head of School within 48 hours will render the school's determination final.

**Review by the Discipline Committee:** All appeals from suspensions and expulsions shall be heard by the Discipline Committee. The Discipline Committee has authority to make final determinations on suspensions and expulsions on behalf of the Board of Directors.

- a. The Discipline Committee shall convene as soon as practicable to hear the student’s appeal, but no more than five (5) school days after receipt of the appeal.
- b. The Discipline Committee shall consider only three issues:
  - i. whether the hearing at the school level was conducted fairly and in conformity with prescribed procedures;
  - ii. whether there existed a factual basis, which if believed, would be sufficient to establish the offense; and
  - iii. whether the punishment is proportionate to the offense.
- c. The Discipline Committee will review the decision of the school on the record and will take action based upon the recommendation and evidence summarized by school. A parent/guardian of the student and the student may address the Discipline Committee during the appeal hearing. However, the Discipline Committee shall not consider evidence not previously considered by the administration.
- d. The Discipline Committee shall render a decision at the conclusion of the hearing and within 3 days shall provide a written summary of the decision of the Discipline Committee to the student’s parent/guardian and to the school.

reasonable delay, file the appropriate charge against the student or the Parent/Guardian/Guardian. In all cases where a reportable offense has occurred, the School shall consult with police authorities. In addition, the State Board of Education requires reporting of the additional incidents to the Department of Education

During the investigation and review, the Student shall remain suspended from school.

**Mandatory Reporting**

State law obligates MOT Charter School to report, and at times to prosecute, certain offenses enumerated in Title 14, Section 4112 of the Delaware Code. In any instance where a Student or a Parent/Guardian/Guardian is found to have committed one of the enumerated offenses against a School Employee, the Head of School shall without

## POLICIES & PROCEDURES

### ANTI-HARASSMENT POLICY

MOT Charter School is committed to protecting the rights and dignity of its students and staff and will not tolerate any harassment based on the other's race, color, sex, religion, national origin, disability, veteran status or any other characteristic.

Harassment goes beyond the mere expression of views or thoughts (spoken or written) that an individual may find offensive. The conduct must be sufficiently serious to limit an employee's or student's ability to participate in or benefit from the activities of the school. Further, prohibited conduct must be evaluated from the perspective of a reasonable person in the alleged victim's position, taking into account all of the circumstances involved in a particular matter.

Specific violations of this standard include, but are not limited to:

- a. Making an advance, a request for sexual favor, or other verbal or physical conduct of a sexual nature when: (1) submission to or rejection of such contact is made either explicitly or implicitly a term or condition of an individual's employment or academic advancement or achievement; or (2) such conduct has the purpose or effect of interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive working or academic environment.
- b. Making any uninvited, unwelcome advance, request for sexual favor, or touching or kissing of a sexual nature, including, without limitation, patting, pinching, hugging, or repeatedly brushing against another person's body;
- c. Making sexually degrading or insulting comments that demean an individual;
- d. Displaying sexually suggestive objects or pictures; or
- e. Committing any act of sexual assault.

- f. Any verbal or physical conduct toward another that is based on the other's race, color, sex, religion, national origin, disability, veteran status or any other characteristic that (1) creates an intimidating, hostile, or offensive learning and/or working environment; or (2) unlawfully interferes with an individual's work or academic performance.

### BULLYING PREVENTION POLICY

The MOT Charter School (hereinafter referred to as MOT Charter or school) recognizes that a safe learning environment is necessary for students to learn and achieve high academic standards. MOT Charter strives to provide safe learning environments for all students and all employees.

#### **Prohibition of Bullying, including Cyberbullying**

To further these goals and as required by 14 Del. C. 4112D, MOT Charter hereby prohibits the bullying or cyber bullying of any person on school property or at school functions or by use of data or computer software that is accessed through a computer, computer system, computer network or other electronic technology of a school district or charter school. MOT Charter further prohibits reprisal, retaliation or false accusation against a target, witness or one with reliable information about an act of bullying.

"School function" includes any field trip or any officially sponsored school event.

