



EMPLOYEE HANDBOOK

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Welcome to MOT Charter School

Thank you for joining the MOT Charter School. You have joined a school committed to the quality education and the academic achievement of each and every individual child.

MOT Charter School is a K-8 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 were committed to choice in public education and strongly believed 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. Our goal is to prepare students to be creative, intuitive, and analytical thinkers. The curriculum is designed to emphasize problem solving. The configuration of the school is designed to offer a K-8 public school experience in a small school setting with class sizes of 25 students and grade levels of 75 students.

Parent involvement and focus on the "growth" of the whole child are cornerstones of our vision. The collaborative participation of every stakeholder in the building is an essential component of MOT Charter School. Parents, teachers, students, and administrators work together to maintain a warm and nurturing school climate where children achieve amazing things.

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

We believe that ...

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 should be empowered and expected to be accountable for their own learning.

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

How You Were Selected

We are confident that as a result of the mutual selection process undertaken, your employment will prove to be beneficial to MOT Charter School as well as yourself and we look forward to having you join us. We carefully select our employees through written applications, personal interviews and reference checks. After all available information was considered and evaluated; you were selected to become a member of our team! This process helps MOT Charter School find people who are genuinely concerned with the success of our students, willing to put forth their best efforts, and willing to work cooperatively with coworkers and administration.

Introductory Period

Your first ninety (90) days of employment at MOT Charter School are considered an Introductory Period, and after this period you will be eligible for benefits described in the Employee Manual unless otherwise required by law. This Introductory Period will be a time for getting to know your peers, parents, students, as well as to become familiar with the tasks involved in your position. Your supervisor will work closely with you to help you understand the needs and processes of your job. During the Introductory Period, your supervisor will complete a formal evaluation of your performance and at the same time, you have an opportunity to evaluate MOT Charter School. Please understand, however, that completion of the Introductory Period does not guarantee continued employment, as employment is always at-will.

About this Manual

The Policies & Procedures Manual is intended to provide you with general information about MOT Charter School and the terms and conditions of your employment with MOT Charter School. This Manual does not contain all of the information you will need during the course of your employment. You will receive information through various written notices as well as orally.

Because of the need to change the Policies & Procedures from time to time, the policies and benefits described herein are subject to review, modification, or termination at the sole discretion of MOT Charter School at any time without prior notice. No changes in any benefit, policy or rule will be made without due consideration of the mutual advantages, disadvantages, benefits and responsibilities such changes will have on you as an employee and on the organization. If anything is unclear, please discuss the matter with your direct supervisor. You are responsible for reading and understanding the Policies and Procedure Manual. Your performance evaluations will reflect your adherence to these policies. In addition to clarifying responsibilities, we hope this Policies & Procedures Manual also gives you an indication of MOT Charter School's interest in the welfare of all that work here.

* * * **DISCLAIMER** * * *

These Policies & Procedures are not intended to create an employment contract between you and MOT Charter School, and the Manual makes no promises of any kind. *Your employment and compensation may be terminated with or without cause at any time by either MOT Charter School or yourself.* No representative of MOT Charter School other than the Head of School, has the authority to enter into any employment agreement that is contrary to the foregoing, and if so, it must be done in writing and signed by the Head of School and the employee.

About MOT Charter School

MOT Charter School is an independently operated public school.

- ✓ We are governed by a charter which includes a Performance Agreement with the state.
- ✓ Our curriculum is aligned to the state standards.
- ✓ Our charter must be renewed every 5 years before the State Board of Education.
- ✓ Charter Schools are underfunded public schools in that we receive no funding for facilities.
- ✓ Charter Schools have more freedom with their budgets.

Our Students....

- More than 1/2 of the students participate in after school activities
- 95% of MOT Charter students ride the bus to school
- Approximately 65% of the students have a sibling attending MOT Charter School
- 8th grade graduates graduate to a wide variety of schools:

Appoquinimink High School
Charter School of Wilmington
Archmere Academy
St. George's Vo-Tech
Ursuline Academy
Caravel Academy
The Gunston School

Middletown High School
Padua Academy
Tatnall
Hodgson Vo-Tech
Salesium High School
Red Lion Christian Academy
Tower Hill High School

Pencader Charter School
Mount Pleasant High School IB
Delaware Military Academy
St. Andrews High School
St. Thomas More
Polytech Vo-Tech
Cab Calloway

Our Faculty....

40 teachers and 7 teaching assistants

- ✓ 15 hold masters or other advanced degrees
- ✓ Range in experience from 2 to 35 years
- ✓ Average teaching experience is 9 years

27 additional staff members to support the academic program:

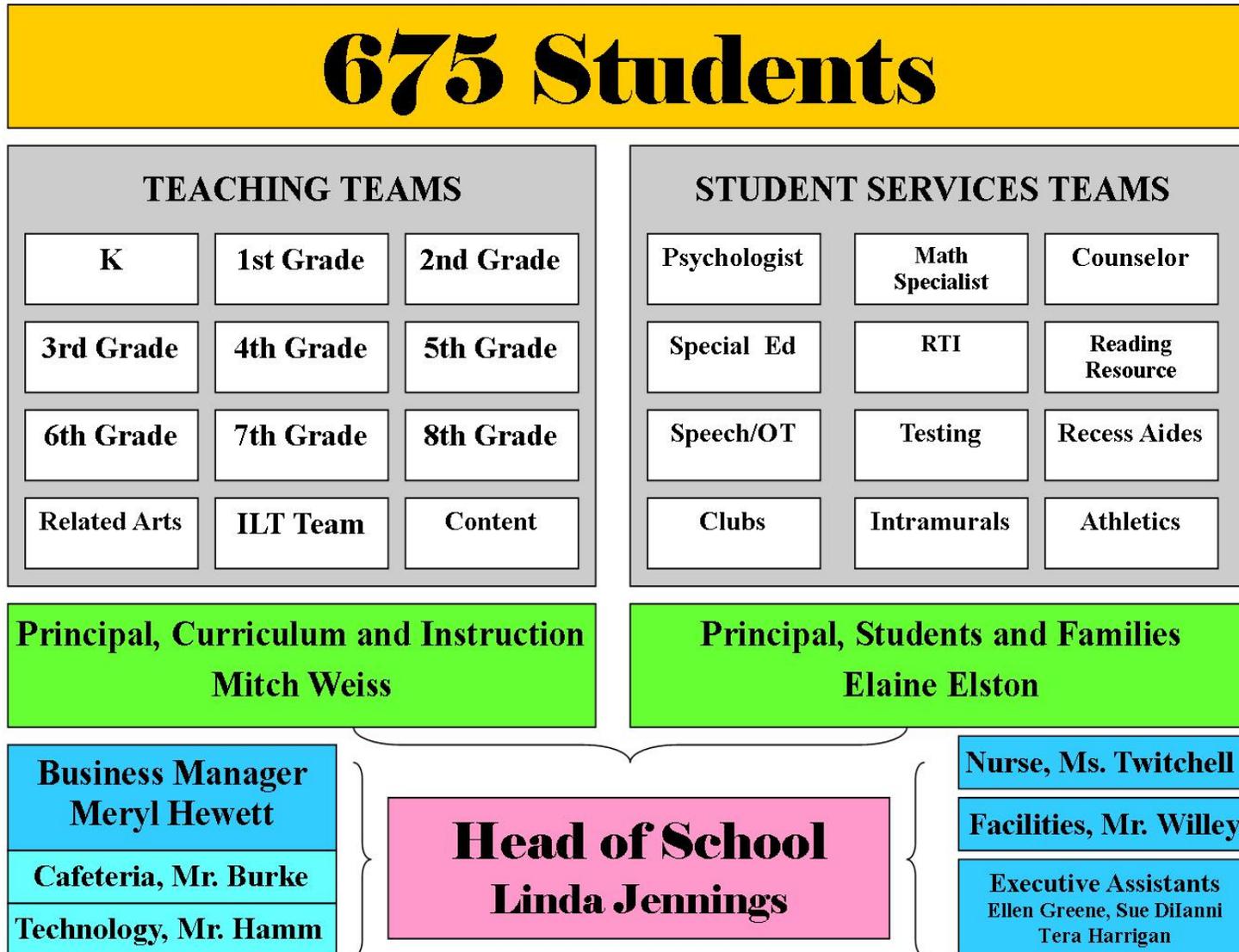
Head of School
Principal of Curriculum & Instruction
Principal of Students & Families
Business Manager
Front Office Staff
Nurse
Conduct Counselor
School Psychologist
Math Specialist
Reading Resource Teacher
Technology Coordinator
Building Maintenance Staff
11 Cafeteria and Recess Staff

The Essential Ten

Success at MOT Charter School

1. Focus on our primary goal of helping each and every child learn.
 - Make instructional decisions based upon data.
 - Set high, and even higher, expectations for students.
 - Utilize small group instruction with flexible ability groups in reading & math.
 - Differentiate my instruction to reach all ability levels.
2. Provide a wide variety of learning experiences and use diverse instructional strategies.
 - Balance skill development with problem-solving experiences.
 - Provide authentic learning opportunities.
 - Provide students with hands-on and project-based learning opportunities.
3. Never Stop Learning.
 - Be reflective and honest with myself, looking for ways to improve.
 - Try new things and ask for help.
4. Collaborate about instruction and learning.
 - Collaborate (formally and informally) with my peers, administration, & specialists.
 - Utilize in-house expertise – we have lots of it!
 - Incorporate the expertise of parents and other community members.
5. Involve parents & families.
 - Communicate with parents and families.
 - Welcome parents into my classroom & invite parents to partner with me.
6. Engage students in their own learning.
 - Clearly communicate learning targets to students.
 - Help students understand where they are academically, socially, emotionally.
 - Teach students to set goals and make plans for achieving them.
7. Contribute to a safe and nurturing environment.
 - Develop positive relationships with ALL students—even the tough ones.
 - Extend respect and kindness to all parents and colleagues.
 - **Stay positive** and proactively work to resolve conflicts and differences.
 - Voice my concerns, but accept that they may not be acted upon.
8. Teach points of character and citizenship whenever the opportunity presents itself.
 - Reinforce weekly teaching points about kindness, respect, responsibility & helping others.
 - Reinforce school wide expectations in the classroom and out.
9. Be an advocate for students!
 - **A**ccept all students for who they are and where they are.
 - **B**elieve that each and every child can learn and grow—won't give up on any student
 - **C**elebrate diversity and differences
10. Model the behavior we desire to see in our students.

