

# TABLE OF CONTENTS

## 2012-2013 SCHOOL CALENDAR 2

### SCHOOL OVERVIEW 4

- ABOUT MOT CHARTER SCHOOL 4
- MOT CHARTER SCHOOL MISSION 4
- ESSENTIALS FOR SUCCESS AT MOT CHARTER 4
- INSTRUCTIONAL DAY 4
- ADMINISTRATIVE OFFICE HOURS 4

### ACADEMICS 4

- CORE COURSEWORK 4
- ACADEMY OF THE ARTS 5
- ACADEMY OF SCIENCE & TECHNOLOGY 5
- ACADEMIC REVIEW BOARD 5
- HOMEWORK 5
- PROMOTION TO THE NEXT GRADE 5
- REPORT CARDS AND PROGRESS REPORTS 5

### ATTENDANCE 5

- ABSENCES 5
- ABSENCE POLICY 6
- MISSED WORK 6
- EXCUSED ABSENCES 6
- UNEXCUSED ABSENCES 7
- LATE ARRIVALS **ERROR! BOOKMARK NOT DEFINED.**
- EARLY DISMISSALS 7

### CLOSED CAMPUS 7

### ASBESTOS NOTICE (AHERA) 8

### BULLYING PREVENTION POLICY 7

### BUS SAFETY POLICY 14

### NOTIFICATION OF SEX OFFENDERS 15

### DRESS CODE 15

- ACCEPTABLE TOPS 15
- ACCEPTABLE BOTTOMS 15
- SHOES AND SOCKS 16
- SWEATSHIRTS AND SWEATERS 16
- ACCESSORIES 16
- CONSEQUENCES 16

### DRIVING PRIVILEGES 16

### EXTRACURRICULAR ACTIVITIES 17

- ATHLETICS 17
- AFTER SCHOOL CLUBS 17
- NATIONAL HONOR SOCIETIES 17

### FIELD TRIPS 17

### FOOD AND DRINK 17

### ANTI-HARASSMENT POLICY 18

### HEALTH AND SAFETY 18

- MEDICAL 18
- DRUG POLICY 20
- POSSESSION OF FIREARMS 21
- POSSESSION AND SEARCHES 22
- TOBACCO-FREE POLICY 22

### LOST AND FOUND 23

### LOCKERS 23

### PROHIBITED ITEMS 23

### PARENTAL INVOLVEMENT 23

- VOLUNTEERING 23
- PARENT TEACHER ORGANIZATION (PTO) 24
- COMMUNICATING WITH STUDENTS 24
- HOME-SCHOOL COMMUNICATIONS 24

### SCHOOL CLOSINGS 25

### SCHOOL VISITORS 25

### SPECIAL EDUCATION STUDENTS 25

### STUDENT ARRIVAL AND DEPARTURE 25

- MORNING ARRIVAL PROCEDURES 25
- AFTERNOON DISMISSAL PROCEDURES 25
- RELEASE OF STUDENTS 25
- AFTER SCHOOL ACTIVITIES 25

### STUDENT RECORDS 26

### TECHNOLOGY USE POLICY 26

### TEXTBOOKS & INSTRUCTIONAL MATERIALS 28

### USE OF ELECTRONIC DEVICES 28

### MOT CHARTER SCHOOL

### STANDARDS OF CONDUCT 29

- GENERAL CONDUCT STANDARDS 29
- SPECIFIC CONDUCT STANDARDS 30
- DISCIPLINARY CONSEQUENCES 33
- BEHAVIOR ACCOUNTABILITY FOR GRADES K-8 34
- RIGHT TO HEARING 34
- APPEALS FOR SUSPENSIONS AND EXPULSIONS 35
- MANDATORY REPORTING 35

## 2012-2013 SCHOOL CALENDAR

### August

- 8 Kindergarten Bus Run
- 13 Back to School Open House,  
11:30 am – 6:30 pm
- 15 First Day of School
- 15 Boohoo Breakfast, 8:15 am – 9:00 am
- 24 Picture Day
- 29 Ice Cream Wednesday

### September

- 3 **Labor Day – School Closed**
- 6 PTO Meeting, 7 pm
- 7 Any Pants Day, \$1.00
- 11 Parent Information Night, 6 – 7:30 pm  
Grades 1, 3, 5, 7 & 8
- 18 Parent Information Night, 6 – 7:30 pm  
Grades K, 2, 4, 6
- 18 Board of Directors Meeting, 7:30 pm
- 25 NJHS Induction, 6 pm
- 26 Ice Cream Wednesday

### October

- 2 High School Fair, 6 pm – 7:30 pm
- 4 PTO Meeting, 7 pm
- 4 Picture Retakes
- 4 1<sup>st</sup> Trimester Progress Reports go home
- 5 **Professional Development --  
School Closed**
- 12 Any Pants Day, \$1.00
- 26 Middle School Dance, 6 pm - 8 pm
- 31 Ice Cream Wednesday

### November

- 1 Open Enrollment Begins
- 1 PTO Meeting, 7 pm
- 2 Any Pants Day, \$1.00
- 5 6<sup>th</sup> Grade Music Performance, 6:00 pm
- 6 Middle School Musical, 6:00 pm  
Grades 7 & 8
- 8 End of 1<sup>st</sup> Trimester
- 12 **Veteran's Day -- School Closed**
- 13 Prospective Student Open House, 6 pm
- 19 **Conferences, 7 am-2 pm**
- 20 **Conferences, Noon – 7:30 pm**
- 20 Board of Directors Meeting, 7:30 pm

### November

- 21 **School Closed**
- 22-23 **Thanksgiving -- School Closed**
- 28 Ice Cream Wednesday

### December

- 4 Winter Fine Arts Night, 6:00 pm  
Grades 1, 3, 5
- 6 PTO Meeting, 7 pm
- 7 First Trimester Awards Day  
Grades 3-4, 9 am  
Grades 7-8, 1:30 pm  
Grades 5-6, 2:30 pm
- 11 Winter Fine Arts Night, 6:00 pm  
Grades K, 2, 4
- 19 Ice Cream Wednesday
- 21 Open Enrollment Ends
- 24-31 **Winter Break -- School Closed**