"School property" means any building, structure, athletic field, or real property that is owned, operated, leased or rented by MOT Charter including, but not limited to, or any motor vehicle owned, operated, leased, rented or subcontracted by MOT Charter.

This policy is not intended to prohibit expression of religious, philosophical or political views, provided that the expression does not substantially disrupt the education environment. Similar behaviors that do not rise to the level of bullying may still be prohibited by

other school policies or building, classroom or program rules.

**Definition of Bullying**

As used in this policy, bullying means any intentional written, electronic, verbal or physical act or actions against a student, school volunteer or school employee that a reasonable person, under the circumstances, should know will have the effect of:

- A. Placing a student, school volunteer or school employee in reasonable fear of substantial harm to his or her emotional or physical well-being or substantial damage to his or her property; or
- B. Creating a hostile, threatening, humiliating or abusive educational environment due to the pervasiveness or persistence of actions or due to a power differential between the bully and the target; or
- C. Interfering with a student having a safe school environment that is necessary to facilitate educational performance, opportunities or benefits; or
- D. Perpetuating bullying by inciting, soliciting or coercing an individual or group to demean, dehumanize, embarrass or cause emotional, psychological or physical harm to another student, school volunteer or school employee.

To constitute bullying the behavior must be severe, persistent, or pervasive. The actions listed below are some examples of intentional actions, which may become bullying depending on their reasonably foreseeable effect. This list should be used by way of example only, and is by no means exhaustive. An act is intentional if it is the person's conscious objective to engage in conduct of that nature.

**Physical bullying:**

Pushing, shoving, kicking, destroying of property, tripping, punching, tearing clothes, pushing books from someone's hands, shooting/throwing objects at

someone, gesturing, and unwanted touch of a sexual nature.

**Verbal bullying:**

Name calling, insulting, making offensive comments, using offensive language, mimicking, imitating, teasing, laughing at someone's mistakes, using unwelcome nicknames, threatening, unwanted talking about private parts, unwanted comments about target's sexuality or sexual activities

**Relational Bullying:**

Isolation of an individual from his or her peer group, spreading rumors.

**Cyber-bullying:**

Cyberbullying means the use of uninvited and unwelcome electronic communication directed at an identifiable student or group of students, through means other than face-to-face interaction which (1) interferes with a student's physical well-being; or (2) is threatening or intimidating; or (3) is so severe, persistent, or pervasive that it is reasonably likely to limit a student's ability to participate in or benefit from the educational programs of the school district or charter school. Communication shall be considered to be directed at an identifiable student or group of students if it is sent directly to that student or group, or posted in a medium that the speaker knows is likely to be available to a broad audience within the school community. Whether speech constitutes cyberbullying will be determined from the standpoint of a reasonable student of the same grade and other circumstances as the victim. The place of origin of speech otherwise constituting cyberbullying is not material to whether it is considered cyberbullying under this policy, nor is the use of school or district materials.

- 1. Denigration: spreading information or pictures to embarrass,
- 2. Flaming: heated unequal argument online that includes making rude, insulting or vulgar remarks
- 3. Exclusion: isolating an individual from his or her peer group,



4. Impersonation: Using someone else's screen name and pretending to be them
5. Outing or Trickery: forwarding information or pictures meant to be private.

**School-wide Bully Prevention Program**

- A. MOT Charter's school-wide bully prevention program will strive to meet these goals:
  - a. Educate all stakeholders about the bullying problem;
  - b. Reduce existing, and prevent the development of new, bullying problems;
  - c. Maintain positive peer relations and staff-student connections at school.
- B. The school-wide bully prevention program includes:
  - a. A requirement that all staff will:
    - Treat others with warmth, positive interest and involvement;
    - Set firm limits for unacceptable behavior;
    - Act as positive role models;
    - Solve bullying problems in a consistent manner across all grade levels.
  - b. Staff will conduct regular, ongoing class meetings, discussions, or role-playing activities as needed to address bullying.
  - c. The committee will involve parent/guardian feedback in bullying prevention.
  - d. The committee will address the supervision of non-classroom activities.