Organizational Chart



General Employment Policies

At-Will Employment

Your employment with MOT Charter School is at-will. This means that neither you nor MOT Charter School has entered into a contract regarding the duration of your employment. You are free to terminate your employment at any time, with or without reason. Likewise, MOT Charter School has the right to terminate your employment, or otherwise discipline, transfer, or demote you at any time, with or without reason, at the discretion of MOT Charter School.

No employee of MOT Charter School can enter into an employment contract for a specified period of time, or make any agreement contrary to this policy without written approval from the Head of School.

Attendance

Regular attendance and punctuality are two extremely important pieces in reaching our school goals and objectives. MOT Charter publishes an annual calendar in the spring of each year for the next year. MOT is aware that emergencies, illness, or pressing personal business that cannot be scheduled outside your work hours may arise. Sick days and Personal Days have been provided for this purpose.

All employees are expected to report on time and, most importantly, be productively engaged no later than 8:00 a.m. unless otherwise arranged with your supervisor. All employees are expected to be in assigned arrival posts and prepared for the day when students arrive at MOT Charter School at 8:15 a.m. **If, for any reason, you anticipate arriving late, it is your responsibility to contact your supervisor.** Your supervisor must approve all early dismissals.

Ten month employee reporting hours are:

Mon, Wed-Fri: 8:00 am - 4:00 pm

Meeting Tuesdays: 8:00 am - 4:45 pm

Unless otherwise assigned by the employee's supervisor, the reporting hours for 12 -month personnel are 7:45 am – 4:15 pm.

In addition to regular reporting hours, all employees are expected to attend the published all-staff meetings.

Any employee who is unable to report to work, for any reason, must contact the employee's direct supervisor by 7:00 a.m. If **you know beforehand** that you will be absent on a given day, a Prior Approval form must be completed and turned in to your supervisor as soon as possible. If you are absent because of an illness for three (3) or more successive days, it is your responsibility to keep your supervisor informed daily and to provide medical verification when asked to do so.

Absence from work without notifying your supervisor in advance may be considered a voluntary resignation.

A consistent pattern of questionable absences will be considered excessive. In addition, excessive lateness or leaving early without authorization from your supervisor will be considered a “lateness pattern” and may carry the same weight as an absence. Excessive absences, lateness or leaving early may lead to disciplinary action, including dismissal. When employees are absent, arrive late and/or leave early, it is the employee's responsibility to secure a substitute to cover their duties and must notify their supervisors of the substitute.

Alcohol, Drugs, and Controlled Substances

The sale, use, possession, transfer or possession of controlled substances, drugs or alcohol when on duty at MOT Charter School is prohibited and may lead to immediate termination. Also, being “under the influence” of alcohol, drugs, or controlled substances when on duty is prohibited and may lead to immediate termination of employment.

Confidentiality

During the course of employment with MOT Charter School, employees have access to, are provided with, and/or will develop proprietary information relating to MOT Charter School. Such confidential and proprietary information includes, without limitation, instructional materials, student records, curriculum, business methods, plans, systems, financial information, and other information relating to MOT Charter School’s students, families and operations that is not known to the general public.

When employment terminates or upon request by MOT Charter School, the employee must return to MOT Charter School all files, notes, computer software and data files, documents, books, records, data compilations, instructional materials, and other written materials obtained during the course of his or her employment, and all copies thereof, including electronic media containing any of those items.

It is expected that teacher uphold the law of confidentiality at all times, being cognizant of parents and other visitors to the school. **AT NO TIME should teachers discuss any student unless it is a professional and private conversation with the primary purpose of contributing to the student’s success in school.** Student confidential folders must be signed out of the main office. Student folders are never to be left unattended and must be kept in the locked cabinet in the main office when not in use. No person other than the school administration, the child’s teacher(s) and authorized care providers may have contact with student files.

Parent and Student Relations

Regardless of your position within the school, you are an ambassador of MOT Charter School. The success of MOT Charter School depends upon the quality of relationships between the school, our employees, students, parents, and even the general public. Our parents’ impression of MOT Charter School and our ability to meet their interests is greatly formed by the people who serve them. The more goodwill you promote, the more our families will respect and appreciate you, MOT Charter School, and the service we provide.

Building good relationships takes time and effort. Begin with these basic building blocks:

1. Build positive relationships with parents at the beginning of the year, before an issue arises.
2. Assure parents of and follow through with best teaching practices.
3. Always speak and interact with parents and students in a courteous and respectful manner, especially in difficult situations.

4. Communicate respectfully with other employees at all times.
5. Be responsive. Promptly follow up on requests and questions.
6. Provide professional replies to all inquiries and requests.
7. Perform duties in an orderly manner.
8. Take pride in your work and enjoy doing your very best.

Equal Employment Opportunity

MOT Charter School is an equal employment opportunity employer. Employment decisions are based on merit and school needs, not on race, color, citizenship status, national origin, ancestry, gender, sexual orientation, age, religion, political affiliation, or any other factor protected by law. It is the policy of MOT Charter to comply with all the relevant and applicable provisions of the Americans with Disabilities Act (ADA). MOT Charter School will not discriminate against any qualified employee or job applicant with respect to any terms, privileges, or conditions of employment because of a person's physical or mental disability. MOT Charter School will also make reasonable accommodation wherever necessary for all employees or applicants with disabilities, provided that the individual is otherwise qualified to safely perform the essential duties and assignments connected with the job and provided that any accommodations made do not impose an undue hardship on MOT Charter School.

Employees who have complaints or concerns about any type of discrimination against themselves or others are required to immediately report this conduct in writing to the Business Manager or the Head of School. Every effort will be made to keep such reports as confidential as possible although it is understood that an investigation will normally require the involvement of third parties.

MOT Charter School will not permit any retaliatory conduct against an employee who comes forward with a genuine complaint or concern about discrimination or who assists in the investigation process nor will any such employee be discharged, disciplined, or in any way adversely affected in his/her terms or conditions of employment. Any employee involved in discriminatory practices will be subject to termination.

Employee Background Check

All employees must comply with state requirements such as, but not limited to, fingerprinting, certification, Child Abuse Index, Criminal Record Statement, tuberculin tests, First Aid/CPR and physician's reports. Employees are also required to provide transcripts to verify units earned or in-service hours. These requirements must be completed prior to beginning employment, and the information must be submitted to the Business Manager. Any cost of obtaining the above information is the responsibility of the employee.

Employee Personal Property

Personal property in the classroom should be limited to items needed for carrying out quality instruction. MOT Charter School will not be responsible for personal property that is lost, damaged, stolen, or destroyed on school property. With that said, employees should not bring large sums of money or other valuables to work and must always close and lock their classroom doors when the room is vacant.

Employment Classifications

At the time you are hired, you are hired into a position classified as full-time, part-time or temporary. In addition, the position is classified as either non-exempt or exempt. All other policies described in

this Employee Manual and communicated by MOT apply to all employees, with the exception of certain wage, salary and time off limitations applying to “non-exempt” employees. If you are unsure of which job classification your position fits into, please ask the Business Manager.

Full-Time Employees, 12-Month: An employee who has successfully completed their introductory period (see the Introductory Period Policy for a specific definition) and who works at least 35 hours per week and is employed for a 12- month schedule is considered a full-time employee.

Full-Time Employees, 10-Month: An employee who has successfully completed their introductory period (see the Introductory Period Policy for a specific definition) and who works at least 35 hours per week and is employed for the school year is considered a 10-month, full-time employee.

Part-Time, Hourly Employees: An employee who works less than 35 hours per week is considered a part-time employee.

Temporary Employees: From time to time, MOT may hire employees for specific periods of time or for the completion of a specific project. An employee hired under these conditions will be considered a temporary employee. The job assignment, work schedule and duration of the position will be determined on an individual basis. Normally, a temporary position will not exceed six (6) months in duration, unless specifically extended by a written agreement. Summer employees, interns and seasonal employees are considered temporary employees.

A temporary employee does not become a regular employee by virtue of being employed longer than the agreed upon specified period. Temporary employees are not eligible for benefits described in this Employee Manual, except as granted on occasion, or to the extent required by provision of state and federal laws. Those temporary employees classified as “non-exempt” (see the section titled “Non-Exempt and Exempt Employees” below) who work more than forty (40) hours during any workweek will receive overtime pay.

Non-Exempt and Exempt Employees

Your position is classified as either “exempt” or “non-exempt.” This is necessary because, by law, employees in certain, types of jobs are entitled to overtime pay for hours worked in excess of forty (40) hours per work week. These employees are referred to as “non-exempt” in this Employee Manual. This means that they are not exempt from (and therefore should receive) overtime pay.

Exempt employees are Administrators, teachers, teacher assistants, executive assistants, professional staff, technical staff, and others whose duties and responsibilities allow them to be “exempt” from overtime pay provisions as provided by the Federal Fair Labor Standards Act (FLSA) and any applicable state laws. If you are an exempt employee, you will be advised that you are in this classification at the time you are hired, transferred or promoted.

