



MOT CHARTER

K-12 • Arts, Science & Technology

K-8 Academy Family Handbook
2021-2022

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SCHOOL OVERVIEW

About MOT Charter School

MOT Charter School is a K-12 public charter school founded by a group of parents and educators wanting to be more involved in their children's education. The founders of the school are committed to choice in public education and strongly believe in building-level leadership. MOT Charter is committed to meeting the needs of each and every student--regardless of where they are on the learning continuum. With a curriculum built around solving problems, our goal is to prepare students to be creative, intuitive, and analytical thinkers. MOT Charter is unique in that it offers a public school experience in a small school setting.

MOT Charter School Mission

MOT Charter School provides a challenging curriculum in a safe and nurturing environment where all children can learn and flourish. By utilizing diverse teaching techniques and exposing students to a wide variety of educational experiences, we ensure that each child participates in, understands, and enjoys the process of learning.

At MOT Charter School ...

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

Character development and personal responsibility form the basis for learning.

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

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

Instructional Day

The K-8 instructional day begins at 8:30 a.m. and ends at 3:10 p.m.

Administrative Office Hours

School days during the year: 7:30 a.m. – 4:30 p.m.

School breaks: 8:00 a.m. – 4:00 p.m.

Administrative offices are generally closed on the following holidays:

- Labor 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
- 4th of July

ACADEMICS

Class Work

MOT Charter School strives to meet the needs of our diverse groups of learners and support all students whether they need additional remediation or advanced enrichment. We encourage students to support and respect each other's learning styles and work towards a collaborative setting where all students are actively engaged in learning. In order to ensure that all children are challenged throughout their learning journey at MOT Charter School, students are placed in mixed ability classrooms. This allows for a variety of inclusion, enrichment, and cooperative learning groups. Students in 8th grade will be considered for accelerated placement, which is used to prepare students for advanced high school coursework. Honors placements are determined by looking at students' standardized test scores, demonstrated mastery of content, level of classroom engagement, and personal responsibility. All students who complete our K-8 curriculum will be well prepared for their educational experiences once they graduate from MOT Charter School.

Homework

Homework is assigned on a regular basis for all grades. Homework is assigned to students for one or more of three purposes:

1. Practice a new concept/skill taught during the school day;
2. Prepare for the introduction of a new concept or skill;

3. Reinforce the material presented or extend the learning process.

Each teacher will distribute information at the beginning of the year that describes how homework is assigned and its impact on the students' grades. Please let your child's teacher know early on if homework is exceedingly easy or overly frustrating for your child.

The following are suggestions regarding how you can help your child gain the most from his or her homework experience.

- Provide your child with a quiet place to work, such as a table or desk.
- With your child, decide where and when homework will be done and the consequences for it not being completed in a timely manner.
- Show an interest in your child's homework. See that your child brings home assignments clearly written down in his or her agenda book.
- Monitor the academic success your child is having in class through Schoology and Home Access.
- Encourage your child to work independently.
- Provide an abundance of positive encouragement.
- Please do not hesitate to contact your child's teacher if you have any questions about homework.
- Find opportunities for your child to use recently acquired skills in real life settings (shopping, writing notes, or sightseeing).

Grading Scale

MOT Charter School aspires to relay timely and valuable information about student academic progress. We hope to accomplish this through the use of progress reports, report cards, feedback on student work, Home Access Center postings, and teacher notes sent by e-mail or written in the students' agenda books.

Core Subjects. We value the measurement of growth of a child's abilities in the pursuit of achieving both national standards and MOT Charter School standards. Therefore, we look at how close a

student is to meeting grade level standards, as well as a student's individual growth in understanding. We feel this is especially important in the formative years of acquiring skills in our Core Subjects: Math, Reading, Writing, Science, Social Studies and, in the middle school grades, STEM and Business Education.

Grades Kindergarten through 2

Grade reporting will incorporate the following:

1. Student achievement towards national & state standards in each of the core classes for the grade level. This will be expressed as follows:

E = Exceeds the Standard

M = Meets the Standard

P = Progress towards Standard

W = Well Below the Standard

N = Not Yet Addressed

2. Student growth as demonstrated through class work, rubric scores and student portfolios.

Grades 5 through 8

In all core classes students will receive a number grade representing the student's overall performance on a scale of 1 to 100, or an "Inc" for incomplete work.

Related Arts (Art, Music, Spanish, Physical Education, Wellness, Technology)

Kindergarten through 5th Grade

E = Excellent

G = Good

S = Satisfactory

NI = Needs Improvement

Grades 6 through 8

Students will receive a number grade representing the student's overall performance on a scale of 1 to 100 or an "Inc" for incomplete work.

Promotion to the Next Grade

In order to advance to the next grade level, students must demonstrate mastery of the state and school standards in the core subject areas. In determining student promotion/retention, the school also considers attendance records, special needs or

circumstances and overall considerations for student success.

- Students in Grades K through 5 must demonstrate proficiency in Math, Reading and Writing appropriate to the grade level and be socially and emotionally prepared for the next grade level.
- Students in Grades 6 through 8 must successfully pass their core courses with a final average of 65 or better, indicating a minimum level of proficiency in the subject matter. If a student is in danger of failing a single course, a review of student's work, demonstrated competencies, and level of student motivation will be completed as part of the decision of retention or promotion. Students who fail two core courses will be considered for retention.

These standards are independent of any standards imposed by the State of Delaware.

Recognition for Academic Achievement

Each trimester, students in grades 5-8 will be recognized for outstanding academic achievement.