### January

- 1 **Winter Break – School Closed**
- 2 **Professional Development –  
School Closed**
- 3 PTO Meeting, 7 pm
- 4 Any Pants Day, \$1.00
- 8 New Student Lottery, 6 pm
- 11 2<sup>nd</sup> Trimester Progress Reports go home
- 15 Board of Directors Meeting, 7:30 pm
- 21 **MLK, Jr. Day -- School Closed**
- 22 **Professional Development –  
School Closed**
- 30 Ice Cream Wednesday

### February

- 1 Jersey & Any Pants Day, \$1.00
- 7 PTO Meeting, 7 pm
- 8 Middle School Dance, 6 pm - 8 pm
- 15 **Professional Development –  
School Closed**
- 18 **Presidents' Day -- School Closed**
- 19 Middle School Musical, 6:00 pm  
Grades 7 & 8
- 26 End of 2<sup>nd</sup> Trimester
- 27 Ice Cream Wednesday

## March

- 1 Any Pants Day, \$1.00
- 6 Report Cards go home
- 7 PTO Meeting, 7 pm
- 14 Second Trimester Awards Day
  - Grades 3-4, 9 am
  - Grades 7-8, 1:30 pm
  - Grades 5-6, 2:30 pm
- 15 Professional Development – School Closed**
- 19 Board of Directors Meeting, 7:30 pm
- 27 Ice Cream Wednesday
- 29 Spring Break – School Closed**

## April

- 1-5 Spring Break - School Closed**
- 4 PTO Meeting, 7 pm
- 12 Any Pants Day, \$1
- 16 New Kindergarten Orientation, 6 – 7:30 pm
- 16 Board of Directors Meeting, 7:30 pm
- 19 3<sup>rd</sup> Trimester Progress Reports go home
- 23 Academic Night, 6 pm - 7:30 pm
  - Grades 1, 3, 5, 7, & 8
- 24 Ice Cream Wednesday
- 30 Academic Night, 6 pm - 7:30 pm
  - Grades K, 2, 4, & 6

## May

- 2 PTO Meeting, 7 pm
- 3 Any Pants Day, \$1.00
- 14 Travel Sports Banquet, 6 pm – 7:30 pm
- 18 8<sup>th</sup> Grade Semi-formal, 7 pm - 10 pm
- 21 Spring Fine Arts Night, 6:00 pm
  - Grades 1, 3 & 5
- 21 Board of Directors Meeting, 7:30 pm
- 27 Memorial Day -- School Closed**
- 28 Spring Fine Arts Night, 6:00 pm
  - Grades K, 2, 4
- 29 Ice Cream Wednesday
- 31 5<sup>th</sup> Grade Dance, 3:30 – 5:00 pm
- 31 Middle School Dance, 6 – 8 pm
  - Grades 6 & 7

## June

- 4 Stepping Up Day
- 5 Last Day for 8<sup>th</sup> Grade Students
- 5 Graduation Rehearsal, 9 am - 11 am
- 5 8<sup>th</sup> Grade Picnic, 11:30 am - 1:30 pm
- 5 8<sup>th</sup> Grade Graduation, 6:30 pm
- 5 Ice Cream Wednesday
- 6 8<sup>th</sup> Grade Class Trip
- 6 Kindergarten Celebration, 6:00 pm
- 6 PTO Meeting, 7 pm
- 7 Last Day for Students
- 18 Board of Directors Meeting, 7:30 pm

**STUDENTS DO NOT ATTEND SCHOOL ON BOLDED DAYS.**

## SCHOOL OVERVIEW

### About MOT Charter School

MOT Charter School is a K-12 public charter school founded by a group of parents and educators wanting to be more involved in their children's education. The founders of the school are committed to choice in public education and strongly believe in building-level leadership. With a curriculum built around solving problems, our goal is to prepare students to be creative, intuitive, and analytical thinkers who possess a strong desire to contribute to their communities.

### MOT Charter School Mission

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

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. Every action at MOT Charter is measured against our values of kindness, respect and responsibility.

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.

### Essentials for Success at MOT Charter

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

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

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

### Instructional Day

The instructional day for grades K-8 begins at 8:25 a.m. and ends at 3:30 p.m.

The instructional day for grades 9-12 begins at 7:25 a.m. and ends at 2:30 p.m.

### Administrative Office Hours

School days during the year: 7:30 a.m. – 5:00 p.m.

School breaks: 8:00 a.m. – 4:00 p.m.

*Administrative offices are generally closed on the following holidays:*

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

## ACADEMICS

### Core Coursework

Each student will graduate with no less than 28 credits:

The following minimum credits must be earned:

Math – 4	World Language - 4
Science – 4	Social Studies - 4
English – 4	Physical Education – 1
Pathway – 4	Health - .5

### Academy of The Arts

In addition to the core courses, students will select additional electives courses from three pathways:

- Visual Arts
- Performing Arts
- Digital Communications

### Academy of Science & Technology

In addition to the core courses, students will select additional electives courses from three pathways:

- Biomedical Science & Engineering
- Science & Technology
- Engineering

### Academic Review Board

An Academic Review Board will be convened at the end of each marking period for students failing one or more subjects, who have three or more unexcused absences, and who have received more than two disciplinary referrals.

Members of the Academic Review Board will include:

- Head of School (in repeat appearances)
- Principal
- School staff members as assigned
- Dean of Students or School counselor

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

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

1. Academic probation
2. Mandatory tutoring – at the parents expense
3. Counseling
4. Restrictions on extra-curricular activities, including sports & field trips
5. Disenrollment

### Homework

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

- (1) Practice a new concept/skill taught during the school day;
- (2) Prepare for the introduction of a new concept or skill;
- (3) Reinforce the material presented or extend the learning process.

Each teacher will distribute information at the beginning of the year that describes how homework is assigned and its impact on the students' grades.

### 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.

### Report Cards and Progress Reports

Report cards will be issued to all students on a quarterly basis. Progress reports will be issued after the fourth week of each marking period.

Dates for report cards are included on the school calendar.