Exclusive Service

Employee shall devote Employee’s full working time, attention, and best efforts to the performance of Employee’s duties under this Agreement. While employed by MOT Charter School, Employee shall not, without prior consent of MOT Charter School, perform or provide any services, either for or without pay, to or on behalf of any person other than MOT Charter School. Under no circumstances are you permitted to carry out any duties not associated with MOT Charter School while on the premises of MOT Charter School. 10-month employees who have summer

employment obligations should ensure that such employment does not conflict with MOT Charter School's calendar, including the professional development days.

Harassment

It is MOT Charter School's intent to provide a working environment for all employees that is pleasant, healthful, comfortable, and free from intimidation, hostility or other offenses that might interfere with work performance. Harassment of any sort - verbal, physical, and visual - will not be tolerated.

Harassment can take many forms. It may be, but is not limited to: words, signs, jokes, pranks, intimidation, physical contact, or violence. Harassment is not necessarily sexual in nature. Racial, religious, national origin or other forms of harassment can take the form of abuse, ostracism, unwelcome jokes, graffiti or slurs or other similar type conduct. These types of actions are unacceptable in our workplace.

Employees who believe they have been subject to harassment must immediately bring it to the attention of their Supervisor, the Business Manager or the Head of School. Similarly, if you have any questions as to whether certain conduct is unlawful discrimination or harassment, you are encouraged to speak with the individuals mentioned above. What is offensive to one person may not be offensive to another. Consequently, it is important that you let your feelings be known.

Supervisors who receive complaints about harassment or who are made aware of conduct constituting harassment are required to immediately notify the Business Manager or Head of School.

When the school administration becomes aware of the existence of harassment, it is obligated by law to take prompt and appropriate action, whether or not the victim wants the school to do so. Every effort will be made to keep such reports as confidential as possible, although it is understood that an investigation will normally require the involvement of third parties. All complaints will be investigated promptly, and the existence and nature of your complaint will be disclosed only to the extent necessary to make a prompt and thorough investigation or as may be necessary to take appropriate corrective measures. In all cases, the person who initiated this procedure will be informed of the findings and disposition of the matter at the conclusion of the investigation. Further, the school administration will ensure that there is no coercion, retaliation, intimidation, or harassment directed against any employee who registers a complaint or serves as a witness on behalf of another employee. Employees who believe they have been subject to retaliation must bring it to the attention of their Supervisor, Business Manager or Head of School.

The prohibitions against unlawful discrimination and harassment also apply to non-employees with whom our employees come into contact in connection with their employment with us. Consequently, if you feel discriminated against or harassed by a non-employee in connection with your employment, you should use the procedure outlined above.

Sexual Harassment

Sexual harassment is a form of illegal sex discrimination, which MOT Charter School will not tolerate. Sexual harassment does not refer to occasional compliments of a socially acceptable nature. It refers to behavior that is unwelcome, personally offensive, and which prevents an individual from effectively performing the duties of his/her position or creates an intimidating hostile or offensive

working environment. The regulations of the Equal Employment Opportunity Commission define unlawful sexual harassment as follows:

“Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, whether by a male or female, constitute sexual harassment when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment, (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or (3) such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile or offensive working environment. Examples of the conduct referred to in (3), if unwelcome, may include (but are not limited to): sexual bantering; off-color language or jokes; sexual flirtations, advances, or propositions; requests for sexual favors; verbal abuse of a sexual nature; verbal commentaries about an individual’s body; sexually-degrading words used to describe individuals; display of sexually suggestive objects or pictures; and using sexually-oriented or degrading gestures or other non-verbal communications.”

MOT Charter School will not condone, permit, nor tolerate sexual harassment of employees in any manner whatsoever. Persons who engage in such harassment will be subject to appropriate discipline up to and including termination of his/her employment.

Employees who believe they have been subject to sexual harassment must bring it to the attention of their Supervisor, the Business Manager, or the Head of School. Supervisors who receive complaints about harassment or who are made aware of conduct constituting harassment are required to immediately notify the Business Manager.

When the school administration becomes aware of the existence of harassment, it is obligated by law to take prompt and appropriate action, whether or not the victim wants the school to do so. Every effort will be made to keep such reports as confidential as possible, although it is understood that an investigation will normally require the involvement of third parties. All complaints will be investigated promptly, and the existence and nature of your complaint will be disclosed only to the extent necessary to make a prompt and thorough investigation or as may be necessary to take appropriate corrective measures. In all cases, the person who initiated this procedure will be informed of the findings and disposition of the matter at the conclusion of the investigation. Further, school administration will ensure that there is no coercion, retaliation, intimidation, or harassment directed against any employee who registers a complaint or serves as a witness on behalf of another employee. Employees who believe they have been subject to retaliation must bring it to the attention of their Supervisor, the Business Manager, or the Head of School.

Leave/Absence Forms

Employees should give as much advanced notice as reasonably possible when requesting a sick day. All advanced requests should be submitted, on a Staff Absence Report, to the employee's supervisor. It is the employee's responsibility to keep track of their available sick leave. This can be done through the Self-Service Leave Balance View in PHRST. The school reserves the right to withhold approval if a substitute cannot be secured for the requested day or if the employee does not have time available. Any time off approved beyond the time available to the employee shall be without pay.

All employees are required to contact their supervisor to report ALL unplanned absences, regardless of whether or not a substitute is required. Upon return to work, the employee is required to submit an Absence Report to the employee's supervisor, along with any required documentation. If the employee fails to return an Absence Report upon return to work, the hours may be docked from the employee's paycheck.

Meetings

All MOT Charter School employees are required to attend weekly staff meetings in addition to other one time evening events specific to an employee's job responsibilities. **Please do not schedule tutoring or any other after school activity on Tuesdays.**

- School Wide Professional Development Meetings – held after school on Tuesdays
- Content Team Meetings—held at least monthly after school
- Professional Learning Community Meetings—held at least weekly during planning time
- Grade Level Team Meetings— held weekly during planning time
- IEP meetings: Held on an as-needed basis at a time convenient for the students' parents. The special education teacher, regular education teacher, and an administrator are all required to attend.

School Events

Each employee is expected to attend 4 of the following evening/after school events during the year.

- Prospective Student Open House: Held one time each year in December.
- Winter Fine Arts Night: Held one time in November
- Spring Fine Arts Night: Held one time in May
- Academic Nights: Held once each trimester
- Middle School Dances: 3 throughout the year
- Kindergarten Orientation: Held annually in the spring of each year. Attendance is required for Kindergarten staff, nurse, reading resource teacher, and 12 month employees.
- Kindergarten Celebration: Held annually in the last week of the school year.
- 8th Grade Graduation: Held annually on the last Wednesday of the school year.

Personnel Records

It is important that MOT Charter School always have current information about its employees. Please let the Business Manager know immediately if there are any changes in name, address, phone number, email address, etc. Upon request, an employee will be allowed to review his/her personnel file and any of his/her own personnel records that have been used to determine qualifications for employment, promotion, compensation, termination, or other disciplinary action. Please talk to the Business Manager for more information.

Relatives

MOT recognizes that it may employ members of the same family. However, one family member may not directly or indirectly supervise another without written approval from the Chairman of the Board. Furthermore, confidential information may never be shared among family members employed by MOT Charter School. Confidential information includes, without limitation, student

information, parent/family information, other employee information, curriculum development, and any other business affairs of MOT Charter School not generally known to the public.

Required Employee Information

Below is a list of information that is required of employees at MOT Charter School. Beginning the day that the employee signs their contract with MOT Charter School, the employee is given two (2) weeks to have all of the required information submitted to the Business Manager. After the two-week period, any employee that does not have ALL required information submitted to the school may be placed on unpaid administrative leave until such time that the information is submitted. It is the employee's responsibility to notify the Business Manager of ANY change to the information provided during the employee's employment at MOT Charter School.

Employee Contact Form	Resume or Completed Application
Background Check (receipt)	Child Protection Form
PPD Test Results	W4 Form
Pension Form	Direct Deposit Form
Computer Use Statement (if applicable)	I9 Documents

Smoke & Tobacco Free Policy

The use of any tobacco product on the grounds of MOT Charter School or at an MOT Charter School function is prohibited. MOT Charter School has a strong interest in the health of our employees and of their serving as positive role models for students. Violations of this policy will result in disciplinary action up to and including termination of employment.

Standards of Conduct

Whenever a team comes together to achieve a common goal, agreement regarding standards of conduct is necessary to create an effective, efficient, and harmonious working relationships. By accepting employment with MOT Charter School, you have a responsibility to the school and to your fellow employees to adhere to a certain standard of conduct. When standards are clear and understood, and each of us can depend upon fellow coworkers to live up to the standards, our school will be a better place to work for everyone.

Examples of unacceptable workplace behavior, include, but are not limited to:

- Violations of school policies
- Discourteous, abusive or inappropriate treatment of students, parents, or fellow employees
- Unacceptable job performance
- Altercations with any students, parents, fellow employees
- Failure to report to work on time
- Excessive absenteeism
- Failure to call in as required
- Refusal to perform or follow reasonable work requests or prescribed work procedures
- Abusive or vulgar language
- Dishonesty
- Falsification of records and documents, including applications, time sheets, leave requests, etc.
- Failure to comply with regulatory requirements, safety rules, regulations
- Revealing, disclosing, or making available to unauthorized persons confidential information
- Failure to provide honest and accurate information to the Principal or Head of School when asked

Attempts to disrupt or undermine the interests of MOT Charter School, including bad-mouthing other employees

Any conduct on or off the job which MOT Charter School, in its sole discretion, believes will adversely affect the image of the school

Any act that jeopardizes the health, safety, or well-being of yourself, a child, staff member or visitor

Working for or engaging in other business transactions or activities for the purpose of personal gain during normal business hours, including jewelry food sales and/or other private ventures

Engagement in unethical or questionable practices and procedures

Fighting, threatening violence

Possession, use and distribution of firearms, knives, or other weapons while on school property

Smoking on school grounds

Theft, embezzlement or unauthorized removal of school property or the property of others

Conviction of a felony

Possessing, selling or use of illegal substances while on or off duty

Reporting to work under the influence of drugs or intoxicants that have not been prescribed for medical reasons

Employees who violate any of these standards, or otherwise demonstrate inappropriate behavior, will be subject to appropriate discipline, up to and including termination.