- **Principal's List**
Students achieving a 93 or above in each core subject for the trimester will be placed on the Principal's List. Related Arts courses cannot reflect an NI or S- or a grade less than 80.
- **Academic Honor Roll**
Students achieving an 85-92 in each core subject for the trimester will be placed on Academic Honor Roll. Related Arts courses cannot reflect an NI or S- or a grade less than 80.

Extra Credit

It is MOT's policy to not assign or award "extra credit" points or assignments to compensate for missing work or a poor grade. If a student completes all work and shows complete understanding of a

concept and would like additional assignments to push themselves beyond the required curriculum, only then would we consider extra credit. Grades may not reflect more than 100%, which would indicate a complete understanding of the required material.

Report Cards and Progress Reports

Report cards will be issued to all students on a trimester basis. Progress Reports will be issued to all students midway through each trimester.

Report cards and progress reports will be posted electronically to Home Access Center (HAC). A hard copy of the report card and progress report will not be sent home unless specifically requested. Please contact the front office if you need help accessing HAC 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 for our K-8

Campus or 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 5th 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 2:45 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.

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.

BIRTHDAYS

Birthday celebrations are to be kept simple. A small treat for the class or book donation to the classroom library is appropriate. The teacher should be notified

in advance if families are sending in a small treat for their child's birthday. Parents should carefully follow guidelines regarding food allergies and are encouraged to offer nutritious snacks. Please do not distribute select party invitations at school.

CLASSROOM CELEBRATIONS

MOT Charter School's philosophy is to maintain school as a learning environment. As a school which is dedicated to the advancement and high academic achievement of all students, we feel it important to minimize the amount of time spent on non-academic pursuits during the school day. This is not to say we do not value times of celebration, student camaraderie, and an atmosphere of enjoyment. Ultimately, we strive to make those occurrences happen daily, surrounding the learning process and all that the students at MOT Charter School are achieving.

If you are visiting the school to attend a classroom celebration during the school day, we ask that you do not bring in younger siblings. While this may make it less convenient to visit, it is for the safety of the younger siblings, as well as our students and staff. When parents bring siblings to school, much of the parent's attention must be devoted to supervising the younger child. Younger children have sometimes distracted students in their sibling's classroom, wandered away from their parents, and have at times damaged classroom materials or equipment. Although our classrooms are spacious, they are not so large as to accommodate parents and siblings during classroom events and parties.

Celebration Guidelines:

The purpose of these guidelines is to provide general guidance while leaving it up to the individual classroom teachers to decide the nature and extent of classroom celebrations.

- All celebrations should be designed to enhance student learning.
- Celebrations must have prior approval of the administration.
- Celebrations designed to teach students about holidays and cultures should include an

exploration and celebration of a variety of cultures around the globe.

- Following approval, the teacher may delegate the scope, theme and responsibilities for planning the celebration to designated parent volunteers.
- While homeroom parents are encouraged to support and help design the classroom celebrations, it is ultimately the responsibility of the classroom teacher that these events stay within the guidelines and focus of MOT Charter School.
- Any notices which go home must be approved by the homeroom teacher. If there is information concerning a surprise for the teacher, the homeroom parent may have their notice cleared with the Principal or Head of School.
- Preferably, communications and collecting for parties of this type would be organized and distributed to parents in the beginning of the school year.
- Food and activities should be coordinated based on teacher guidelines.
- Students should be provided healthy food choices such as fruits, vegetables, and whole grains.
- Any teacher who has students with known allergies should clear food through the nurse prior to serving it in class.
- Unless otherwise approved by the Administration, classroom celebrations should be limited to the last hour of the day or surrounding the lunch time in order to disrupt the school day as little as possible.
- Parents should be asked to contribute no more than \$20 per year (in total-donations of food/project materials & cash) to support classroom celebrations. Parents should be given clear understanding that contributing to the classroom celebration is voluntary. Parents should also be given the option to contribute goods (i.e. paper products) in lieu of a monetary contribution.
- Participation in such things as gift exchanges is voluntary for the student and no student should feel pressured to participate or embarrassed if he/she chooses not to participate. Gift exchanges should be limited to educational items, such as books, and school supplies.

DRESS CODE

MOT Charter School's dress code is in place to ensure that the focus at school is on learning and to encourage school spirit. Students must be tastefully dressed and maintain a neat and well-groomed appearance. Clothing or hairstyles that are distracting or too revealing are strongly discouraged. 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 and spirit 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 are 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). Uniform shirts and shoes are required during recess.

Casual days are offered throughout the school year for special events and fundraising. Students who choose not to participate are expected to maintain the regular dress code. In addition, standards of decency still prevail. For example, on "any pants" 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 (i.e. neither too tight/short, nor too baggy/long). MOT Spirit Wear may be worn on Any Pants Days.

Acceptable Tops

- Tops must have sleeves and a collar that turns down. Polo shirts are preferred. Other acceptable tops include dress shirts, turtlenecks, and mock turtlenecks.
- Tops must be **solid**, one-colored shirts in one of four colors: primary red, navy (dark) blue, yellow, and/or white. Shades of maroon, purple, violet, orange and/or brown are not acceptable. Stripes or prints of any kind are not acceptable.
- Logos smaller than a quarter at the left pocket area and shirts with an approved MOT Mustang Logo are permitted. No other adornments or writing are permitted.