## ATTENDANCE

The State of Delaware imposes mandatory school attendance requirements for all public school students. When a student accumulates excessive unexcused absences, the School must refer it for prosecution and subsequent intervention by the Department of Services for Children, Youth and their Families.

Only the following will be accepted as valid reasons for excused absences or tardies:

1. Illness of student. The school will require doctor's validation for absences over three consecutive days or for any single day once a student has accumulated 5 absences due to illness.
2. Contagious disease within the student's home.
3. Death in the student's family.
4. Legal business that must be scheduled during school time that is verified by a court order.
5. Observance of religious holidays.
6. Remedial health treatment verified by a doctor's note.
7. Medical or health appointments verified by a doctor's note or receipt.
8. Emergency situations as determined by the Head of School.
9. Participation in school sponsored academic or athletic events.
10. Pre-approved college visits and educational trips.
11. Suspension or expulsion from school.

If your child has been absent, you must provide a written note or email. The written note or email must be received in the office on the day or after the student returns to school.

Formal documentation from a doctor's office, courthouse, or other official that details the date of absence, reason for the absence, time of the appointment, and signature of the health care professional, or other official should be presented to explain the absence.

Absences for any other reason shall be considered unexcused. Students who are absent for three or more days without a valid excuse shall be considered truant. In this case, a referral may be made to the school dean or counselor who shall take appropriate action.

If a student is absent for more than 50% of his or her total day's classes, the student may not participate in any school sponsored after school activities, except when excused by a building administrator or designee

based upon documentation of a medical appointment or court date.

### Absence Policy

Regardless of whether the absences are excused or unexcused, the following actions will be taken:

5 absences—Student will be placed on probation and a conference will be held with the student and parents.

7 absences – A letter will be sent stating that a doctor's note will be required for any additional absences or early dismissals.

10 absences – A second letter will be sent and a mandatory Attendance Review Board will be scheduled. An attendance contract will be required.

18 absences – An attendance letter will be sent via certified mail requiring a meeting with the Head of School.

The Head of School will meet with the student and the student's parents and may take any one or more of the following actions:

- Require summer school.
- Revoke enrollment.
- Assess an incomplete in the subject matter(s) until work is made up.
- Retain the student.

### Missed Work

The responsibility for initiating makeup work and turning in assignments rests with the student. If not done in a timely manner, the student may be assigned failing grades for missed assignments, projects, and exams.

### Excused Absences

An **excused absence** from school or class is an absence for one of the reasons listed above and for which the **required parent note** of explanation has been presented on the **first or second day** of the student's return to school or class.

If a student misses work due to an excused absence, it is the student's responsibility to request from the teacher missed assignments and materials. The

student will have additional time equal to the number of days missed to complete assignments missed or due during the absence. Work may be completed prior to the absence. If the student misses a test on the day of absence, the student will take the test on the day the student returns. If a student misses multiple days, including review and test preparation, the student will have additional time to prepare. Appropriate grades will replace the zeroes for each assignment originally missed. Work not completed in a timely fashion will receive a zero.

### Unexcused Absences

**An unexcused absence** from school or class is an absence:

1. that is not deemed excused by the above reasons;
2. an absence of which the parent has no knowledge; or
3. an absence for which the required parent or guardian note of explanation was not submitted to the school on the first or second day following the student's return to school.

**Students will not receive credit for class work, exams or homework missed due to an unexcused absence.** However, students are advised to complete work missed during an unexcused absence as MOT Charter's curriculum is cumulative and missed information will likely impact future assignments and assessments.

### Tardiness to School

All students are expected to arrive at school on time every day and to be punctual to each and every class. A student who arrives at school after the start of day are late and must present a written explanation for the tardiness no later than the day following the tardiness. Excuses for lateness will only be granted with appropriate documentation.

Students who do not attend at least have of the class periods on a given day will be marked absent for the day.

Students who miss more than 15 minutes of a class may be considered absent from the class unless excused by proper authority.

At the beginning of each term, teachers shall review the following guidelines regarding lateness to class:

- 3 unexcused lates will result in after school detention.
- 3 additional unexcused lates will result in another after school detention
- 4 additional unexcused lates will result in a parent conference and out of school suspension
- A total of 15 unexcused lates will result in an out of school suspension and a mandatory Academic Review Board.
- Failure to show up for detention will result in a one day out of school suspension, mandatory parent conference upon return, and the makeup of the initial detention.

*The student may be referred to truancy court for excessive unexcused absences, tardies and/or early dismissals.*

### Early Dismissals

Student must request early dismissals in writing with a note from a parent or guardian that contains the following information:

1. Student's name
2. Date and time the early dismissal is requested
3. Reason
4. Telephone number where the parent can be reached between 8 am and 10 am so that the request can be confirmed
5. Parent signature

Parents may call the office prior to 10 am on the day of the early dismissal to confirm the written request.

### CLOSED CAMPUS

It is emphasized that the school day begins upon arrival on school grounds. A student may not leave

the grounds during the day without express permission for an excused reason. Students may not leave campus to socialize or to frequent local business establishments.

### ASBESTOS NOTICE (AHERA)

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

### BULLYING PREVENTION POLICY

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

#### II. **Prohibition of Bullying**

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

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

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

This policy is not intended to prohibit expression of religious, philosophical or political views, provided

that the expression does not substantially disrupt the education environment. Similar behaviors that do not rise to the level of bullying may still be prohibited by other school policies or building, classroom or program rules.

#### III. **Definition of Bullying**

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

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

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

**Physical bullying:** Pushing, shoving, kicking, destroying of property, tripping, punching, tearing clothes, pushing books from someone's hands,



shooting/throwing objects at someone, gesturing, and unwanted touch of a sexual nature.

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

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

Cyber-bullying: Bullying by using information and communication technologies. Cyber-bullying may include but is not limited to:

1. Denigration: spreading information or pictures to embarrass,
2. Flaming: heated unequal argument online that includes making rude, insulting or vulgar remarks
3. Exclusion: isolating an individual from his or her peer group,
4. Impersonation: Using someone else's screen name and pretending to be them
5. Outing or Trickery: forwarding information or pictures meant to be private.