**Observations or other Complaints of Bullying**

- A. Staff Member Observations
  1. Staff members are encouraged to watch for early signs of bullying and intervene.
  2. Staff members are encouraged to be vigilant and look for students who signs of peer victimization.
- B. The procedures for a student and parent/guardian, guardian or relative caregiver pursuant to § 202(f) of this Title or legal guardian to provide information on bullying activity will be as follows:

- Anyone may report bullying. A report may be made to any staff member.
- Reports shall be made in writing.
- If a child expresses a desire to discuss an incidence of bullying with a staff-member, the staff-member will make an effort to provide the child with a practical, safe, private and age-appropriate method of doing so.
- All complaints about bullying shall be documented and shall be reasonably specific as to actions giving rise to the complaint and should include information as to:
  - a. Conduct involved
  - b. Persons involved, designated bully, target, and bystanders' roles
  - c. Time and place of the conduct alleged, number of incidents
  - d. Names of potential student or staff witnesses
  - e. Any actions taken in response
- The building level administrator shall be responsible for responding to bullying complaints.

**Reporting Requirements**

It is the responsibility of each member of the school community (students, staff and parent/guardian) to report instances of bullying or suspicions of bullying, with the understanding that all such reports will be listened to and taken seriously.

- A. Any school employee that has reliable information that would lead a reasonable person to suspect that a person is a target of bullying shall immediately report it to the building level administrator or the Head of School.
- B. Written Report
  1. If measures confirm the staff member's concerns that a student is being bullied, if a staff member receives a report of a bullying matter, or if a staff member observes a bullying incident, they must

immediately inform the school counselor or building level administrator immediately and follow up in writing within 24 hours.

2. The written report shall be reasonably specific as to actions giving rise to the suspicion of bullying and shall include:
  - a. Persons involved, designating bully, target, and bystanders roles.
  - b. Time and place of the conduct and alleged, number of incidents.
  - c. Potential student or staff witnesses.
  - d. Any actions taken.

### **Investigative Procedures**

All complaints of bullying will be promptly investigated and handled consistent with due process requirements.

1. An Administrator or designee shall be responsible for responding to bullying complaints.
2. While all efforts will be made to maintain confidentiality, neither the complainant nor witnesses should ever be promised confidentiality.
3. Student victims may, upon request, have a parent/guardian or trusted adult with them during any inquiry or investigatory activities.
4. After receiving notice of suspected bullying, the Principal or the Principal's designee, will review the complaint and will take reasonable steps to verify the information and to determine whether the information would lead a reasonable person to suspect that a person has been a victim of bullying.
5. All alleged and confirmed bullying incidents will be reported to the Department of Education by the principal or her designee within five (5) working days pursuant to Department of Education regulations.
6. Some acts of bullying may also be crimes under the School Crime Reporting Law (14 Del. C.

4112), and as such, will be reported to the police and /or the Department of Education.

### **Classroom Supervision**

The School Climate Committee will review and refine the supervisory system specifically to make bullying less likely to happen using the following techniques:

1. Determine the "hot spots" for bullying in the building, and why those hot spots exist.
2. Consider ways of building positive collaborations between older and younger students.
3. Consider adult density in hot spots.
4. Determine a way to increase adult competence in recognizing and intervening in bullying situations.
5. Develop a method for reviewing and exchanging information regarding non-classroom areas.
6. Determine and disseminate a consistent graduated method by which all staff will recognize and respond to bullying.
7. Review the policy for hallway supervision before and after school and during the time when students are moving between classes.

### **Consequences for Bullying**

Consequences for bullying will be immediately and consistently applied and delivered in a non-hostile manner. Consequences will not involve revenge or hostile punishment.

- A. Consequences will take into account:
  1. Nature and severity of the behaviors
  2. Degrees of harm
  3. Student's age, size and personality (including development and maturity levels of the parties involved)
  4. Surrounding circumstances and context in which the incidents occurred
  5. Disciplinary history and incidences of past or continuing patterns of behavior
  6. Relationships between the parties involved
- B. The appropriate range of consequences for bullying follows the school's code of conduct and may include:
  1. Demerits
  2. Loss of a privilege