- The top button on approved shirts may remain open for comfort. All buttons other than the top must be buttoned. **Low cut or excessively tight-fitting shirts are not appropriate for the school setting.**
- More than one button on polo shirts may remain unbuttoned only when layered with a single undershirt. The undershirt must be white or match the color of the polo shirt.
- The only visible layering of clothes permissible is at the neckline. No layers may be visible at the sleeves or at the waist.
- Long sleeve shirts may **not** be worn under short sleeve shirts.
- Shirts may be worn untucked. However, tops that are too short to be tucked in and/or that expose bare skin or underwear when arms are raised or when the student is seated are not acceptable. Tops should not be so long as to appear overly large or sloppy in appearance.

Acceptable Bottoms

- Acceptable bottoms include khaki or chino pants, shorts, capris, skirts, and skorts. Stretch fabrics are acceptable but attention to fit and modesty is expected. Dress slacks are preferred. Athletic wear, leggings, tights, denim, corduroy, knit pants, scrubs, sweatpants, and fleece material are NOT acceptable.
- **All bottoms must be a solid color in either khaki or navy blue.**
- All items are to be hemmed. No torn, tattered, embellished or layered edges.
- A solid navy blue jumper or dress or khaki *jumper only* may be worn only over an approved dress code top. Solid red or white dresses/jumpers are not permitted.
- The length of shorts, skirts and skorts should be carefully considered so as to maintain a modest appearance appropriate to the school setting. These items, at a minimum, must be of a length which allows and the garment to rest mid-thigh when standing.
- Items are to be worn at the natural waist and should not expose backs, buttocks, bellies or undergarments.

- Logos are limited to a small brand name on a back pocket. No other writing or adornments are permitted.
- Excessively baggy pants or pants excessively long are not permitted.

Shoes and Socks

- Shoes with closed toes and closed heels are required for safety and mobility. Sneakers are preferred.
- **Sneakers are required during Physical Education class.**
- No flip-flops, open-toed sandals, or slippers. Shoes with extreme heels or platforms are unsafe and therefore not permitted.
- "Heelies", skate shoes, or other sneakers with wheels are not permitted.
- Leggings and footless tights are not permitted, even if in school colors.

Sweatshirts and Sweaters

- Students may wear approved MOT Charter spirit wear sweatshirts or solid colored sweatshirts and sweaters, with or without hoods. If the sweatshirt has a hood, the hood must not be worn in the building. Students may not wear items inside out to comply with the dress code.
- Sweatshirts and sweaters must be one of the four following colors: Primary Red, Navy (dark) Blue, Yellow, or White. **No other outer garments may be worn throughout the day in the school building.** If you are sensitive to classroom temperature changes, please be prepared with a dress code sweater or sweatshirt.
- There may be no writing or logos unless it is an approved MOT Charter sweatshirt.
- There may be no fur trim or other adornments.
- If worn, sweaters and sweatshirts must be worn over a dress code shirt.
- Sweatshirts/sweaters must cover the uniform shirt and rest at the hips. No layers may be visible at the sleeves or the waist.

Accessories

- Sunglasses, hats, bandanas, hoods of sweatshirts, or scarves may not be worn during school hours.
- Jewelry must be appropriate and tasteful. Large jewelry, piercings other than earrings, 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.

Consequences

Dress Code begins at home. Please be sure that your child is in dress code when they leave the house each morning.

1. During the first two weeks of school, students will be asked to remedy the infraction and be given verbal and written warnings
2. After the first two weeks of school any student in violation of the dress code will be sent to the office.
 - a. If the infraction requires removal of an item, the student will be asked once and the item will be kept in the office for a parent/guardian to pick up.
 - b. Refusal to remove an item when requested constitutes defiance and will warrant further disciplinary consequences.
 - c. If available, the school will provide appropriate alternative clothing to allow the student to return to class promptly. If not available, the student will call home to acquire clothing to remedy the infraction.
 - d. The student will be sent back to class for up to one hour, until an appropriate garment is brought to school.

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 for students in grades 6 - 8:

FALL: Boys' and Girls' Cross Country, Volleyball, Boys' Soccer, Field Hockey

WINTER: Boys' and Girls' Basketball, Girls' Competitive Cheer

SPRING: Baseball, Girls' Soccer, Softball

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

Academic Eligibility. Athletes are students first and we must ensure that students have maximum opportunity to succeed in school. 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. If a student fails to maintain these minimum benchmarks, he/she shall be suspended from the team until he/she obtains the minimum grade averages.

Conduct Eligibility. If a student receives a single demerit, the student shall be suspended from participating in the next contest. If a student receives more than 3 demerits (at once or cumulative), the student shall be suspended from the team for the season. Any student who has been suspended from school in the current academic year is ineligible to participate on any competitive team. 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.

For some teams, coaches will select players based on their ability. Playing time is determined by the coaching staff.

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

parents or has written permission to go home with another family.

Eighth Grade Participation in High School Athletics

In the event that MOT Charter does not field a team at the Middle School level, eighth grade students may, upon the recommendation of the athletic director, be invited to try out for a high school level team.

Pursuant to 14 **DE Admin. Code** 1009-2.7.5 *Limited Participation – Eighth Grade Students*, only eighth graders who have been in regular attendance at MOT for their seventh grade year are eligible to try out.

After School Clubs

MOT Charter provides a number of opportunities for students to participate in extracurricular activities based on student interest: These have included the following: Odyssey of the Mind, Math League, Science Olympiad, Science Fair, Yearbook, Meaningful Economics, Business Professionals of America (BPA), and Technology Student Association (TSA).

Intramurals

Each season, students in grades K-6 have an opportunity to participate in a wide variety of intramural sports. Registration and fee information is sent home at the beginning of each trimester.