#### **IV. School Climate Committee**

MOT Charter shall establish a School Climate Committee to coordinate the school's bully prevention program including the design, approval and monitoring of the program. A majority of the members of the School Climate Committee shall be

members of the school professional staff, of which a majority shall be instructional staff. The committee also shall contain representatives of the administrative staff, support staff, student body (for school enrolling students in grades 7 through 12). These representatives shall be chosen by members of each respective group except that representatives of the non-employee groups shall be appointed by the Head of School. The committee shall operate on a one-person, one-vote principle.

#### **V. School-wide Bully Prevention Program**

A. MOT Charter's school-wide bully prevention program will strive to meet these goals:

- a. Educate all stakeholders about the bullying problem;
- b. Reduce existing, and prevent the development of new, bullying problems;
- c. Maintain positive peer relations and staff-student connections at school.

B. The school-wide bully prevention program developed by the School Climate committee shall include the following components:

- a. A requirement that all staff will:
  - Treat others with warmth, positive interest and involvement;
  - Set firm limits for unacceptable behavior;
  - Act positive role models;
  - Solve bullying problems in a consistent manner across all grade levels.
- b. The posting of principles against bullying in each classroom.
- c. The requirement that teachers conduct regular, ongoing class meetings, discussions, or role-

- playing activities as needed to address bullying.
- d. The involvement of parents in bullying prevention.
- e. Address the supervision of non-classroom activities.

- c. Time and place of the conduct alleged, number of incidents
- d. Names of potential student or staff witnesses
- e. Any actions taken in response

**VI. Observations or other Complaints of Bullying**

- A. Staff Member Observations
  - 1. Staff members are encouraged to watch for early signs of bullying and intervene.
  - 2. Staff members are encouraged to be vigilant and look for students who signs of peer victimization.
- B. The procedures for a student and parent, guardian or relative caregiver pursuant to § 202(f) of this Title or legal guardian to provide information on bullying activity will be as follows:
  - 1. Anyone may report bullying. A report may be made to any staff member.
  - 2. Reports should be made in writing or be documented by the staff member if the child is in grades K-.
  - 3. If a child expresses a desire to discuss an incidence of bullying with a staff-member, the staff-member will make an effort to provide the child with a practical, safe, private and age-appropriate method of doing so.
  - 4. All complaints about bullying shall be documented and shall be reasonably specific as to actions giving rise to the complaint and should include information as to:
    - a. Conduct involved
    - b. Persons involved, designated bully, target, and bystanders' roles

- 5. The Principal shall be responsible for responding to bullying complaints.

**VII. Reporting Requirements**

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

- A. Any school employee that has reliable information that would lead a reasonable person to suspect that a person is a target of bullying shall immediately report it to the administration.
- B. Written Report
  - 1. If measures confirm the staff member's concerns that a student is being bullied, if a staff member receives a report of a bullying matter, or if a staff member observes a bullying incident, they must inform Counselor and Principal immediately and in writing within 24 hours.
  - 2. The written report shall be reasonably specific as to actions giving rise to the suspicion of bullying and shall include:
    - a. Persons involved, designating bully, target, and bystanders roles.

- b. Time and place of the conduct and alleged, number of incidents.
- c. Potential student or staff witnesses.
- d. Any actions taken.

**VII. Investigative Procedures**

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

- 1. The Principal or designee shall be responsible for responding to bullying complaints.
- 2. While all efforts will be made to maintain confidentiality, neither the complainant nor witnesses should ever be promised confidentiality.
- 3. Student victims may, upon request, have a parent or trusted adult with them during any inquiry or investigatory activities.
- 4. After receiving notice of suspected bullying, the Principal or the Principal’s designee, will review the complaint and will take reasonable steps to verify the information and to determine whether the information would lead a reasonable person to suspect that a person has been a victim of bullying.
- 5. All alleged and confirmed bullying incidents will be reported to the Department of Education by the Principal or his/her designee within five (5) working days pursuant to Department of Education regulations.
- 6. Some acts of bullying may also be crimes under the School Crime Reporting Law (14 Del. C. 4112), and as such, will be reported to the police and /or the Department of Education.

**VIII. Classroom Supervision**

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

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

**IX. Consequences For Bullying**

Consequences for bullying should be immediately and consistently applied and must be delivered in a non-hostile manner. Consequences should be disagreeable and/or uncomfortable, but should not involve revenge or hostile punishment.

- A. Consequences will take into account:
  - I. Nature and severity of the behaviors

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

1. Time-out
2. Loss of a privilege
3. Lunch and recess detention
4. Written apology
5. Verbal reprimand
6. Notice to parent—written reprimand
7. Conference with school staff
8. Conference with school staff member with parents present
9. Supervised break times
10. Behavioral report cards sent home
11. Creation of a behavior contract
12. In-school suspension
13. Out of school suspension
14. Reassignment of seats in class, lunch or on bus
15. Restriction from areas of school
16. Reassignment of classes
17. A referral to an external agency
18. Expulsion
19. Report to Law Enforcement officials

20. Reparation to victim in the form of payment for or repair of damage to possessions out of bullies own money
21. Education about what bullying is and why it is not acceptable
22. Documentation on books or films about bullying
23. Completion of bully related workbooks
24. Completion of Letter of acknowledgement of actions to victim (only after reviewed by staff and never in cases of sexual bullying)
25. Completion of psychological psychiatric or neuropsychiatric assessment or evaluation before returning to school
26. Counseling
27. Behavioral management program

#### **X. Training**

MOT Charter will provide training to all employees each year totaling at least one (1) hour in the identification and reporting of criminal youth gang activity pursuant to § 617, Title 11 of the Delaware Code and bullying prevention pursuant to § 4112D, Title 14 of the Delaware Code.

#### **XI. Notification of Parents**

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

#### **XII. Retaliation**

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

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

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

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

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

**XIV. Implementation**

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

**XV. Defenses**

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

**XVI. Relationship to School Crime Reporting Law**

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

under that section. Nothing in this section shall abrogate the reporting requirements for child abuse or sexual abuse set forth in Chapter 9 of Title 16 of the Delaware Code, or any other reporting requirement under State or federal law.