Technology Use and Policies

Internet Acceptable Use Policy

Access to the Internet is available in classrooms, the computer lab, the library and other areas throughout MOT Charter School. Because the internet is a valuable resource in instruction as well as in researching topics of interest to our staff, MOT Charter School provides access to staff members after each person has read, agreed to and signed the MOT and State of Delaware Acceptable Use Policies located in the back of this handbook.

Computer Software (Unauthorized Copying)

MOT Charter School does not condone the illegal duplication of software. The copyright law is clear. The copyright holder is given certain exclusive rights, including the right to make and distribute copies. Title 17 of the U.S. Code states that “it is illegal to make or distribute copies of copyrighted material without authorization” (Section 106). The only exception is the users’ right to make a backup copy for archival purposes (Section 117). With regard to use on local area networks or on multiple machines, MOT Charter School employees shall use the software only in accordance with the software publisher’s license agreement.

Computers, Electronic Mail, and Voice Mail Usage Policy

MOT property, including computers, electronic mail and voice mail, should only be used for conducting school business. Incidental and occasional personal use of company computers and our voice mail and electronic mail systems is permitted, but information and messages stored in these systems will be treated no differently from other school-related information and messages, as described below.

The use of the electronic mail system may not be used to solicit for commercial ventures, religious or political causes, outside organizations, or other non-job related solicitations. Furthermore, the electronic mail system is not to be used to create any offensive or disruptive messages. Among those which are considered offensive, are any messages which contain sexual implications, racial

slurs, gender-specific comments, or any other comments that offensively address someone's age, sexual orientation, religious or political beliefs, national origin, or disability. In addition, the electronic mail system shall not be used to send (upload) or receive (download) copyrighted materials, trade secrets, proprietary financial information, or similar materials without prior authorization.

Although MOT Charter School provides certain codes to restrict access to computers, voice mail and electronic mail, employees should understand that these systems are intended for school use, and all computer information, voice mail and electronic mail messages are to be considered as school records, thus becoming school property. Any employee who violates this policy or uses the electronic communication systems for improper purposes may be subject to discipline, up to and including termination.

MOT also needs to be able to respond to proper requests resulting from legal proceedings that call for electronically stored evidence. Therefore, MOT Charter School must, and does, maintain the right and the ability to enter into any of these systems and to inspect and review any and all data recorded in those systems. Because MOT Charter School reserves the right to obtain access to all voice mail and electronic mail messages left on or transmitted over these systems, employees should not assume that such messages are private and confidential or that MOT Charter School or its designated representatives will not have a need to access and review this information. Individuals using MOT Charter School's equipment should also have no expectations that any information stored on their computer – whether the information is contained on a computer hard drive, computer disks or in any other manner – will be private.

MOT Charter School has the right to, but does not regularly monitor voice mail or electronic mail messages. MOT Charter School will, however, inspect the contents of computers, voice mail or electronic mail in the course of an investigation triggered by indications of unacceptable behavior or as necessary to locate needed information that is not more readily available by some other less intrusive means.

Benefits

MOT Charter School is committed to sponsoring a comprehensive benefits program for all eligible employees. We believe that a good benefits program is a solid investment in our employees. MOT Charter School's Board of Directors reserves the right to modify, add or delete the benefits it offers.

Eligibility for Benefits

Full-time employees of MOT Charter School are eligible for State of Delaware benefits. Details of the benefits available can be found in the open enrollment booklet provide by the State Personnel Office. Initial medical benefits forms must be completed within one week of receipt of the enrollment forms. It is your responsibility to complete and return them to the Business Manager.

Workers' Compensation

All employees are entitled to Workers' Compensation benefits. This coverage is automatic and immediate and protects you from an on-the-job injury. An on-the-job injury is defined as an accidental injury suffered in the course of your work, or an illness, which is directly related to performing your assigned job duties. MOT pays for this job-injury insurance. If you cannot work due to a job-related injury or illness, Workers' Compensation insurance pays your medical bills and provides a portion of your income until you can return to work.

All injuries or illnesses arising out of the scope of your employment must be reported to the Business Manager prior to beginning work. You must bring a doctor's clearance for returning to work. Failure to timely report a work-related injury or illness may affect your eligibility for worker's compensation.

Retirement Plan

All full-time employees of MOT Charter School are required to participate in the Delaware State Employees Pension program (DSEP). Enrollment is done at the time of hiring and information will be sent to each employee by DSEP. MOT Charter School will be responsible for enrolling each employee.

Vacation

In the interest of maintaining a healthy balance between work and home, MOT offers eligible regular full-time employees paid time off. Time off is paid using your base hourly rate, excluding overtime compensation, if any. Full-time twelve (12) month employees are permitted 10 paid vacation days (81 hours) during the year or in the summer as requested and approved by the employee's supervisor. These days accrue 6.75 hours per month up to a maximum of 30 days and may not be used until accrued. Employees who resign or are terminated for any reason will receive payment equal to the state-paid portion of vacation for earned unused vacation time up to a maximum of 30 days. Vacation time does not accrue while an employee is on leave of absence, unless otherwise required by law.

Sick Time

Full time 10-month school employees shall be allowed 10 days of sick leave per year with full pay accrued at the rate of one day per month. 12-month school employees shall be allowed 12 days of

sick leave per year with full pay accrued at the rate of one day per month. In order to assist employees in the event of an emergency, sick days are front loaded at the beginning of the fiscal year. However, if employment is terminated mid-year, the number of sick days accrued shall be determined on a pro rata basis according to the number of days of the year the employee was employed. Any unused accrued days of sick leave shall be accumulated to the employee's credit without limit. If an employee leaves prior to accruing sick days that the employee has already used, MOT Charter School will reclassify vacation days (if any) to sick days. Otherwise, the school may deduct a pro rata portion of the employee's last pay according to the number of days the employee went over.

A maximum of **four** days per calendar year of the ten month employee's available sick time may be used for personal reasons. Such absences shall be deducted from the sick leave of the employee. The employee's supervisor must approve such absences. Personal days that are not used will be carried over as sick leave into the next year. However, up to **one personal day** may be carried over into the next year as a personal day. Unless authorized by FMLA leave an employee may not use more than 5 sick days for personal reasons in a year. Employees may not use 5 consecutive personal days or used personal days to extend a school break or holiday. Requests for time off—whether paid or unpaid—for ten month employee vacations during student days will not be approved.

Employees should give as much advance notice as reasonably possible, when requesting a sick day. When an employee is off from work as a result of the use of sick leave, he/she may be required to provide a statement from their health care practitioner. MOT Charter School will require employees using sick leave of three (3) or more consecutive days to provide the employee's supervisor with a note from a health care practitioner authorizing the employee's return to work. Sick time, including personal time may be taken in ¼ hour increments.

Earned unused sick leave may be transferred to another state agency if the employee remains a state employee or is later rehired as a state employee. Sick time does not accrue while an employee is on leave of absence, unless otherwise required by law.

Sick time may be used when you must be absent from work due to personal illness or the illness of a dependent child or dependent parent. It may also be used for emergency visits to medical professionals or to care for a sick dependent child, spouse or dependent parent. It may not be used to care for a sick family member other than a dependent child, spouse, or dependent parent. See Family Medical Leave Policy. Sick time may not be used for routine dentist appointments or routine doctor visits unless prior approved by the Head of School.

Flexible time for professional teaching staff and assistants: In the afternoons—after bus dismissal—and on certain professional development days), professional teaching staff who do not have other professional obligations (training, IEP meetings, other required meetings) are not required to be present in the building. However, if you are requested to attend a meeting, it is expected that you will attend. Please do not commit to conflicting obligations during this time.

Religious Observances

In the case of the observance of recognized religious holidays, an employee may be absent without loss of pay on no more than 3 calendar days per year. The days so lost are to be counted in the sick leave of the employee.

Funeral (Bereavement) Leave

Up to five (5) working days may be requested to make arrangements for and attend funeral services of the employee's spouse or child. Up to three (3) working days may be requested to make arrangements for and attend funeral services of the employee's parent, parent-in-law, grandparent, grandparent-in-law, granddaughter, grandson, daughter-in-law, son-in-law, step-parent, brother, sister, brother-in-law, sister-in-law, daughter or son of the employee's spouse. Up to one (1) working day may be requested to make arrangements for and attend funeral services of an employee's near relative.

Jury Duty

The first day requested to serve on a Jury will be a paid day off and not be counted against an employee's sick leave. Employees may use available sick time to cover jury duty. Additional days required to serve will be without pay. Employees should immediately notify their supervisor if they receive notice to report for jury duty. Proof of serving on jury duty will be required.

Military Reserves or National Guard Leave of Absence

Employees who serve in U.S. military organizations or state militia groups may take the necessary time off without pay to fulfill this obligation, and will retain all of their legal rights for continued employment under existing laws. You are expected to notify the Head of School as soon as you are aware of the dates you will be on duty so that arrangements can be made for replacement during this absence. Employees may apply accrued personal leave and unused earned vacation time to the leave if they wish; however, they are not obliged to do so.

Excused Leave

Occasionally, for medical, personal, or other reasons, you may need to be temporarily released from the duties of your job with MOT Charter School. It is the policy of MOT Charter School to allow its eligible employees to apply for and be considered for certain specific leaves of absence. Unless required by law, granting leave is at the sole discretion of MOT Charter School.