National Junior Honor Society

MOT Charter sponsors a chapter of the National Junior Honor Society. Election to this society is by a panel of teachers appointed by the NJHS Advisor or Principal, with an emphasis on high academic achievement, leadership, citizenship, service, and character. Sixth and seventh grade students are eligible for induction into NJHS. To be considered, a candidate must have a cumulative grade point average of 93% or higher in their core academic courses, be active in extra-curricular activities, and maintain a good disciplinary record. Eligible candidates are invited to apply for membership after final report cards in the sixth and seventh grade years.

FIELD TRIPS

Student field trips may be taken for the purpose of extending, supplementing, enhancing, or culminating the curriculum at MOT Charter School. Parents will receive advance notice of all field trips. A permission slip must be signed by a student's parent 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 meryl.hewett@mot.k12.de.us.

Parents are encouraged to serve as chaperones on class field trips. 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. *In some cases, a child's parent may be required to chaperone in order for their child to participate.*

Chaperones may not bring children who are not enrolled in the class on the trip.

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 alternate clothing (e.g. environmental trips (more casual), the theater (more formal)).

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

FOOD AND DRINK

Eating and drinking is permitted only in the following circumstances:

- I. in the cafeteria during lunch or other special occasions after school hours;
 - a. during a daily snack time authorized by the teacher;
 - b. in the classroom on special occasions, with approval from the teacher;

- c. Water is the only liquid permitted in the classrooms at the discretion of the teacher. Plastic water bottles must be clear and are subject to inspection by the teacher or school administration.

Other food and drink (including candy, gum, and soda) 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/caregiver. Medication may NEVER be sent to school with a child!

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/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 parents' responsibility to keep their child's regular medications refilled.**

Over-the-counter (OTC) medications may be dispensed to a child 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/caregiver with the child's name. The parent must sign a written permission form at the time the medication is

brought to school by the parent/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/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 children who are not well. Parents should develop a plan that will enable the child to be picked up from school soon after a notification of illness, a contagious condition, or accident. Parents are expected to pick their child up within an hour of the notification. It is imperative that parents 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 (free for 24 hours)
- Vomiting (free for 24 hours)
- Temperature over 100° F (Children must be fever free without medication for 24 hours before returning to school)

Infectious Disease: Parents 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 Measles | Tuberculosis |
| Hemophilus | Influenza | Pertussis |
| Shigellosis | Salmonellosis | Strep Throat |
| Impetigo | Scabies | Meningitis |
| Chicken Pox | Conjunctivitis | MRSA |

Immunization Requirement: All kindergarten students and other students entering MOT Charter School for the first time must have documentation of the following:

- Five or more doses diphtheria/tetanus vaccine (usually given as DPT), one dose to be given on or after the fourth birthday;
- Lead level test (kindergarten only) due within 60 days from enrollment;
- Four doses of IPV or OPV (unless 3rd dose was given after the 4th 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 4th birthday);
- Two properly spaced doses of 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.

Parents 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 and all new students transferring into MOT Charter School.

Screenings: Students will receive the following screenings conducted by qualified medical professionals:

| | |
|-----------------------|------------------------------|
| Grades 5-8: | postural and gait |
| Grades K, 2, 4 and 7: | hearing and vision screening |

A parent may opt out of the school screening with notice to the school nurse. However, the parent must provide documentation to the school that a qualified professional has screened the student.

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. 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, or 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 non-prescription 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.

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:

1. 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;
2. the frame or receiver of any weapon;
3. any firearm muffler or firearm silencer;
4. any destructive device;
5. such term does not include an antique firearm.

The term “destructive device” means:

1. 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;
2. 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

3. 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 “look-alike” 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, cubby, 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.

Searches: The school has a responsibility to protect the health, safety and welfare of those within the school. Student desks, cubbies, 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- and nicotine-free environment. MOT Charter School shall notify

students, parents, 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 suspension 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 –especially coats, sweatshirts, hats and gloves -- with your child's name. Lost clothing, books, and school supplies will be placed in the Lost and Found box located in the multi-purpose room. The PTO donates the contents of the Lost and Found box to charity at the end of each trimester.

BREAKFAST AND LUNCH

Hot lunches are provided for students each day or students may bring a packed lunch to school. Students may also purchase milk. A brown bag breakfast may be purchased at school in the morning. Applications for free/reduced meals are mailed home each August and are also available on our website in the Cafeteria section. A new free and reduced meal application must be submitted each year no later than September 30th in order for benefits to continue without interruption.

If a child does not have sufficient funds to purchase a meal, they may not buy. They will be offered an approved lunch substitute until sufficient funds are deposited. Students may bring a bagged lunch at any time.

PARENTAL INVOLVEMENT

Volunteering

MOT Charter School parents 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 involvement is integral to the success of MOT Charter School, we request that each family serve at least ten 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.

Volunteers may also be involved in monitoring the playground, assisting with school events, or participating in the PTO. Parents interested in volunteering in a classroom should contact the classroom teacher. 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. Volunteers will be asked to complete child protection forms if they will be working independently with students.

Parent/Guardian Teacher Organization (PTO)

Our MOT Charter School Parent 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 organization holds open meetings throughout the school year. All families are encouraged to attend. For more information, check out the PTO link on our website.

Communicating with Students

Please do not call or send text messages to your child's cell phone during the school day. Students may not use or carry cell phones during school hours or on school sponsored field trips. If you need to reach your child during the school day, please call the front office. Messages from student's parents 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 may request permission from his/her teacher to place a telephone call to a parent.