3. Referral to Conduct Board
4. Lunch detention
5. Written apology
6. Verbal reprimand clearly specifying what is not acceptable and consequences if repeated.
7. Notice to parent/guardian—written reprimand
8. Serious talk with school staff member
9. Serious talk with school staff member with parent/guardian present
10. Supervised break times
11. Behavioral report cards sent home
12. Creation of a behavior contract
13. In-school suspension
14. Out of school suspension
15. Reassignment of seats in class, lunch or on bus
16. Restriction from certain areas of school
17. Reassignment of classes
18. A referral to an external agency
19. Expulsion
20. Report to Law Enforcement officials
21. Reparation to victim in the form of payment for or repair of damage to possessions out of bullies own money
22. Education about what bullying is and why it is not acceptable
23. Documentation on books or films about bullying
24. Completion of anti-bullying self-study
25. Completion of Letter of acknowledgement of actions to victim (only after reviewed by staff and never in cases of sexual bullying)
26. Completion of psychological psychiatric or neuropsychiatric assessment or evaluation before returning to school
27. Mandatory counseling
28. Implementation of behavioral management program

### **Training**

MOT Charter will provide training to all employees each year totaling at least one (1) hour in the identification and reporting of criminal youth gang

activity pursuant to § 617, Title 11 of the Delaware Code and bullying prevention pursuant to § 4112D, Title 14 of the Delaware Code.

### **Notification of Parent/Guardians**

A parent/guardian or legal guardian of any target of bullying or person who bullies another will be notified.

### **Retaliation**

Retaliation following a report of bullying is prohibited. After consideration of the nature, severity, and circumstances of the act, an Administrator shall determine the consequences and appropriate remedial action for a person who engages in retaliation.

### **Procedure to Communicate with Medical and Mental Health Professionals.**

The following procedures for communication between school staff members and medical professionals who are involved in treating students for bullying issues must be followed:

1. Release of information forms must be signed by the parent/guardian or legal guardian in order for the primary care physician or mental health professional to communicate with school personnel regarding any treatment of a child. Releases should be signed both at school and at the physician or mental health professional's office before communication takes place according to HIPAA and FERPA guidelines.
2. If a parent/guardian refuses to sign a release form at school the school will review this policy with them, explaining the reasons the release would be advantageous to their child.
3. After confirmation that a child has been involved in a bullying incident, if the school counselor recommends a mental health evaluation be completed, the school may:
  - a. Require that return to school will be contingent upon the clinical evaluation providing recommendations and treatment plan if identified as appropriate.

- b. Require that student remain in in-school suspension and that return to regular class schedule will be contingent upon the clinical evaluation providing recommendations and treatment plan if identified as appropriate.

A summary of this evaluation shall be shared at a meeting with an administrator, the student, a parent/guardian, and the school counselor prior to return to school or the general population.

**Implementation**

The school bullying prevention program shall be implemented throughout the year, and will be integrated with the school's discipline policies and 14 Del. C. § 4112.

**Defenses**

- A. The physical location or time of access of a technology-related incident is not a valid defense in any disciplinary action by the school district or charter school initiated under this policy provided there is sufficient school nexus.
- B. This section does not apply to any person who uses data or computer software that is accessed through a computer, computer system, computer network or other electronic technology when acting within the scope of his or her lawful employment or investigation of a violation of this policy in accordance with school district or charter school policy.

**Relationship to School Crime Reporting Law**

An incident may meet the definition of bullying and also the definition of a particular crime under State or federal law. Nothing in this policy shall prevent school officials from fulfilling all of the reporting requirements of § 4112, Title 14 of the Delaware Code, or from reporting probable crimes that occur on school property or at a school function, which are not required to be reported under that section. Nothing in this section shall abrogate the reporting requirements for child abuse or sexual abuse set forth in Chapter 9 of Title 16 of the Delaware Code, or any

other reporting requirement under State or federal law.