If possible, requests for leaves of absence shall be submitted in writing to your supervisor. Each request shall provide sufficient detail such as the reason for the leave, the expected duration of the leave, and the relationship of family members, if applicable.

Should a personal emotional or medical situation arise during your instructional time, please call the office for immediate coverage. Students should not be stressed or distracted from their learning by a teacher's personal upset or physical inability to teach. Please utilize your sick time if your illness is such that you are not able to supervise and instruct students in a positive and productive manner.

If granted, time off for any reason during a work day will count first against your allotted sick or personal days, as appropriate, for a minimum of ¼ hour. Once you have used all of your accrued sick or personal time, the time may be counted against your accrued vacation, if applicable. Thereafter, any time off will be without pay.

An employee is required to return from the unpaid personal leave on the originally scheduled return date. If the employee is unable to return, he/she must request an extension of the leave in writing. Failure to return to work upon the expiration of leave of absence will result in voluntary termination.

Required Documentation: All requests for a leave of absence must be made in writing and submitted to your supervisor. An employee must provide as much advance notice as possible when the need for the leave or absence is foreseeable; for instance, if medical treatments or other events are planned or known in advance. If the leave of absence is not foreseeable, the employee must provide notice to his or her immediate supervisor as soon as practicable.

Some leave of absence may be covered by the state's disability insurance program and/or the Family Medical Leave Act. Employees must meet the requirements of those programs to qualify. See the Business Manager for more information.

Approval: Both the immediate supervisor and the Business Manager will review the request. The immediate supervisor will notify the employee as to whether the request was approved and the Business Manager will provide notice if the leave is being designated as FMLA leave. A leave of absence will not be granted to allow an employee time off to seek employment elsewhere or to work for another employer. Employees who begin employment elsewhere while on leave of absence, except military reserve duty, are considered to have quit voluntarily.

Job Benefits: MOT Charter School will continue to pay its portion of the cost of the employee's benefits while an employee is on leave of absence. The employee must continue to pay his or her portion of the benefits. Whenever possible, MOT Charter School will take the premiums out of the employee's last paycheck prior to going on leave. Otherwise, the school will bill the employee for these premiums. If payment is more than thirty (30) days overdue, MOT Charter School may terminate coverage.

No benefits will accrue while an employee is on unpaid leave of absence. Except as otherwise provided by law, time spent on a leave of absence, except for military reserve duty, will not be counted as time employed in determining an employee's eligibility for benefits that accrue on the basis of length of employment.

Disability Leave of Absence

MOT Charter School employees are eligible to participate in the State of Delaware's Short Term and Long Term Disability Plans. Details of these plans are available in the Business Office.

Family and Medical Care Leave

In accordance with the federal Family and Medical Leave Act ("FMLA"), after one year of aggregate employment with MOT Charter School, any employee who has worked at least 1,250 hours (excluding vacations, holidays, sick leave and leaves of absence) during the immediately preceding 12-month period will be granted an unpaid leave of absence due to the birth of a child, the placement of a child by adoption or for foster care for a child, for the care of a spouse, child or parent with a serious health condition, or on account of the employee's own serious health condition. FMLA leave runs concurrently with all other leave benefits that an employee may be entitled to.

Leave time may not exceed 12 weeks off in any 12-month period, commencing with the first day on which any family and medical care leave is taken.

An employee who takes a family or medical care leave must substitute for such leave any vacation time that the employee may have accrued. If an employee takes a leave because of the employee's

own serious health condition, the employee must also substitute for such leave any sick leave time that the employee may have been allocated.

No more than a combined total of 12 weeks of family and medical care leave in a 12-month period will be granted to a husband and wife who both work for MOT Charter School where the leave is taken on account of the birth of a child, for placement of a child by adoption or for foster care, or to care for a child, spouse or parent with a serious health condition.

If the leave is due to a serious health condition in the employee's family or the employee's own health problems, it will, upon request, be granted to an employee on an intermittent basis. If the employee has requested intermittent leave, MOT Charter School may temporarily transfer the employee to another position which better accommodates recurring periods of leave, provided that the employee is qualified for the other position and that the employee continues to receive equivalent pay and benefits.

An employee must submit a written request for a family and medical care leave stating the beginning date and length of such leave. If the employee's need for family or medical care leave is foreseeable, the employee must provide MOT Charter School with reasonable advance notice of the need for the leave. Written updates may be required from time to time thereafter. Failure to comply with these requirements is grounds for denial of a family or medical care leave.

Where the leave is requested to enable the employee to care for a seriously ill child, spouse or parent, or because of the employee's own serious health condition, the employee must furnish a doctor's written certification, on a form provided by MOT Charter School, including the date that the serious health condition commenced, and an estimate of the amount of time that the doctor believes the employee needs to care for a family member, and a statement that the serious health condition warrants participation of a family member to provide care during a period of treatment or supervision. For leave because of the employee's own serious health condition, a written certification must also indicate if the employee is unable to perform work of any kind or is unable to perform the employee's written job description. Prior to granting a leave because of an employee's own serious health condition, MOT Charter School may request a second medical opinion to be rendered by a doctor of its choice. If the opinions of the employee's and school's doctors differ, MOT Charter School may require a final and binding opinion from a third doctor, jointly approved by MOT Charter School and the employee.

If the leave is required due to a planned medical treatment, the employee must make a reasonable effort to schedule the treatment to avoid disruption of the school's operations.

Family and medical care leave is without pay.

Where family and medical care leave has been taken by an employee on account of the employee's own serious health condition, before the employee returns to work, the employee must provide the school with a doctor's certification that the employee is able to resume work. MOT Charter School reserves the right to require a physical examination by a doctor of its choice to determine if the employee is able to perform the essential functions of the employee's job as set forth in the employee's written job description. Upon return from a family and medical care leave, MOT Charter School will use its best efforts to return the employee to a position which the same or similar to that is previously held.

Health care coverage will continue during any period of family and medical care leave to which an employee also applies accrued vacation or sick leave. Health care coverage will also continue during any unpaid family and medical care leave pursuant to this policy, however, the employee must timely

pay his or her portion of the premiums that are otherwise taken out as a deduction from regular payroll. Whenever possible, MOT Charter School will take the premiums out of the employee's last paycheck prior to going on leave. Otherwise, the school will bill the employee for these premiums. If payment is more than thirty (30) days overdue, MOT Charter School may terminate coverage.

1. For purposes of this policy, a child is defined as a natural, adopted, or foster child, a stepchild or a legal ward.
2. A parent is defined as the employee's or his/her spouse's natural, adoptive, or foster parent, stepparent, or legal guardian.
3. A serious health condition is defined as a disabling physical or mental illness, injury, impairment, or condition involving 1) inpatient care in a hospital, nursing home, or hospice; or 2) outpatient care requiring continuing treatment or supervision from a health care professional.
4. Leave of absence rights available to you under other sections of our policy shall be counted towards the total time off available under this section.
5. A Family Care Leave that relates to the birth or adoption of a child must be completed within twelve (12) months of the birth or adoption.
6. Upon completion of a leave granted under this section, you shall be reinstated to your original position, or an equivalent one.
7. While on leave of absence provided for under this policy, we will continue your group health insurance benefits under the same terms as provided to other employees, for up to a maximum of twelve (12) weeks leave during any one (1) year period. If your leave extends beyond twelve (12) weeks, you shall be offered the opportunity to purchase continuing coverage under state and federal COBRA continuation rules. If an employee fails to return to work after expiration of the leave, the employee will be required to reimburse the school for health insurance premiums paid during the leave.
8. Other accumulated fringe benefits such as retirement, service credits, sick pay, vacation pay, and the like, shall be preserved at the level accrued as of commencement of the leave, but shall not accrue further during any such leave period.
9. If additional family care or medical leave is required you must, prior to expiration of the family care or medical leave, submit additional certification to MOT.
10. Should you seek a leave of absence for reasons other than described above, we will evaluate such a request based on particular circumstances present at that time, including but not limited to your current and anticipated work responsibilities, performance, and school needs. MOT reserves the right to refuse such a request at its sole discretion.

Compensation

It is MOT Charter School's Board of Directors desire to pay all regular employees' wages and salaries that are competitive with surrounding schools and districts and in a way that will be motivational, fair and equitable. Compensation may vary with individual and school performance and in compliance with all applicable statutory requirements.

Pay Period

Pay periods have been established by the State of Delaware.

Direct Deposit

The automatic deposit of paychecks is mandatory for all state employees. Direct Deposit Authorization forms are available from the Business Manager.

Mandatory Deductions

MOT Charter School is required by law to make certain deductions from your paycheck each time one is prepared. Among these are your federal, state and local income taxes, Delaware State Teacher's Retirement and your contribution to Social Security as required by law. These deductions will be itemized on your check stub. The amount of the deductions will depend on your earnings and on the information you furnish on your W-4 form regarding the number of exemptions you claim. If you wish to modify this number, please request a new W-4 form from the Business Manager immediately. Only you may modify your W-4 form. Verbal or written instructions are not sufficient to modify withholding allowances. The W-2 form you receive annually reflects how much of your earnings were deducted for these purposes. Any other mandatory deductions to be made from your paycheck, such as court-ordered garnishments, will be explained whenever MOT Charter School is ordered to make such deductions.

Payroll Advance

It is the policy of MOT Charter School not to grant wage or salary advances to any employee.

Error in Pay

Every effort is made to avoid errors in your paycheck. If you believe an error has been made, tell the Business Manager immediately. He/she will take the necessary steps to research the problem and to assure that any necessary correction is made promptly.