Only telephone calls that are of essential nature will be allowed.

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 ensure that you are informed about classroom activities and general school information. .

Student Agenda Books: First through Eighth grade students will be given an agenda book. This planner will be used to record nightly homework. There is also space for teacher and parent comments. Please be sure to check your child's agenda book every day.

Friday Folder: Each Friday, students in grades K-2 will bring home a Work/Communication Folder that will contain work that has been returned from the teacher as well as communication from the school.

Website: The MOT Charter School website at www.motcharter.com is updated regularly with current news and event information. You may also access the teacher's Home Access Center (<http://hac.doe.k12.de.us>) daily for classroom assignments and updates.

Student Led Conferences/Parent Conferences: Formal parent-teacher conferences are scheduled twice each year to facilitate open communication between parents and teachers regarding students' progress. Parents will receive their student's first trimester report card at the first scheduled conference.

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. However, unannounced classroom visits can be disruptive. Therefore, classroom visits require prior notice to the teacher and principal.

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

RECESS

Students perform better at school when they can get exercise during the school day. Illnesses and colds are reduced when we can periodically get students outdoors, even if only for a few minutes. Therefore, outdoor recess for grades K-5 will be held daily year-round unless the wind chill is 32 degrees Fahrenheit or lower or there is some other condition – air quality, excessive heat – that warrants keeping the students indoors. Students in grades 6-8 will be given the opportunity to go outside during WIN (What I Need) time.

All children are expected to come to school with the appropriate outdoor apparel. It is the parent's responsibility to make sure their child arrives at school prepared for the current weather conditions.

We do not permit individual students to stay inside because they do not have gloves or hats. If students wear outdoor boots to school due to muddy or snowy weather, they should bring "street shoes" to wear during the instructional day.

Children may not stay inside for recess absent a parent note or specific approval from the Principal. If a parent wishes their child stay inside at recess, they must provide, in advance, a note stating the reason for staying indoors and the duration for which the child should do so. Students who have not completed required class work may be asked to stay inside for recess in order to complete work.

Recess is a time for mutually fun play between students. It is not meant to be highly competitive and/or aggressive. Students are not equipped for such play and adults are not available to referee for safety. Students who are deemed by our safety supervisors to be playing too aggressively may be asked to take a short break from the activity in order to calm themselves and/or resolve the issue with the help of an adult. *Thank you for encouraging your child to run and play and to save their competitive side for league play outside of school hours.*

Playground Guidelines

Children are NEVER allowed to be on the playground at MOT Charter School without adult supervision. This policy is in effect at all times--even after school hours! Rules for the playground are as follows. Parents, please help us by spending time at the beginning of the year reviewing the following playground guidelines with your students. Infractions to these rules will lead to time spent off of the playground and may include disciplinary action.

1. Follow the directions of the safety supervisors at all times.
2. Students must stay within designated areas and may not leave the playground without adult permission.
3. Play without pushing, shoving, or pulling on clothes.
4. No contact sports.
5. No crawling on top of the climbing wall.

6. Sit upright on the slide; do not lean over the side of the slide.
7. Slide feet first on the slide.
8. Only one person on the slide at a time.
9. No climbing up the slide.
10. Sit in swings and swing straight.
11. Do not jump out of the swings.
12. Stay off the crossbars of the swing.
13. Only one person on a swing at a time.
14. No gum or candy at any time.
15. No hanging on basketball hoops.
16. No running in the mulch area.
17. No throwing wood chips/sand/grass/sticks.
18. Line up immediately at the request of the adult supervisor.

SCHOOL CLOSINGS

School closings and delays will be posted on our website at www.motcharter.com and announced via the SchoolMessenger telephone notification system. Please keep your work, home and cellular telephone numbers updated with the school. Closings will also be posted on the following radio stations: WSTW 93.7 FM, WILM 1450 AM, WJBR 99.5 FM, WDSO 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 6:30 a.m. Late openings, early closings, 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, parents will receive a notification via the SchoolMessenger notification system.

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.

Although teachers welcome parent visitors, parent visitors must schedule visits with the teacher and/or the school Principal prior to visiting the classrooms. If at all possible, visits should be planned at least one day in advance.

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. Former students who wish to volunteer should make the requests well in advance by sending an email to the Principal. Requests will be approved based on classroom needs.

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

Please carefully review the following arrival and departure procedures. Your cooperation will ensure the safety of all of our students.

Morning Arrival Procedures

The doors of MOT Charter School will open at 8:15 a.m. Buses and cars dropping off children shall arrive at the school between 8:15 a.m. and 8:30 a.m.

Bus Riders. Buses will unload in the back of the building along the curb. Students will enter the school through the entrance closest to their bus departure.

Car Riders. Upon entering the school campus, cars will proceed around the loop to the front and south side entrances of the school, pull behind the last car and wait to enter the designated drop off zone. The drop off zone will be clearly marked. Pull up as far as possible within the drop off zone to allow other parents to drop off children behind you. Your child should exit the car as far forward as possible, even if you are between entrances. *To ensure the safety and well-being of every child, please make sure that your child only exits on the passenger's side of the vehicle within the designated drop off zone.*

Once your child disembarks, wait for the traffic monitor to signal car traffic and for the traffic in front of you to depart. Please do not attempt to pull

around other vehicles during the drop off procedure. Be considerate of other parents and students by having your children ready to disembark quickly upon entering the drop off zone. In the same manner, please be patient with younger students, particularly the new kindergarten students.