**School Ombudsperson Information**

State of Delaware  
Department of Justice  
School Crime Ombudsman  
1-800-220-5414

**Social Media and Electronic Media**

Social media refers to any electronic outlet of communicating with another person. The following social mediums where posting of speech will be presumed to be available to a broad audience within the school community, regardless of privacy settings or other limitations on those postings, shall include, but is not limited to: Facebook, Twitter, My-space, YouTube, Instagram, Snap Chat, Yik Yak, Secret, and Pinterest. This list is not exclusive and any social media outlet or electronic communication, such as email, texting, instant messaging shall be considered as an electronic medium for the purposes of enforcing the electronic bullying aspects of MOT Charter's Bullying Prevention policy. Internet sites such as "blogs" which may be created or used by individuals for the specific purpose of bullying as defined above shall also be treated in the same manner as other publicly accessible internet portals. Students who forward an offensive post (other than as a means to bring the post to the attention of a school administrator) or add to a post which is bullying in nature, whether through words, emoji's, pictures or memes, are considered to be participants in the bullying behavior.

**BUS SAFETY POLICY**

Transportation is provided to high school students. All stops will be hub stops and any stops in developments will be at the front of the development. Bus transportation is a privilege, not a "right." ALL MOT Charter School's conduct standards will be enforced while students are on the bus or waiting at a bus stop. Students who disregard MOT Charter's standards of conduct or the following bus rules are subject to suspension from the bus and loss of the privilege of riding the bus to school. MOT Charter

School's use of businesses and public parking areas as hub stops may be revoked as a result of disruptive or unsafe student behaviors.

1. **Only** MOT Charter School students, authorized volunteers, and employees of MOT Charter School are permitted to board buses contracted for the transport of MOT Charter School students. Parent/Guardians or other authorized persons may not board the bus at any time. If you have a concern or issue with a driver or with an MOT student, please contact the Principal so it may be resolved appropriately.
2. Students may ride only on the buses they are assigned and must be picked up and dropped off at their assigned bus stop. A student's parent/guardian may, by written request to the school and the bus driver, request that a student be permitted to depart at an alternative stop on the same bus. If a student is going home to another student's house, notes of authorization from both students' parent/guardian are required and space must be available on the bus. Passes will not be issued after 2pm.
3. Students should arrive at the bus stop 5- 10 minutes prior to the scheduled pick up time. The bus has to run on schedule and cannot wait for those who are tardy.
4. Students should never stand or play on the roadway while waiting for the bus.
5. When approaching the bus or a bus stop along the highway, students should walk on the left side of the road facing traffic. He/she should be sure that the road is clear of all traffic and that all traffic has stopped before crossing.
6. Students must board the bus in an orderly fashion, without crowding or disturbing others and immediately occupy their seats.
7. Students must follow the directions of the bus driver promptly and respectfully at all times. The driver is in full charge of the bus and students.
8. Students must remain seated (backs to the seat, facing the front of the bus) and keep the aisles clear at all times while the bus is in motion.
9. Students must not stand or try to get on or off the bus until the bus has come to a complete stop.
10. The driver may assign each student a seat. This may be done for the entire bus, or specifically for students who are in need of increased supervision. The bus driver has the right to change seats at any given time, even during the route, to help limit distractions and insure the safety of all bus riders. Refusal to move is considered a safety violation and will be addressed as a code of conduct violation.
11. Students may not eat, drink or smoke on the bus.
12. Unnecessary conversation with the driver is prohibited while the bus is in motion.
13. Students should keep hands and other objects to themselves and not engage in any inappropriate and/or unsafe behaviors on the bus.
14. Students should speak in a normal voice to those in the seat with them or next to them. No singing, shouting or loud conversations are permitted. **Classroom-appropriate conduct is expected at all times on the bus.**
15. Students are not permitted to call out to other students several seats away or passers-by, extend their head or arms out of the windows, or throw articles of any kind in, out or around the bus.
16. Students should at all times treat other students and the driver with respect and kindness, and avoid the use of hurtful words, actions, teasing, and verbally or physically threatening behavior.
17. Students should keep the bus clean, sanitary, and orderly. Damage to bus will result in the assessment of replacement costs and other disciplinary consequences.

18. Students are not to tamper with emergency doors, controls, or windows.
19. Students are to conduct themselves while on the bus in such a way that it will not distract the driver from his/her job of driving. The use of profanity, indecent exposure, fighting, obscene gestures, pushing, shoving, spitting, shouting or other distracting behavior will not be tolerated and will likely result in suspension from the bus.
20. Upon leaving the bus, students should immediately walk around the front of the bus and stop before crossing. He/she should make sure that the road is either clear of all traffic or that the traffic has come to a complete stop before crossing. In crossing the street or highway at any time, students should look both to the right and to the left, then WALK – not run.