## BUS SAFETY POLICY

Transportation is provided to students in grades K-12 who reside within the Appoquinimink School District. Bus transportation is a privilege, not a "right." ALL MOT Charter School's conduct standards will be enforced while students are on the bus. Students who disregard MOT Charter's standards of conduct or the following bus rules are subject to suspension from the bus and loss of the privilege of riding the bus to school.

1. **Only** MOT Charter School Students, authorized volunteers, and employees of MOT Charter School are permitted to board buses contracted for the transport of MOT Charter School students. Do not board the bus at any time. If you have a concern or issue with a driver or with an MOT student, please contact the Principal so it may be resolved appropriately.
2. Students may ride only on the buses they are assigned and must be picked up and dropped off at their assigned bus stop. A student's parent may, by written request to the school and the bus driver, request that a student be permitted to depart at an alternative stop. If a student is going home to another student's house, notes of authorization from both students' parents is required.
3. Students should arrive at the bus stop 5- 10 minutes prior to the scheduled pick up time. The bus has to run on schedule and cannot wait for those who are tardy.
4. Students should never stand or play on the roadway while waiting for the bus.
5. When approaching the bus or a bus stop along the highway, a child should walk on the left side of the road facing traffic. He/she should be sure that the road is clear of all traffic and that all traffic has stopped before crossing.
6. Students must board the bus in an orderly fashion, without crowding or disturbing others and immediately occupy their seats.
7. Students must follow the directions of the bus driver promptly and respectfully at all times. The driver is in full charge of the bus and students.
8. Students must remain seated (backs to the seat, facing the front of the bus) and keep the aisles clear at all times while the bus is in motion.
9. Students must not stand or try to get on or off the bus until the bus has come to a complete stop.
10. The driver may assign each student a seat. This may be done for the entire bus, or specifically for students who are in need of increased supervision. The bus driver has the right to change seats at any given time, even during the route, to help limit distractions and insure the safety of all bus riders. Refusal to move is considered a safety violation and will be handled accordingly.
  11. Students may not eat, drink or smoke on the bus.
  12. Unnecessary conversation with the driver is prohibited while the bus is in motion.
  13. Students should keep hands and other objects to themselves.
  14. Students should speak in a normal voice to those in the seat with them or next to them.  
**Classroom conduct is to be maintained at all times on the bus.**
  15. Students are not permitted to call out to other students several seats away or passers-by, extend their head or arms out of the windows, or throw articles of any kind, in, out or around the bus.

16. Students should at all times treat other students and the driver with respect and kindness, and avoid the use of hurtful words, actions, teasing, and verbally or physically threatening behavior.
17. Students should keep the bus clean, sanitary, and orderly. Damage to bus will result in the assessment of replacement costs and other disciplinary consequences.
18. Students are not to tamper with emergency doors, controls, or windows.
19. Students are to conduct themselves while on the bus in such a way that it will not distract the driver from his/her job of driving. The use of profanity, indecent exposure, fighting, obscene gestures, pushing, shoving, spitting, or other distracting behavior will not be tolerated and will likely result in suspension from the bus.
20. Upon leaving the bus, students should immediately walk around the front of the bus and stop before crossing. He/she should make sure that the road is either clear of all traffic or that the traffic has come to a complete stop before crossing. In crossing the street or highway at any time, students should look both to the right and to the left, then WALK – not run.

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

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

### **NOTIFICATION OF SEX OFFENDERS**

The responsibility of community notification of sex offenders rests with law enforcement authorities and is available on the Delaware State Police website.

State and local police agencies are required to send to public school written notification of registered offenders who reside in the community. If MOT Charter School receives notification from authorities, these notices will be kept in a binder in the school office. Parents are welcome to check this information at any time.

### **DRESS CODE**

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

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

#### **Acceptable Tops**

- Students must wear an approved shirt with school logo imprinted available for purchase from the school store.

#### **Acceptable Bottoms**

- Acceptable bottoms include khaki or chino

pants, shorts, capris, skirts, and skorts. Dress slacks are preferred. Athletic wear, denim, corduroy, knit pants, scrubs, sweatpants, and fleece material are NOT acceptable.

- All bottoms must be a solid color in either khaki or navy blue
- All items are to be hemmed. No torn, tattered, embellished or layered edges.
- A solid navy blue or khaki jumper may be worn **ONLY** over an approved dress code top.
- Shorts, skirts and skorts must be of a length which allows the leg to be covered to 2 inches above the top of the knee when standing and rest between the mid-thigh and knee when sitting.
- Items are to be worn at the natural waist and should not expose backs, buttocks, bellies or undergarments.
- Logos are limited to a small brand name on a back pocket. No other writing or adornments are permitted.

### Shoes and Socks

- Shoes with closed toes and closed heels are required for safety and mobility.
- **Sneakers are required during Physical Education class.**
- No flip-flops, open-toed sandals, or slippers. Shoes with extreme heels or platforms are unsafe and therefore not permitted.

### Sweatshirts and Sweaters

- Students may wear authorized sweatshirts and sweaters with the school logo during the day.

- **No other outer garments may be worn throughout the day in the school building.**
- If worn, sweaters/sweatshirts must be worn over a dress code shirt.

### Accessories

- Jewelry must be appropriate and tasteful. Large jewelry, chains, studs, leather collars or other distracting adornments are not permitted.
- Visible writing or marking on a student's body or student's clothes are not permitted unless otherwise authorized by this dress code.

### Consequences

1. During the first two weeks of school, students will be asked to remedy the infraction and be given verbal and written warnings.
2. After the first two weeks of school any student in violation of the dress code will be sent to the office.
  - a. If the infraction requires removal of an item, the student will be asked once and the item will be kept in the office for a parent/guardian to pick up.
  - b. Refusal to remove an item when requested constitutes defiance and will warrant further disciplinary consequences.
3. First Offense = Written warning  
Second Offense = after school detention  
Third Offense = after school detention  
Fourth Offense = one day in school suspension

## DRIVING PRIVILEGES



Authorization to park on campus is limited to juniors and seniors in good standing subject to availability. Students must possess a valid MOT Charter School parking sticker that must be properly displayed.