Parents should not get out of the car in the drop off zone. If your child needs assistance, please park your car in the parking lot and walk your child to the door. If parking during morning drop off, please use the main parking lot at the front of the building. If you arrive at school after 8:30 a.m. you must park your car and accompany your child to the front office.

Afternoon Dismissal Procedures

Parents picking children up should arrive between 3:20 p.m. and 3:35 p.m. Cars should line up in the rear parking lot and await directions to move forward and pick up their children from the side entrance between the library and the gym. In order to ensure student safety, parents may not park for car rider pickup prior to 2:45 p.m. Any student who has not been picked up by 3:35 p.m. will remain in the front office until the parent arrives.

Please be considerate of those directing traffic and pay close attention to their direction during arrival and dismissal.

Please call by 2:45 p.m. with any changes to your child's dismissal routine.

Release of Children

Our child release policy is designed to protect children from harm and to ensure a system for verification of the identity of any person prior to the release of the child. In order for a person other than the parent to pick up a child, the following procedures must be followed:

1. The front office must have a note written by the child's parent giving the full name of the person picking up their child. The only persons who may pick up a child absent a written note from a parent are those persons authorized by the parent as stated on the student information card. The front

office may call the parent back to verify the information.

2. If not recognized by the staff person accountable for the child, the person picking up the child must show adequate proof of identification to the staff member. The staff member shall place a copy of the identification in the student's permanent file.

After School Activities

Throughout the year, students have an opportunity to participate in a variety of after school activities. There may be times when activities begin later in the evening, 5:00 p.m. or after. In such cases, the parent should make arrangements for care of the child from school dismissal until the start time of the activity. Any student who is on campus and not involved in an after school activity as of 3:35 p.m. will remain in the front office while parents are called. Siblings not enrolled in an afterschool activity may not stay at school unsupervised.

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 and/or guardian of the student.

The Family Educational Rights and Privacy Act (FERPA) affords parents 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. Parents 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 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 believes are inaccurate. Parents 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, the School will notify the parent 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 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 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, 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. Parents 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 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.

USE OF ELECTRONIC DEVICES

Students may not use personal electronic devices (gaming devices, phones, iPods, iPads) during the school day. Students are discouraged from bringing electronic devices of any sort to school. MOT Charter School will not be responsible for electronic devices that are lost, broken, or stolen at school or on the school bus.

Between 8:15 a.m. and 3:45 p.m. cell phones and other electronic devices (iPods, Apple watches, games) must be turned off and remain in the student's backpack. Any electronic device which is left on, used, or found on the person of a student prior to 3:45 p.m. will be taken. 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.

If a student is found to be in possession of a cell phone during the school day, the school reserves the right to screen the use of the phone from the start of that school day (8:15 a.m.). This is for the safety of the students and staff of MOT Charter School. If this

reveals that other student phones have been used during the day, those phones will be screened as well.

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 believe in themselves and others and who choose to make good decisions.

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.

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 courtesy, removing hats inside the building, greeting others, saying “excuse me”
- Treating all members of the community with the same high regard
- Walking quietly & calmly in 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
- Avoiding making excuses and blaming others for your actions

KINDNESS. Students, staff, and parents alike are expected to show appreciation for the efforts of others, to accept our own mistakes and forgive the mistakes of others, and to build positive relationships by caring for the thoughts and feelings of others.

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

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.

1. Acts of dishonesty, including but not limited to:
 - a. Cheating, plagiarism, and other forms of academic dishonesty
 - b. Stealing
 - c. Falsifying school documents
 - d. Lying to a teacher or administrator
2. Conduct that is disorderly, indecent, 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 class work 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
 - l. Unauthorized selling
 - m. Aggressive or exclusive playground behaviors
3. Failure to comply with school policies and established procedures, including but not limited to:
 - a. Dress Code Policy
 - b. Bus Safety Policy
 - c. Playground Guidelines
 - d. Technology Use Policy
 - e. Drug Policy
 - f. Tobacco – free Policy
 - g. Policy against harassment
 - h. 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/ or use or distribution of weapons or explosive devices
5. Failure to comply with directions of, or defying, the teaching or administrative staff acting in the performance of their duties, including but not limited to:
 - a. Failure to comply with a staff member's request
 - b. Off task behavior
 - c. Being in an unauthorized area without permission
 - a. Failure to quiet when asked
 - b. Failure to report to the office
 - c. Failure to answer question
 - d. Failure to serve a consequence (such as a detention)
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, parents, or visitors, including but not limited to:

- a. Writing or marking on desks, seats, clothes, books, and/or walls
 - b. 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)
7. Any illegal behavior not specifically mentioned that is committed on school property or during a school function.

Disciplinary Consequences

With any and all violations of our Standards of Conduct, our primary objectives are to understand the reasons behind the misbehavior and to teach or reteach the appropriate behavior. While we expect that each student will, to his/her best ability, aspire to meet each and every conduct standard, violations of certain standards generate a response by the 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 consequences imposed.

1. Verbal Warning. Verbal notice to the student and/or the student's parent/guardian that the student has or is violating the standards of conduct.
2. Written Warning. Written notice to the student and/or the student's parent/guardian that the student has or is violating the standards of conduct.
3. Student Conference with Principal, and/or Head of School.
4. Student Conference with affected parties. Problem solving conference where student meets with parties affected by student's behavior.
5. Discretionary Logical Consequences (work assignments, essays, letters of apology, restriction from activities, missed recess).