### **Student Personal Items on the School Bus**

Students bringing personal items do so at their own risk and the school is not responsible for damage, loss or theft of these items. Gym bags, sports equipment, band instruments or any school project shall not be placed in aisles or areas near the bus entrance or emergency door. Items of this nature are not allowed on the bus unless they can be safely secured without endangering the safety of other students. If they cannot be safely secured, the student must arrange alternative transportation.

### **NOTIFICATION OF SEX OFFENDERS**

The responsibility of community notification of sex offenders rests with law enforcement authorities and is available on the Delaware State Police website. State and local police agencies are required to send to public school written notification of registered offenders who reside in the community. If MOT Charter School receives notification from authorities, these notices will be kept in a binder in the school office. Parent/Guardians are welcome to check this information at any time.

### **POLICY ON SUICIDE PREVENTION**

Protecting the health and well-being of all students is of utmost importance to MOT Charter School. The Board of Directors has adopted a suicide prevention policy which will help to protect all students through the following steps:

1. Students will learn about recognizing and responding to warning signs of suicide in friends, using coping skills, using support systems, and seeking help for themselves and friends.
2. Each building will designate a suicide prevention coordinator to serve as a point of contact for students in crisis and to refer students to appropriate resources.
3. When a student is identified as being at risk, they will be assessed by a school employed mental health professional who will work with the student and help connect them to appropriate local resources.
4. Students will have access to national resources which they can contact for additional support, such as:
  - a. The National Suicide Prevention Lifeline – 1.800.273.8255 (TALK), [www.suicidepreventionlifeline.org](http://www.suicidepreventionlifeline.org)
  - b. The Trevor Lifeline – 1.866.488.7386, [www.thetrevorproject.org](http://www.thetrevorproject.org)
5. All students will be expected to help create a school culture of respect and support in which students feel comfortable seeking help for themselves or friends. Students are encouraged to tell any staff member if they, or a friend, are feeling suicidal or in need of help.
6. Students should also know that because of the life or death nature of these matters, confidentiality or privacy concerns are secondary to seeking help for students in crisis.
7. For a more detailed review of this policy, please see the full **Policy on Suicide Prevention**, posted on the school's website

under Financial Reporting and Regulatory Compliance.

## TECHNOLOGY USE POLICY

MOT Charter School provides students access to the school's electronic network, including internet access as well as technology services and equipment solely for educational purposes. Students are expected to follow the same rules and behaviors that are used with other daily school activities in the use of the school's electronic network. Access to technology services is a privilege, not a right. The school reserves the right to monitor all activity on its electronic network or devices and place reasonable restrictions on material that is accessed or posted throughout the network. Violations of this policy may result in the loss of access to school computers and/or other disciplinary action up to and including expulsion from MOT Charter School.

Students are expected to bring their assigned, and fully charged, computer to school each day. The school is not able to provide "loaner" computers to students. Students without their computers are still responsible for completing all classwork and must submit assignments via paper hardcopy. Students may charge their computers at school if 1) they provide their own charger, and 2) there is appropriate space available. The school is not responsible for computers that are lost or damaged as a result of being left unattended while charging.

### **Unacceptable behaviors include, but are not limited to:**

- access, create, send, display, post, or print messages, pictures, other material, or websites that are abusive, obscene, sexually oriented, threatening, harassing, bullying, damaging to another's reputation, illegal, or which discriminate on the basis of gender, race, color, age, national origin, sexual orientation, religion, or disability;
- damage computers, systems, networks, software, or other technology tools;
- use speech that is inappropriate in an educational setting;

- violating copyright laws including loading or copying copyrighted software for personal use.
- knowingly or recklessly post false or defamatory information about a person or organization;
- use or attempt to acquire another's password;
- trespass in another's folders, disks, work, files or e-mail;
- disclose, use, or disseminate personal information about themselves or any other minor;
- intentionally waste limited resources (such as disk space or paper);
- load unauthorized software on school computers (such as games);
- use the technology for illegal or harmful purposes, including "hacking" and unauthorized access to systems or information.
- Use a personal hot spot to bypass the school network, monitoring systems, firewalls or safety features.