## EXTRACURRICULAR ACTIVITIES

### Athletics

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

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

WINTER: Boys' and Girls' Basketball

SPRING: Girls' Soccer, Boys' & Girls' track

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

**Academic Eligibility.** Athletes are students first and we must ensure that students have maximum opportunity to succeed in school. Therefore, students must maintain passing grade averages in all core classes and must not have lower than an 75% in more than 2 classes. If a student fails to maintain these minimum benchmarks, he/she shall be suspended from the team until he/she obtains the minimum grade averages.

**Conduct Eligibility.** Any student who has been suspended from school in the current academic year is ineligible to participate on any competitive team. Unless an exception has been granted by the Administration, a student must be in attendance for at least ½ of the school day to be eligible to participate in practice or a game that day.

All team members must travel to away games with the team. A student may be excused from returning

to school with the team only if she/he is released to parents or has written permission to go home with another family.

### After School Clubs

MOT Charter provides a number of opportunities for students to participate in extracurricular activities based on student interest: These have included the following: Odyssey of the Mind, Math League, Science Olympiad, Science Fair, Yearbook, Chess Club, Writing Club, Readers' Theatre, Drama Club.

### National Honor Societies

MOT Charter sponsors chapters of a variety of Honor Societies. Election to these societies is by a panel of teachers appointed by the Principal, with emphasis on high academic achievement. Juniors and Seniors are eligible for induction into these societies by meeting the specific selection criteria.

## FIELD TRIPS

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

Parents are generally asked to serve as chaperones on class field trips. No parent should feel obligated to serve in this capacity, but are encouraged to volunteer if possible. The primary responsibility of a chaperone is to ensure appropriate supervision for students. Chaperones must take this responsibility seriously and are asked to remain vigilant and attentive to students' needs throughout the trip.

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

The MOT Charter School Dress Code is in force during all field trips, but may be altered should the requirements of the field trip dictate alternate clothing (e.g. environmental trips (more casual), the theater (more formal)).

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

### FOOD AND DRINK

Eating and drinking is permitted only in the following circumstances:

1. in the cafeteria during lunch or other special occasions after school hours;
2. water only is permitted in the classrooms at the discretion of the teacher.

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

### ANTI-HARASSMENT POLICY

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

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

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

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

### HEALTH AND SAFETY

#### Medical

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

**Procedures for the Administration of**

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

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

Over-the-counter (OTC) medications may be dispensed to a student under limited circumstances. The nurse may dispense limited OTC medications if the nurse has on file a written authorization signed by the parent/guardian. Otherwise, the nurse will dispense only medications that a parent/guardian provides the nurse that are in the manufacturer’s original container, labeled by the parent/caregiver with the child’s name. The parent must sign a written permission form at the time the medication is brought to school by the parent/caregiver. The label must specify the exact dosage for the age of the student. Any variation in the label dose must be accompanied by a physician’s note.

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

**Illnesses:** MOT Charter School does not have the facilities to care for students who are not well. Parents should develop a plan that will enable the child to be picked up from school soon after a notification of illness, a contagious condition, infestation, or accident. Parents are expected to pick their child up within an hour of the notification. It is

imperative that parents provide accurate information on the emergency forms to enable us to reach you or the designated emergency contact immediately. Emergency contacts should be within driving distance from school.

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

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

**Infectious Disease:** Parents must notify the school when a child is absent with any of the contagious illnesses listed below. A physician’s note must be brought in with the child upon return to the school:

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

**Lice Policy:** Any child found to have lice or nits will be sent immediately to the nurse’s office. Once confirmed, the nurse will call for a parent/caregiver to immediately pick up the child so that the lice/nits do not spread. Parents must bring the student to the nurse’s office for evaluation before returning to school or resuming transportation on the bus. Students will be permitted to return when they are nit free.

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

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

These regulations conform to the childhood immunization recommendations made by the Advisory Committee on Immunization Practices, the American Academy of Pediatrics, and the American Academy of Family Physicians.

**Parents must show proof of immunizations at the time of school enrollment, even if the child has attended another school in Delaware.**

Dates from home health records or verification of immunization by a physician's signed statement are acceptable.

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

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

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

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

### Drug Policy

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

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

The term "Drug Paraphernalia" broadly includes any material, product, instrument, or item used to create, manufacture, distribute, use, or otherwise manipulate any drug and includes, but is not limited to, hypodermic needles and syringes.

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

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

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

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

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

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

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

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

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

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

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

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

Use, possession, or being under the influence of drugs in school, on the bus, or on school grounds or any

school-sponsored activities may result in police notification. The selling or dispensing drugs to other students will result in police notification.

### Possession of Firearms

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

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

The term "firearm" means:

- A. any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive;
- B. the frame or receiver of any weapon;
- C. any firearm muffler or firearm silencer;
- D. any destructive device;
- E. such term does not include an antique firearm.

The term "destructive device" means:

- A. Any explosive device, incendiary, or poison gas – bomb, grenade, rocket having a

propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, device similar to any of the devices described in the preceding clauses;

- B. Any type of weapon (other than a shotgun or a shotgun shell which the Attorney General finds is generally recognized as particularly suitable for sporting purposes) by whatever name known which will, or which may be readily converted to, expel a projectile by an action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter; or
- C. Any combination of parts either designated or intended for use in converting any device into any destructive device described in subparagraph (A) or (B) and from which a destructive device may be readily assembled.

“Destructive device” shall not include any device which is neither designed nor redesigned for use as a weapon; any device, although originally designed for use as a weapon, which is designed for use as a signaling, pyrotechnic, line throwing, safety, or similar device; surplus ordinance sold, loaned, or given by the Secretary of the Army pursuant to the provisions of section 4684(2), 4685, or 4686 of title 10; or any other device which the Attorney General finds is not likely to be used as a weapon, is an antique, or is a rifle which the owner intends to use solely for sporting, recreational or cultural purposes.