6. 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.
7. Reassignment of class, seating in class, bus seat assignment.
8. Parent/Guardian conference with Principal and/or Head of School.
9. Lunch Detention. Student eats lunch in an area separate from peers.
10. Afterschool Detention.
11. Referral to school counselor.
12. Alternative classroom for some part of the day.
13. 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.
14. 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.
15. Behavior plan. Student, parent/guardian, teacher, and administration agree on plan for improved behavior.
16. Restitution. Compensation for loss, damage or injury. This may take the form of appropriate service, monetary and/or material replacement.
17. Notification of the appropriate law enforcement agency.
18. Referral and/or placement with an outside agency for support services.
19. Mandatory community service.
20. Expulsion. An expulsion is the permanent separation of a student from the MOT Charter School.

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>. You may request a paper copy at the front office.

Behavior Accountability

Students who have been involved in behaviors which are in conflict with our Standards of Conduct will receive an Incident Communication Report from a staff member. The purpose of these reports is to communicate and document the undesired conduct to parents and to discourage repeat behaviors. Starting with Grade 5, MOT Charter School utilizes a demerit system. For minor offenses, students may receive a verbal warning, a written warning, and then a demerit. Repeat minor offenses would warrant the imposition of two or three demerits. More serious offenses may result in the assignment of up to 3 demerits without warning. **The demerit system does not supplant the use of other consequences for behavior that violates our standards.**

Any time a student receives a demerit, the student will be restricted from participating in the next academic or athletic contest.

The accumulation of demerits will result in additional consequences being imposed.

- **3 demerits:** One day of Saturday detention to be served on the next scheduled Saturday detention and restriction from any academic and/or athletic team participation for the remainder of the season.
- **5 demerits:** One week alternative classroom and restriction from any academic and/or athletic team participation for the remainder of the season.
- **7 demerits:** Out of school suspension for 1-3 days. Conference with parents, referral to counselor, behavior plan, restriction from school social events, field trips & assemblies, ineligible for participation on athletic and academic teams.
- **Failure to follow behavior plan:** Out of school suspension 3-10 days, increasing with additional conduct infractions.
- **More than 10 demerits for the year:** If a student accumulates more than 10 demerits in the school year, the student shall be referred to the Board of Directors for consideration of expulsion and/or revocation of enrollment for the following year.

In addition- depending on the type of recurrent behaviors- students who routinely disregard school code will be required to have a parent chaperone for any academic field trips. This will be at the cost of the parent/guardian. If a parent or guardian is not available or is unwilling to attend, the student may not attend the field trip and will need to complete alternate work in place of the curriculum learned on the field trip.

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 five days or expulsion, the school shall notify the student and the student's parent 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 parents 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 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 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.

1. The Discipline Committee shall convene as soon as practicable to hear the student's appeal, but no more than five school days after receipt of the appeal.
2. The Discipline Committee shall consider only three issues:
 - a. whether the hearing at the school level was conducted fairly and in conformity with prescribed procedures;
 - b. whether there existed a factual basis, which if believed, would be sufficient to establish the offense; and
 - c. whether the punishment is proportionate to the offense.
3. 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.
4. The Discipline Committee shall render a decision at the conclusion of the hearing and within three days shall provide a written summary of the decision of the Discipline Committee to the student's parent/guardian and to the school.

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

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 is found to have committed one of the enumerated offenses against a School Employee, the Head of School shall without reasonable delay, file the appropriate charge against the student or the Parent/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.

Mandatory Reporting

POLICIES AND 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, gender, sexual orientation, 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:

1. 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.
2. 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;
3. Making sexually degrading or insulting comments that demean an individual;
4. Displaying sexually suggestive objects or pictures;
5. Committing any act of sexual assault; or
6. 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

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:

1. 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
2. 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
3. Interfering with a student having a safe school environment that is necessary to facilitate educational performance, opportunities or benefits; or
4. 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, or gossiping.

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 or emotional 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

1. MOT Charter School has implemented a school-wide bully prevention program that includes pieces of the Olweus Anti-bullying program. MOT Charter's school-wide bully prevention program will strive to meet these goals:
 - a. Educate all stakeholders about bullying;
 - b. Reduce existing, and prevent the development of new, bullying concerns;
 - c. Work to foster positive peer relations and strong staff-student connections at school.
2. 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. Principles against bullying will be posted in each classroom.
 - c. Teachers will conduct regular, ongoing class meetings, discussions, or role-playing activities as needed to address bullying.
 - d. The committee will involve parents in bullying prevention.
 - e. The committee will address the supervision of non-classroom activities.
- d. Names of potential student or staff witnesses
 - e. Any actions taken in response.
5. The Dean of Students shall be responsible for responding to bullying complaints.

Reporting Requirements

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

1. 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 Administration.
2. Written Report
 - a. 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 Administration immediately and follow up in writing within 24 hours.
 - b. The written report shall be reasonably specific as to actions giving rise to the suspicion of bullying and shall include:
 - i. Persons involved, designating bully, target, and bystanders roles.
 - ii. Time and place of the conduct and alleged, number of incidents.
 - iii. Potential student or staff witnesses.
 - iv. Any actions taken.

Observations or other Complaints of Bullying

1. Staff Member Observations
 - a. Staff members are encouraged to watch for early signs of bullying and intervene.
 - b. Staff members are encouraged to be vigilant and look for students who show signs of peer victimization.
 - i. The procedures for a student and parent, guardian or relative caregiver pursuant to § 202(f) of this Title or legal guardian to provide information on bullying activity will be as follows:
 - c. Anyone may report bullying. A report may be made to any staff member.
 - d. Reports shall be made in writing and be documented by the staff member
3. 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.
4. 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

Investigative Procedures

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

1. The Dean of Students 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 or trusted adult with them during any inquiry or investigatory activities.