Overtime Pay

If you are a non-exempt employee, you will be eligible to receive overtime pay of one and one-half (1 1/2) times your regular hourly wage for **pre-approved** hours worked over forty (40) hours in one (1) week. If, during that week, you were away from the job because of a job-related injury, paid holiday, jury duty, vacation day, or paid sick time, those hours not worked will not be counted as hours worked for the purpose of computing eligibility for overtime pay. Please note if you are a non-exempt employee on an approved flexible work arrangement, overtime hours will be computed only on those hours worked in excess of a forty-(40) hour workweek. The Head of School must approve all overtime in advance.

Compensatory Time Off

MOT Charter School does not offer compensatory time off to any MOT Charter School employee in lieu of overtime pay for overtime hours worked.

Time Sheets

By law, we are obligated to keep accurate records of the time worked by employees. This is done by time sheets and other written documentation. You are responsible for accurately recording your time. No one may record hours worked on another's timesheet. Tampering with another's time record is cause for disciplinary action, up to and including possible termination, of both employees. In the event of an error in recording your time, please report the matter to the Business Manager immediately. Time Sheets are due no later than the Tuesday following the week in which the hours were worked. Time Sheets that are received after that time run the risk of not being paid.

Performance and Compensation Reviews

Performance Reviews

Because we want you to grow and succeed in your job, MOT Charter School conducts a formal review at least once per year for each employee. A review may also be conducted in the event of a promotion or change in duties and responsibilities.

Your review provides an opportunity for collaborative, two-way communication between you and your Supervisor. This is a good time to discuss your interests and future goals. We are interested in helping you to progress and grow in order to achieve personal as well as school goals. The performance review also gives your supervisor an opportunity to suggest ways for you to make your job at MOT Charter School more fulfilling.

Compensation Reviews

Salary reviews are made once annually at the conclusion of each school year. Increases will be based on, but not limited to job performance, attendance, continued training and education, leadership abilities, positive attitude, and willingness to accept additional responsibilities.

Promotion and Transfer Policy

MOT Charter School has a policy of providing our employees with every opportunity for advancing to other positions within the school. To qualify for a promotion or transfer, you must have held your current position for a minimum of one year. Approval of promotions or transfers depends largely upon training, experience, and work record. It is our policy to advise all employees about open positions within the school.

Workplace Policies

Student Conduct

Every person in the school community has a responsibility to contribute to a positive school climate both in the classroom and outside the classroom. Teachers are responsible for guiding the students in establishing rules for the classroom that will underscore expectations for student behavior and are consistent with the general principles of conduct found in the school's code of conduct. When standards of behavior are not being met, teachers shall implement reasonable consequences, while finding ways to positively interact with the student.

Teachers shall refer to the school's code of conduct for guidance when referring a student out of the classroom for misbehavior. Teachers shall work collaboratively with the Principal of Students & Families and the school's intervention team to respond to chronic misbehavior.

Please document significant and/or repeated student behavior issues on the student accountability forms and forward the pink copy to the Counselor, whether you issue a consequence or not. This allows us to be aware of student concerns in all grade levels, and assist in being proactive throughout the year. Please cc the Principal of Students & Families on e-mails so parents are aware that the administration is part of the dialogue.

Morning Announcements

Morning announcements will begin at 8:25 am. The Pledge of Allegiance will be read over the intercom and said in unison by the school at the beginning of each day. Any announcements that need to be read must be in writing and given to the front office by 8:10 am. **Teachers shall ensure that students are seated and quiet for the duration of morning announcements.**

Employee Dress Code

Your dress is a reflection of your professionalism as well as the quality of the school. Dress for all instructional staff should be "business casual." This policy sets a minimum standard and is intended to eliminate ambiguity regarding "Business Casual" and to ensure that employees present a professional image to students, parents, fellow employees, community contacts and the general public. This policy may not be all-inclusive. For items not specifically mentioned, individuals are expected to use their own common sense and good judgment.

Jacket, Pants, Skirt and Dress

Suits, suit separates, blazers/sports coats, slacks, cotton twill pants (skirts and dresses for women) made from any high-quality fabric except leather or Lycra/Spandex. No leggings, leotards, stirrup pants, sweatpants, jeans, overalls, miniskirts, culottes, shorts or any exercise, dance or beach wear. Jackets, pants/skirts/dresses that are frayed, thread bare, faded, in need of repair, dirty or stained should not be worn. All jackets and pants/skirts/dresses should be pressed.

Shirt, Blouse and Sweater Styles

Shirts may be short or long sleeved. No revealing, loose or open necklines. T-shirts and similar collarless shirts are not acceptable with the exception of blouses and finely knit sweaters. Blouses must not be sheer. No halter or off-the-shoulder blouses or tank tops. Knits such as collared polo shirts are acceptable.

Shoes

Lace up or slip-on dress or casual shoes, sling-back and open-toe pumps and sandals, dress boots or penny loafers may be worn. Flip flops, work boots and sneakers are not acceptable.

Special Occasions

There are some class and school activities (“jeans days” and “spirit days”) that call for more casual attire. Please remember you are a model for students and at no time should you wear tight or revealing clothing.

Classroom Celebrations

MOT Charter School's philosophy is to maintain school as a learning environment as much as possible. With ever increasing accountability placed on students, teachers and schools, there are a limited number of hours we have to engage students in meaningful, quality learning experiences. Schools must continually compete with increasingly available extra-curricular obligations in which many students choose to participate, i.e. sports, competitive teams, music lessons, etc. In addition, at key points during the year students are bombarded with non-academic stimulus from outside of the school setting (holidays, family events).

As a school that is dedicated to the advancement and high academic achievement of all students, we feel it very important to establish the appropriate balance and 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.

With this in mind we recommend the following guidelines for classroom celebrations, whether they are directly tied to a curricular achievement or more in the nature of holiday recognition. Please feel free to share these guidelines with homeroom parents and other parents who may be assisting you in planning your celebrations. The purpose of these guidelines is to provide general guidelines while leaving it up to the individual classroom teachers to decide the nature and extent of classroom celebrations.

1. All celebrations should be designed to enhance student learning. A lesson plan is not required, making a craft that requires following directions, or the students' interacting while eating a snack can reinforce social skills, which is part of the overall curriculum for each grade.
2. Celebrations should have prior approval of the administration on the classroom celebration approval form.
3. When appropriate, celebrations designed to teach students about holidays and cultures should include an exploration and celebration of a variety of cultures around the globe.
4. *Following approval, the teacher should delegate the scope, theme and responsibilities for planning the party to designated parent volunteers.*

5. 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.
6. The homeroom teacher must approve any notices that go home. If there is information concerning a surprise for the teacher, the homeroom parent may have their notice cleared with the division principal or Head of School.
7. Preferably, communications and collecting for parties of this type would be organized and distributed to parents in the beginning of the school year.
8. Food and activities should be coordinated based on teacher guidelines.
9. When celebrations involve the more traditional child celebration foods (cupcakes, juice), students should also be provided healthy food choices such as fruits, vegetables, and whole grains.
10. Unless otherwise approved by the Administration, classroom celebrations should be limited to the last hour of the day (or surrounding the lunch time) and disrupt the school day as little as possible. Celebrations that incorporate relevant learning may extend into other parts of the day with administration approval.
11. 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.
12. 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, i.e. books, school supplies, fun pencils, etc.). It should not be assumed that \$5.00 is “not a big deal.”

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 are encouraged to follow guidelines regarding food allergies and encouraged to offer nutritious snacks. Teachers should clear all food with the nurse if the teacher has a student with known allergies.

Substitute Folder

Each teacher must have an emergency substitute folder on file in the classroom by the start of school. This folder must contain:

1. Any critical information concerning special needs of students—allergies, medical conditions, medical treatments, etc.
2. Emergency plans.
3. Teacher’s daily schedule (Monday – Friday)

4. Roll and seating charts for each class taught
5. Disciplinary procedures for the classroom and school
6. Procedures for all routines –opening of class, recess and lunch supervision schedules, attendance procedures, etc.
7. Generic lesson plans and pre-made copies of any worksheets, etc.
8. Teacher editions for each textbook in an accessible place
9. Folders of extra practice work or suggestions for extra practice in basic subjects

Each trimester, teachers must update their substitute folder to reflect material that may be covered during that particular trimester.

Parent Communication

Great teachers understand that prompt communication improves the parent-teacher relationship to the benefit of the student. Employees should make every reasonable effort to return a parent call or message at the next available opportunity. In no event should calls or messages be left unanswered for more than 2 days. All communications should be professional and objective. **Please check your school voicemail and email at least once daily.**

Student Injury/Accident

Whenever a student is injured, assess the severity of the injury. If the accident does not involve a fall or a potential head/neck injury and the student is otherwise able, the student should be escorted to nurse's office. Otherwise, contact the main office and remain with the student until the nurse or an administrator arrives. You will be requested by the nurse or Head of School to complete a Student Accident Report form. This form must be completed within 24 hours of the accident.

Employee Injury/Accident

If you are injured during the school day, you must notify the Business Manager, visit the nurse and complete a Staff Accident Report form. This form must be completed within 24 hours of the accident.

School Expense Reporting

Employees will be reimbursed for all **pre-approved** school-related expenses. Pre-approval must come directly from the Head of School, the Business Manager, or a Principal. Employees must submit a Reimbursement Prior Approval form to the administrator before buying any supplies. After an administrator has signed the approval, the employee may purchase the needed supplies. All receipts must be submitted within 30 calendar days to the administrator that granted the pre-approval in order to be reimbursed. Any receipts turned in after thirty days run the risk of not being reimbursed.

Classroom Budgets

Each teacher is allocated \$50 to purchase classroom supplies. **All items purchased by the school or reimbursed with school funds remain the property of the school.**

In addition, Instructional Material Requests for the following year must be submitted in the spring of each year during the budgeting process. Subsequent or late requests will be considered on a case-by-case basis and will be based upon budget availability.

Emergency Procedures

Please see the Emergency Action Plan.