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

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

### Possession and Searches

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

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

### Tobacco-free Policy

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

- Regular use of tobacco is ultimately harmful to every user’s health;
- Second-hand smoke is a threat to the personal health of everyone, especially persons with asthma and other respiratory problems;

- Nicotine is a powerfully addictive substance;
- Tobacco use most often begins during childhood or adolescence;
- The younger a person starts using tobacco, the more likely he or she will be a heavy user as an adult;
- Many young tobacco users will die an early, preventable death because of their decision to use tobacco.
- Use of tobacco interferes with students' attendance and learning;
- Smoking is a fire safety issue for schools.

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

**Tobacco Use Prohibited:** No person is permitted to use tobacco in any way at any time, including non-school hours, on school property, grounds or at any school-sponsored event or activity off campus.

**Tobacco Possession:** No student is permitted to possess tobacco on school property, grounds, or at school-sponsored event or activity off campus. Students are prohibited from wearing or having in their possession tobacco promotional items, including clothing, bags, lighters, and other personal articles on school property, grounds, or at any school-sponsored event or activity off campus.

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

**Enforcement:** Student violations of this policy will lead to disciplinary action in accordance with the school's policies up to and including suspension from school. Student participation in a tobacco cessation

program and/or tobacco education class may be allowed as an alternative to discipline.

### LOST AND FOUND

Please label all personal items –especially coats, sweatshirts, hats and gloves -- with your child's name. Lost clothing, books, and school supplies will be placed in the Lost and Found box located in the front office. The PTO donates the contents of the Lost and Found box to charity on a monthly basis.

### LOCKERS

Lockers will be assigned to each student by homeroom teacher. Sharing of lockers is prohibited. Students must ensure that lockers are secure at all times. Administration will remove contents from unlocked lockers and students will be subject to disciplinary action. Student lockers are subject to inspection by school administrative staff.

Students may access lockers before school, after the end of the second block, before the start of the third block, and after the last bell of the day.

### PROHIBITED ITEMS

Do not bring the following items to school. They will be confiscated and not returned and will result in further disciplinary consequences:

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

### PARENTAL INVOLVEMENT

#### Volunteering

MOT Charter School parents are encouraged to participate in all school-related activities, especially those pertaining to curriculum and instruction, such

as tutoring, reading, or sharing other professional expertise.

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

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

### Parent Teacher Organization (PTO)

Our MOT Charter School Parent Teacher Organization supports student learning and promotes family participation in school activities and community events. The PTO's activities include faculty appreciation, community events, and fundraising. This parent organization holds open meetings throughout the school year. All families are encouraged to attend. For more information, check out the PTO link on our website .

### Communicating with Students

Please do not call or send text messages to your child's cell phone during the school day. Students may not use or carry cell phones during school hours or on school sponsored field trips. If you need to reach your child during the school day, please call the front office. Messages from student's parents will be

distributed to the student at lunch or at the end of the day. Please do not encourage your child to call or text you during the school day.

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

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

### Home-School Communications

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

Student Agenda Books: First through Eighth grade students will be given an agenda book. This planner will be used to record nightly homework. There is also space for teacher and parent comments.

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

Newsletter: Each classroom teacher in grades K-8 will provide weekly communication through a classroom update.

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

Classroom Observations: MOT Charter School is an open school and you are encouraged to visit your child's classroom to see your child in action.



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

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

### SCHOOL CLOSINGS

School closings and delays will be posted on our website at [www.motcharter.com](http://www.motcharter.com) and announced via the SchoolReach telephone notification system. Please keep your work, home and cellular telephone numbers updated with the school. It will also be posted on the following radio stations: WSTW 93.7 FM, WILM 1450 AM, WJBR 99.5 FM, WDSD 92.5, WRDX 94.7 and WDEL 1150 AM and the following TV stations: NBC, ABC, FOX and CBS. We make every attempt to get closing information to radio and TV stations by 6:30 a.m. Late openings, early closing, or cancellation of after school programs will also be announced in the same manner.

Should it become necessary to close the school and send students home earlier than the normal dismissal time, parents will receive a notification via the SchoolReach notification system.

### SCHOOL VISITORS

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

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

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

requests well in advance by sending an email to the Principal. Requests will be approved based on classroom needs.

### SPECIAL EDUCATION STUDENTS

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

### STUDENT ARRIVAL AND DEPARTURE

#### Morning Arrival Procedures

The doors of MOT Charter High School will open at 7:10 a.m. Students may arrive at the school between 7:10 a.m. and 7:25 a.m.

#### Afternoon Dismissal Procedures

Students will be dismissed at the end of the day at the last bell. Parents picking up high school students should arrive between 2:20 p.m. and 2:30 p.m. Parents must park in the back parking lot.

#### Release of Students

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

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

#### After School Activities

Throughout the year, students have an opportunity to participate in a variety of after school activities. Any student who is on campus and not involved in an after school activity at the end of the day will remain in the front office while parents are called. Siblings not enrolled in an afterschool activity should not stay at school unsupervised.

## STUDENT RECORDS

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

The Family Educational Rights and Privacy Act (FERPA) affords parents certain rights with respect to the student's education records. These rights are:

(1) The right to inspect and review the student's education records within 45 days of the day the School receives a request for access. Parents should submit to the Head of School a written request that identifies the record(s) they wish to inspect. The Head of School will make arrangements for access and notify the parent of the time and place where the records may be inspected.

(2) The right to request the amendment of the student's education records that the parent believes are inaccurate. Parents may request, in writing, that the School amend a record that they believe is inaccurate. The writing should clearly identify the part of the record they want changed and specify why it is inaccurate. If the School decides not to amend the record as requested by the parent, the School will notify the parent of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent when notified of the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

The school may disclose personally identifiable information contained in the student's education records, without consent, as permitted or required by FERPA. Among the appropriate recipients are school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support

staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

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

The school may disclose, without consent, "Directory Information" even though such information may be contained in the student's educational record.

Directory Information includes the student's name, address, telephone number, date and place of birth, honors and awards received, dates of attendance, participation in officially recognized activities/sports, and weight and height of members of athletic teams. Parents may request, by written notification to the Head of School, that such directory information not be disclosed.