4. After receiving notice of suspected bullying, the Dean of Students 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.

1. Consequences will take into account:
 - a. Nature and severity of the behaviors
 - b. Degrees of harm
 - c. Student’s age, size and personality (including development and maturity levels of the parties involved)

- d. Surrounding circumstances and context in which the incidents occurred
 - e. Disciplinary history and incidences of past or continuing patterns of behavior
 - f. Relationships between the parties involved
2. The appropriate range of consequences for bullying follows the school’s code of conduct and may include:
 - a. Time-out
 - b. Loss of a privilege
 - c. Lunch and/or recess detention
 - d. Written apology
 - e. Verbal reprimand clearly specifying what is not acceptable and consequences if repeated
 - f. Notice to parent—written reprimand
 - g. Problem solving conference with School Psychologist or Dean of Students
 - h. Problem solving conference with parents and Dean of Students or Principal
 - i. Supervised break times
 - j. Behavioral report cards sent home
 - k. Creation of a behavior contract
 - l. In-school suspension
 - m. Out of school suspension
 - n. Reassignment of seats in class, lunch or on bus
 - o. Restriction from certain areas of school
 - p. Reassignment of classes
 - q. A referral to an external agency
 - r. Expulsion
 - s. Report to Law Enforcement officials
 - t. Reparation to victim in the form of payment for or repair of damage to possessions out of bully’s own money
 - u. Education about what bullying is and why it is not acceptable
 - v. Completion of anti-bullying self-study
 - w. Completion of Letter of Acknowledgement of Actions to victim (only after reviewed by staff and never in cases of sexual bullying)
 - x. Completion of psychological psychiatric or neuropsychiatric assessment or evaluation before returning to school
 - y. Mandatory counseling
 - z. 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 Parents

A parent 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, the Dean of Students 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 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 HIPPA and FERPA guidelines.
2. If a parent 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 psychologist 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 psychologist 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

1. 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.
2. 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 Mediums

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, 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, or 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 are responsible for the security of their own devices, passwords, and other login information. *Students will be held accountable for any bullying speech initiated from their personal accounts or electronic devices.*

BUS SAFETY POLICY

Transportation is provided to students in grades K-8 who reside within the Appoquinimink School District. Bus transportation is a privilege, not a "right." All MOT Charter School conduct standards will be enforced while students are on the bus. 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.

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. Please do 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 Dean of Students so it may be resolved appropriately.
2. Students may ride only the buses to which they are assigned and must be picked up and dropped off at their assigned bus stop. A student's parent may, by written request to the school and the bus driver, request that a student be permitted to depart at an alternative stop. If a student is going home to another student's house, notes of authorization from both students' parents are required.
3. **Students should arrive at the bus stop 5 - 10 minutes prior to the scheduled pick up time.** The bus must 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, a child 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 will assign each student a seat. 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 defiance of authority and a safety violation and will be handled accordingly.
11. Students may not eat, drink on the bus unless granted specific permission by their driver. Students may not 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.
14. Students should speak in a normal voice to those in the seat with them or next to them.
Classroom conduct is to be maintained 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, 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 at any time, students should look both to the right and to the left, then WALK – not run.

Student's Personal Items on the School Bus

The use of personal toys and electronic games on the bus can lead to issues of damage, loss and/or theft. The use of such items is at the discretion of the bus driver. However, students bringing such items do so at their own risk and the school is not responsible for damage, loss or theft of these items. Students are not permitted to share electronic games, phones, iPods, etc. with other students.

Students are not permitted to bring any live animals, firearms, (or replicas or toy guns) explosives, or anything of a dangerous or objectionable nature on the bus at any time. Gym bags, 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 held on the student's lap without

endangering the safety of other students. If they cannot be safely held on the student's lap, 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. Parents 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
 - b. The Trevor Lifeline – 1.866.488.7386, 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 and devices. Access to technology services is a privilege, not a right. The school reserves the right to monitor all activity on its electronic network and to 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.

Unacceptable behaviors include, but are not limited to:

- accessing, creating, sending, displaying, posting, or printing 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;
- damaging computers, systems, networks, software, or other technology tools;
- using speech that is inappropriate in an educational setting;
- violating copyright laws including loading or copying copyrighted software for personal use;
- knowingly or recklessly posting false or defamatory information about a person or organization;
- using or attempting to acquire another's password;
- trespassing in another's folders, disks, work, or files;
- disclosing, using, or disseminating personal information about themselves or any other minor;
- intentionally wasting limited resources (such as disk space or paper);
- loading unauthorized software on school computers (such as games);
- using technology for illegal or harmful purposes, including "hacking" and unauthorized access to systems or information.

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.

- Students are prohibited from using electronic mail, chat rooms, and other forms of direct electronic communications.
- 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 responsible adult present to monitor their activities.
- 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 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:

1. 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,

2. 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).
3. Defines staff members' obligations regarding confidential information.
4. Identifies the instances when mandatory reporting of teen dating violence and sexual assault is required.
5. Sets forth protocols and procedures that MOT Charter will follow when responding to Teen Dating Violence and Sexual Assault:
 - a. Meeting separately with both the victim and the alleged perpetrator.
 - b. Providing support and protection to the victim.
 - c. Providing due process to the alleged perpetrator.
 - d. Conducting and documenting a thorough investigation.
 - e. Implementing consequences in accordance with MOT's Code of Conduct.
6. 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.