Employee Information Bulletin Board and Calendar

The Employee Information Bulletin Board is located in the staff lounge. This board contains information about professional development opportunities, general staff information, informational articles, etc. Each employee is responsible for checking the bulletin board on a regular basis and for reading posted materials.

Snow and Other Closings

School closings and delays will be posted on our website at www.motcharter.com and announced via the SchoolReach notification system. It will also be posted on the following radio stations: WSTW 93.7 FM, WILM 1450 AM, WJBR 99.5 FM, WDSB 92.5, WRDX 94.7 and WDEL 1150 AM. We make every attempt to get closing information to radio stations by 6:30 a.m. Late openings, cancellation of the before school program, early closing, or cancellation of the after school program 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 SchoolReach notification system.

Telephone Usage

There will be times that it may be necessary for employees to make and receive personal phone calls on school phones. These calls should be limited to no more than 5 minutes in length, and should be made during scheduled break and lunch periods. The purpose of this restriction is to ensure that our phone lines are open for school business. Personal long distance telephone calls are not permitted.

Please refrain from making and/or receiving calls on your cell phone during instructional times. If you have a warranted emergency (i.e. child care emergency, family emergency), please arrange for coverage for your class if you need to field such phone calls. This will allow for your personal privacy as well as maintaining a focused and well supervised classroom.

Attendance Reporting

Student Attendance is to be taken daily by the classroom teachers. The process for taking attendance includes: entering attendance into e-school plus, saving the information, printing the daily attendance sheet from e-school plus, signing it and submitting it to the front office **NO LATER THAN 9:00 a.m. EACH DAY.** Please keep in mind that the timely and accurate reporting of attendance is state mandated and subject to audit every year. Teachers are ultimately responsible for accurate daily attendance.

When a student returns from an absence, it is the homeroom teacher's responsibility to forward the absence note to the front office so that the attendance record reflects the correct number of excused and unexcused absences. The front office will adjust attendance for those students who arrive tardy and are signed in at the front office.

Classroom Cleanliness

Teachers are responsible for the entire environment in their classrooms. **In every respect, rooms must be kept clean, orderly, attractive, and stimulating for a positive learning experience.**

Anything that you can do to help our janitorial staff save time would be appreciated. At the end of each day, teachers and their students will be responsible for generally “picking up” their room. Please see to it that all trash is picked up and that there are not boxes and other loose materials on the floor. Chairs must be placed on desks.

Food other than student/teacher lunches ~ including candy, snacks, or other treats ~ should not be stored in the classrooms.

Instructional Fieldtrips

Student field trips may be taken for the purpose of extending, supplementing, enhancing, or culminating the curriculum at MOT Charter School and should therefore have educational goals as its primary focus. Students should have at least 3 trips a year, spread throughout each of the trimesters. Please be aware that all fieldtrips **MUST** have a curricular focus and align with a Delaware State Standard in order to be approved. 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 (ex. environmental trips (more casual), the theater (more formal)).

All field trips will receive approval from a Principal prior to committing any money for the trip or informing parents/students that a trip will occur. Trips of significant distance, those out of the United States, or requiring over night stay must receive board approval. Failure to obtain the required approvals prior to discussing with students and parents may warrant loss of privilege to organize and carryout field trips. The sponsor of a field trip will provide the following relevant information prior to approval:

- Name of group traveling
- Purpose of the trip
- Copies of intended lesson plans/class work addressing standards related to the trip
- Time and date of departure and return
- Travel itinerary (planned stops, events)
- Name of person in charge, including cell phone and email addresses
- Name of chaperones, including cell phone numbers (to be provided the day of departure)
- Destinations and phone numbers of the destinations (museums, hotel arrangements)
- Travel arrangements: including type of vehicle and company name, name of airline, flight numbers, name of Bus Company, including all connecting flights, buses, trains, etc.
- Total cost of the trip and the cost per student

Written permission slips must be used for all students. The permission slips must be returned to the sponsor of the trip prior to the trip. The permission slip should include pertinent information about the trip as well as any medical issues a child might have. Copies of permission slips should be left with the front office at the school. Sponsors of the trip should leave contact information at the school so they can be contacted if necessary. After the requests are approved, the forms will be returned to the teacher.

An accurate accounting should be kept of monies and student permission slips collected for the trip by the sponsor. Monies should be taken to the office daily for deposit. Insufficient funds, for any reason, will cancel the trip.

Sponsor must take the following on every fieldtrip:

- (1) medications that will be administered on the trip;
- (3) first aid kit;
- (4) copies of student permission slips;
- (5) copies of student emergency cards;
- (6) a laptop equipped with a modem and the school's email address list (if the trip requires over night travel) ;

Movies & Videos

All movies/videos that have not already been approved as part of the curriculum **must first** be pre-approved by the Principal. In order to obtain pre-approval, submit your request by email to the Principal at least one week prior to the day that you have planned to watch the movie/video. NO movies and/or videos are to be shown unless they have been pre-approved. Showing movies/videos that have not received pre-approval may result in disciplinary action, including loss of privileges to utilize movies and videos within the classroom.

Curriculum

All teachers are required to teach the Delaware State Standards. Each teacher must have a copy of the standards for their subject in their classroom.

E-Mail

Much communication is sent to employees via email. All full-time employees have email accounts with MOT Charter School and are expected to check e-mails daily. Please notify the Business Manager if your email is not working properly.

Voice Mail

Full time employees have a voicemail account and are expected to check voice mail daily. Please contact the Business Manager if your voicemail is not working properly.

Teacher Mailboxes

Staff mailboxes are located in the main office. Teachers should check their box at the beginning and end of each day to assure timely communications. MOT Charter School employees are the only persons who are permitted to retrieve mail from staff mailboxes. For this reason, under no circumstances may a student, volunteer other than a MOT Charter School employee retrieve materials from these boxes. There are times when confidential information is included in your mail.

Copiers

Copy machines are located in the teacher resource room and in the main office. Teachers are free to use the copiers in the resource room. The copier in the main office should be used only when the other copiers are not in service. Parent volunteers may also use the copiers at a teacher's request. Please do not send students to the main office to make immediate copies. Students are not permitted to use the copiers or laminating machines.

Assemblies

Instructional assemblies will be scheduled periodically throughout the school year. Teachers are to escort their classes to the assembly area (i.e. gym, library, etc.), teachers are to sit with their classes at all times and monitor student behavior. At no time should teachers be sitting outside the area of their students.

Lesson Plans

All teachers are required to submit learning targets for each week to the Principal of Curriculum & Instruction first thing Monday morning. Lessons must align to the Delaware State Standards. Teachers whose plans are repeatedly late will be required to submit them the Friday before.

Teachers' learning targets, submitted each Monday morning for the week, should include the following:

- The "Big Idea" surrounding the learning in each subject area.
- The learning targets defining what students will be able to do at the completion of the lessons.
- Descriptions of the lesson differentiation implemented during the week/lesson.
- Attached copies of whatever assessments you will be utilizing to assess the targets.

Teacher Grade Books

As a permanent school record, teacher grade books will be collected at the conclusion of each year and stored. For those teachers using a computerized grade book hard copies of each page are to be compiled, including a cover page.

For grades K-3, grade books should follow the following guidelines.

1. Each academic course must have its own page (i.e. reading, writing, math, science)
2. Daily grades, test grades, quiz grades will be recorded in accordance with the MOT Charter School grading scale.
3. Completion of homework will be logged in daily.
4. Trimester averages will be recorded in red ink at the end of each trimester.

Student Agenda Books

First through Eighth grade students will be given an agenda book to record nightly homework. Teachers are expected to require students to record nightly assignments in the agenda book and to monitor that they are recording this information on a daily basis. The agenda books also serve as a communication tool between home and school. There is space for teacher and parent comments. Please remember that all communication must be professional and objective. Teachers must check agenda books each day to look for parental communication and respond accordingly.

The agenda book also contains a section designated as a hall/bathroom pass. The agenda book must accompany students as they travel through the hallways to the bathroom, office, nurse, counselor, etc. Please see section on Hallway/Bathroom passes.

Teacher Websites

Each teacher must create and maintain a website on the school's website. Websites are to be updated no less frequently than weekly.

Hallway/Bathroom Passes

All students must have the pass section in their agenda book completed when leaving the classroom for any reason. If a student is found in outside of class without his/her agenda book or the pass section is not completed for that time, the student will immediately be escorted back to their classroom.

Classroom Supervision

All classrooms must be supervised at all times by an adult. Regardless of age level, students may not be left unsupervised without an adult for any length of time. If you have an emergency and must leave the classroom, call the front office for coverage. Do not rely on a neighboring teacher to cover your class. One teacher cannot effectively supervise two classrooms. While in the classroom, be sure to maintain active supervision at all times even during quiet work times. Do not turn your back to the class or work on your computer for sustained amounts of time.

Classroom Security Responsibility

Teachers are responsible for ensuring that classroom windows and doors are locked when they leave the building. **Classrooms doors are to be closed and locked, and lights turned off when they are vacant during the day for more than 10 minutes.**

Cell Phones

Between 8:15 a.m. and 3:35 p.m. cell phones must be turned off and remain in the student's backpack. Unless asked to do so by an administrator or a teacher during an emergency or after school hours to reach a parent, students may not use cellular telephones at school. Any cell phone which is left on, used, or found on the person of a student prior to 3:35 p.m. will be taken. The first time the student's phone is taken, keep the phone and return it to the student at the end of the day. If the student is found with a cell phone again, the cell phone must 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.

Use of Electronics in Classrooms

Students may not use electronic devices at school. Students may be given limited permission to use cameras on special occasions. Teachers must obtain prior approval from the Head of School or Principal and the student must be supervised.