### **Internet Safety Policy**

Access to the Internet is provided to staff and students as an educational resource. Research and browsing on the Internet should be restricted in its scope to those topics and websites that relate to the educational material being taught at the time. To protect against access by adults and minors to visual depictions that are obscene, pornographic, or otherwise harmful to minors, MOT Charter School filters all school web activity through a State provided filter. Students are restricted from modifying these network and Internet settings.

- Absent express permission from a teacher or an administrator, students are prohibited from using electronic mail, chat rooms, and other forms of direct electronic communications (including ICQ, AIM, Yahoo Instant Messenger, MSN Messenger Service, etc.).
- No student shall engage in unauthorized access, including "hacking", online auctions, online commerce (purchasing and selling), or other unlawful activities using school resources.
- Students are prohibited from disclosing any personal information while online, including filling

out online forms that request any personal information from the student.

- No action may be taken by a student which undermines or subverts the security imposed upon the computer systems or the normal filtering of Internet traffic. This includes students logging onto computers as administrative or teaching staff.
- Students shall not use computers connected to the Internet without a teacher-authorized educational purpose.
- Students are responsible for their individual accounts and should take all reasonable precautions to prevent others from being able to use them. Under no conditions should students provide their password to another student.
- Students shall not attempt to access web sites blocked by school policy, including the use of proxy services, software or websites.
- Students will not attempt to gain unauthorized access to any portion of the MOT Charter School electronic network, including attempting to log in through another person's account or access another person's folders, work or files.
- Files stored on the network or in school-managed google accounts are treated in the same manner as other school storage areas, and users should not expect that files stored on school servers are private.

#### TEEN DATING VIOLENCE AND SEXUAL ASSAULT POLICY

Protecting the health and well-being of all students is of utmost importance to MOT Charter School. The MOT Charter School Board of Directors has adopted a Teen Dating Violence and Sexual Assault Policy that:

- a. Defines "Teen Dating Violence": As defined in 14 Del. C. §4112, "Teen Dating Violence" means assaultive, threatening or controlling behavior, including stalking as defined in §1312 of Title 11, that one person uses against another person in order to gain or maintain power or control in a

current or past relationship. The behavior can occur in both heterosexual and same sex relationships, and in serious or casual relationships.

Behaviors that may fall under this definition include, but are not limited to: stalking, physical abuse, threatening one's economic security and ability to be self-sufficient, bullying, defaming, defining, trivializing, harassing, diverting, blaming, berating, taunting, put downs, name calling, yelling, making the victim feel worthless or crazy, embarrassing the victim in front of others, using technology to stalk, harass, or embarrass the victim,

- b. Defines "Sexual Assault": As defined in 14 Del. C. §4112, "Sexual Assault" means any unwanted sexual behavior committed by a perpetrator who is a stranger to the victim or by a perpetrator who is known by the victim or related to the victim by blood, marriage or civil union. Behaviors that fall under this definition include but are not limited to: sexual harassment (11 Del. C. §763); sexual contact (11 Del. C. §761); sexual intercourse (11 Del. C. §761); sexual penetration (11 Del. C. §761); and child abuse (10 Del. C. §901).
- c. Defines staff members' obligations regarding confidential information.
- d. Identifies the instances when mandatory reporting of teen dating violence and sexual assault is required.
- e. Sets forth protocols and procedures that MOT Charter will follow when responding to Teen Dating Violence and Sexual Assault:
  - i. Meeting separately with both the victim and the alleged perpetrator.
  - ii. Providing support and protection to the victim.
  - iii. Providing due process to the alleged perpetrator.
  - iv. Conducting and documenting a thorough investigation.
  - v. Implementing consequences in accordance with MOT's Code of Conduct.



- f. For a more detailed review of this policy, please see the full **Teen Dating Violence and Sexual Assault Policy**, posted on the school's website under Financial Reporting and Regulatory Compliance.