At no time may a student use any personal electronic device to access the internet, send text messages, emails, or to take/record any audio, video, still photographs while at school without the express permission of the Head of School or Principal. MOT Charter School will not be responsible for electronic devices that are lost, broken, or stolen at 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.

Students will be provided with a yearly planner. Students are asked to record each homework assignment in the yearly planner. 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 provide opportunities for parents to let you know if homework is exceedingly easy or overly frustrating for their children.

Recess

Students perform better at school when they can get a little 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-8 will be held daily year-round as long as the temperature with wind chill is 32 degrees Fahrenheit or warmer. The front office will make an announcement on days when recess is to be held indoors. Otherwise, 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 a child needs a coat or hat, send the child to the front office. Children may not stay inside for recess absent a doctor's note or specific approval from a Principal or Head of School. 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.

At least one adult (teacher or assistant) must be with each class on the playground. It is imperative that the teacher's main focus be on the students. While supervising the playground, teachers/supervisors should not be seated or socializing. It is expected that adults actively monitor student behavior in all areas of the play yard (i.e. the equipment, the soccer field, the basketball court). Teachers may, at their discretion, restrict the available play area to ensure the proper monitoring of student safety. Benches are provided for students who are unable or not permitted to play but need to remain with the class.

When classes go out to the playground, the walky-talky and first aid pack must accompany the class in case of an emergency. It is the teachers' responsibility to ensure that the teacher has a walky-talky and a first aid pack for classroom use. If a student is visibly injured, stay with the student on the playground and call for another adult to come out to meet the student. Do not send a visibly injured student in to the nurse.

Prior to leaving the playground, please ensure that the students retrieve all of their belongings.

Playground Rules and Guidelines

Children are NEVER allowed to be on the playground at MOT Charter School without adult supervision. At least one adult must accompany each class on the playground in designated areas. The Principals will review the playground plan with supervising staff before the start of each school year.

This policy is in effect at all times--even after school hours! Infractions to these rules will lead to time spent off of the playground and may include disciplinary action.

1. Children may not leave the playground without adult permission.
2. Play without pushing, shoving, or pulling on clothes.

3. No tackle football or soccer.
4. No crawling on top of the climbing wall.
5. Sit upright on the slide; do not lean over the side of the slide.
6. Must slide feet first on the slide.
7. Only one person on the slide at a time.
8. No climbing up the slide.
9. Sit in swings and swing straight.
10. Do not jump out of the swings
11. Stay off the crossbars of the swing.
12. Only one person on a swing at a time.
13. No gum or candy at any time.
14. No hanging on basketball goals.
15. No running in the mulch area.
16. No throwing wood chips/sand/grass/sticks.
17. Line up immediately at the request of the adult supervisor.
18. Students must stay within designated areas.

Reporting Child Abuse

Child abuse, including sexual abuse, is a very serious matter and all MOT Charter School employees must take appropriate action to promptly report to DFS and the Head of School any suspected child abuse or neglect. The school shall not retaliate against any employee who, in good faith, reports child abuse or neglect, or who participates in an investigation regarding an allegation of child abuse or neglect.

Sexual Harassment/Abuse of Students by Employees

Romantic relations between MOT Charter School employees and students are strictly prohibited. Employees shall not engage in any oral, written, physical, or visual conduct of a sexual nature with students. Prohibited conduct includes, but is not limited to, engaging in sexually-oriented conversations for the purpose of sexual gratification, telephoning students and engaging in inappropriate social relationships, engaging in physical contact that would reasonably be construed as sexual in nature, enticing or threatening students to get them to engage in sexual behavior in exchange for grades or other school-related benefits, requests for sexual favors, and any welcome or unwelcome sexual advances.

Employees who suspect that a student is being unlawfully harassed or sexually abused by another employee MUST report their concerns to their supervisor or the Head of School. All allegations of harassment and abuse will be promptly reported to the student's parents and thoroughly investigated. Conduct of suspected child abuse will also be reported to the appropriate authorities, as required by law.

Persons who engage in conduct prohibited by this policy will be subject to appropriate discipline up to, and including, termination of employment.

Money Collection

Place all money collected in an envelope along with a signed deposit slip. This envelope must be turned in to the Business Manager or Executive Assistant each day that money is collected. The business office will recount the money. If there is a discrepancy between the amount noted on the deposit slip and the amount in the envelope, the business office will immediately notify the teacher. No money is to be left unattended in a staff mailbox, or on a desk. NO money is to be kept in the classrooms overnight.

Parent Volunteers

MOT Charter School encourages parents to become part of their child's education and volunteer in our school. In order to best manage our security system, the front office must know who is volunteering in a given classroom and when they are scheduled to assist you. For this reason, please complete a parent volunteer sheet and submit this sheet to the office. Parent volunteers will not be permitted in the building unless they have first scheduled time with the teacher and the teacher has notified the office. This form is in the back of your handbook.

Parent/Teacher Conferences

Parent/teacher conferences are scheduled for November and March. Parents MUST be present at the November conference in order to pick up their child's report card. Parent conferences provide a good opportunity to share information and to strengthen the bond between home and school. Here are some tips:

1. Always begin the conference with a sincere and positive comment about the child.
2. Share specific strengths and weaknesses in the areas of reading, writing, listening and speaking.
3. Note areas where the student is progressing and any areas where he is not making adequate progress.
4. Share samples of the student's work
5. Provide specific examples of the student's critical and creative thinking.
6. Share observations about how the child works with others.
7. Talk about the child's social development and the friends he/she is making.
8. Identify two to three growth goals for the student.
9. Provide specific expectations for what parents can do at home to help.
10. Listen to what the parent has to say.
11. Close the conference by confirming the child's value and emphasizing the positives.

Parent/Teacher Conference Tips (Adapted from "Better Teaching" – June 2, 1995)

Family Handbook

Every staff member is responsible for reading the Family Handbook and implementing its standards and policies.

Friday Folder

Each student in grades K-5 is required to have a folder designated as the Friday Folder. The inside folder compartments of the folder will be labeled Communication and Returned Work. This folder will come home each Friday and will specifically contain school communication and returned work. Teachers are to place (or supervise students placing) any returned work on the Class work side of the folder and any communication (notes, etc.) on the Communication side of the folder.

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, teacher notes sent via e-mail, and agenda books.

We value the measurement of growth of a child's abilities from wherever they start 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 math, reading, and writing.

Promotion to the Next Grade

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

- Students in Grades K through 4 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 5 through 8 must successfully pass 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 retained.

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

If and when a student appears to be struggling with their academics, to the point where the instructor and/or parent is concerned about a possible retention, communications should be frequent and well documented. Instructional interventions by the classroom teacher, conferences, and collaboration with resource people outside of the classroom in order to support the student should also be well documented and shared with the parents. Please include administration in these communications as often as possible.

Recognition for Outstanding Academic Achievement

Each trimester, students in grades 3-8 will be recognized for outstanding academic achievement.

- **Principal's List**
Students achieving a 93 or above in each subject for the trimester will be placed on Principal's List. Related Arts courses cannot reflect an N or S- (for grades 3-6) or a grade less than 80 (for grades 7 & 8).
- **Academic Honor Roll**
Students achieving an 85 or above in each subject for the trimester will be placed on Academic Honor Roll. Related Arts courses cannot reflect an N or S- (grades 3-6) or a grade less than 80 (grades 7 & 8).

Report Cards and Progress Reports

Report cards will be issued to all students on a trimester basis. Progress Reports will be issued to students and sent home for parent signatures halfway between report cards. Dates for report cards and progress reports are included on the school calendar.

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, complete understanding of the required material.

End of Year Inventory and Checklist

Prior to departing for the summer, every 10-month employee shall complete an end of year checklist with appropriate sign-offs and an end of year inventory. See Forms at the back of this Manual. Employees are responsible for all materials in their possession.

Separation of Employment

Termination of Employment

If an employee voluntarily terminates employment, the employee must provide notice of such termination in accordance with the requirements in his or her employment agreement. MOT Charter School may elect at its discretion to excuse the employee from working during some or all of the notice period, and simply provide the employee with a severance payment for those days he or she did not work during the notice period.

If MOT Charter School terminates employment, we may, at our option, provide employee prior notice of such termination, or may pay Employee severance (equal to the notice period of employee's annual base salary, less all payroll deductions required under applicable law) in lieu of providing such written notice, or may provide some combination of prior notice and severance.

Return of School Property

School property issued to you or purchased by you with school funds, including all documents, records, data, notebooks, notes, reports, proposals, lists, correspondence, materials, computer equipment, keys, credit cards, cash, and all other property belonging to MOT Charter School must be returned to the Business Manager and/or Principal at the time of the termination of employment. You will be asked to sign an Exit Certification form upon termination certifying that you have returned all property. You may be held responsible for any lost or damaged property.

Post-Employment Inquiries

The school will not respond to oral requests for references. As an employee of MOT Charter School, do not under any circumstances respond to any requests for information regarding a prior employee of MOT Charter School. Forward any such requests to the Business Manager.

Receipt and Acknowledgement of the MOT Charter School Policies and Procedures Manual

I have received a copy of:

1. MOT Charter School's Policies and Procedures Manual;
2. State of Delaware's Acceptable Use Policy;
3. MOT Charter School's Acceptable Use Policy; and
4. MOT Charter School's Family Handbook

I further acknowledge that I have read, understood and agree to abide by the outlined policies in each of the above-listed documents. I understand that the policies and benefits described in this manual are subject to change at any time at the sole discretion of MOT Charter School.

I further understand that my employment is at-will, and neither MOT Charter School nor I have entered into a contract regarding the duration of my employment. I am free to terminate my employment with MOT Charter School at any time, with or without reason. Likewise, MOT Charter School has the right to terminate my employment, or otherwise discipline, transfer or demote me at any time, with or without reason at the discretion of MOT Charter School.

Employee's Printed Name

Employee's Signature

Date