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

## TECHNOLOGY USE POLICY

MOT Charter School provides students access to the school's electronic network, including internet access as well as technology services and equipment solely for educational purposes. Students are expected to follow the same rules and behaviors that are used with other daily school activities in the use of the school's electronic network. Access to technology services is a privilege, not a right. The school reserves the right to monitor all activity on its electronic network and to place reasonable

restrictions on material that is accessed or posted throughout the network. Violations of this policy may result in the loss of access to school computers and/or other disciplinary action up to and including expulsion from MOT Charter School.

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

- access, create, send, display, post, or print messages, pictures, other material, or websites that are abusive, obscene, sexually oriented, threatening, harassing, bullying, damaging to another's reputation, illegal, or which discriminate on the basis of gender, race, color, age, national origin, sexual orientation, religion, or disability;
- damage computers, systems, networks, software, or other technology tools;
- use speech that is inappropriate in an educational setting;
- violating copyright laws including loading or copying copyrighted software for personal use.
- knowingly or recklessly post false or defamatory information about a person or organization;
- use or attempt to acquire another's password;
- trespass in another's folders, disks, work, or files;
- disclose, use, or disseminate personal information about themselves or any other minor;
- intentionally waste limited resources (such as disk space or paper);
- load unauthorized software on school computers (such as games);
- use the technology for illegal or harmful purposes, including "hacking" and unauthorized access to systems or information.

**Internet Safety Policy**

Access to the Internet is provided to staff and students as an educational resource. Research and browsing on the Internet should be restricted in its scope to those topics and websites that relate to the educational material being taught at the time. To protect against access by adults and minors to visual depictions that are obscene, pornographic, or

otherwise harmful to minors, MOT Charter School filters all school web activity through a State provided filter. Students are restricted from modifying these network and Internet settings.

- Students are prohibited from using electronic mail, chat rooms, and other forms of direct electronic communications (including ICQ, AIM, Yahoo Instant Messenger, MSN Messenger Service, etc.).
- No student shall engage in unauthorized access, including "hacking", online auctions, online commerce (purchasing and selling), or other unlawful activities using school resources.
- Students are prohibited from disclosing any personal information while online, including filling out online forms that request any personal information from the student.
- No action may be taken by a student which undermines or subverts the security imposed upon the computer systems or the normal filtering of Internet traffic. This includes students logging onto computers as administrative or teaching staff.
- Students shall not use computers connected to the Internet without a responsible adult present to monitor their activities.
- Students are responsible for their individual accounts and should take all reasonable precautions to prevent others from being able to use them. Under no conditions should students provide their password to another student.
- Students shall not attempt to access web sites blocked by school policy, including the use of proxy services, software or websites.
- Students will not attempt to gain unauthorized access to any portion of the MOT Charter School electronic network, including attempting to log in through another person's account or access another person's folders, work or files.
- Files stored on the network are treated in the same manner as other school storage areas, and users should not expect that files stored on school servers are private.

## TEXTBOOKS & INSTRUCTIONAL MATERIALS

All textbooks and instructional materials are the property of MOT Charter School. Textbooks are assigned to students during the year. Each student is responsible for keeping each textbook covered and in good condition and for returning it at the end of the course or school year. If a student fails to keep the textbook in good condition or fails to return it, the student will be required to pay the replacement value of the textbook.

## USE OF ELECTRONIC DEVICES

Absent express permission from a teacher or administrator, students may not use personal electronic devices (gaming devices, cell phones, iPods, iPads) during the school day. MOT Charter School will not be responsible for electronic devices that are lost, broken, or stolen at school or on the school bus.

During the school day, cell phones and other electronic devices not required for instructional purposes (iPods, games) must be turned off and remain in the student's locker. Any unauthorized electronic device which is left on, used, or found on the person of a student during the day will be taken. In addition to other consequences according to the student code of conduct, the first time the student's electronic device is taken, it will be returned to the student at the end of the day. Subsequently, if a student is found with a cell phone, the cell phone will be returned only to the student's parent or the student may pay \$5.00 into the student activities fund. Third Plus Offense –after school detention and parent picks up the electronic device.

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. This is for the safety of the students and staff of MOT Charter School. If this reveals that other student phones have been used during the day, those phones will be screened as well.

## MOT CHARTER SCHOOL STANDARDS OF CONDUCT

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

The Standards of Conduct are in force from the time a student leaves home until the student returns home again. This includes behavior to and from bus stops, while students are on the school bus, any time a student is on school property, and any time a student is in the care and custody of a school official. The Code also applies to out-of-school conduct by a student if the school believes the nature of such conduct presents a threat to the health, safety or welfare to him/herself or others.

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

### General Conduct Standards

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

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

- being honest

- demonstrating social courtesy, removing hats inside the building, greeting others, saying “excuse me”
- treating all members of the community with the same high regard
- walking quietly & calmly in the hallways
- Refraining from any type of teasing or taunting – even in jest

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

- being on time to school each and every day
- completing work on time and to the best of one’s ability
- keeping the school free of litter & cleaning up after oneself
- being where expected at the time expected
- accepting the consequences of your own actions and choices

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

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

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

## Specific Conduct Standards

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

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

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

- c. Being in an unauthorized area without permission
  - d. Failure to quiet when asked
  - e. Failure to report to the office
  - f. Failure to answer question
  - g. Failure to serve a consequence (such as a detention)
6. Attempted or actual defacement or damage to the property of MOT Charter School, to the school buses used to transport MOT Charter School students, or the property of any of its employees, students, parents, or visitors, including but not limited to:
- a. Writing or marking on desks, seats, clothes, books, and/or walls
  - b. Splattering or throwing food or food substances
  - c. Kicking, banging, or hanging on bathroom stall doors
  - d. Littering
  - e. Tampering with paper towel or soap dispensers or thermostats
  - f. Other acts of vandalism
  - g. Misuse of school property (e.g. science or art materials)
6. Any illegal behavior not specifically mentioned that is committed on school property or during a school function.

## ACADEMIC INTEGRITY

**I. Purpose:** MOT students are expected to complete all academic assignments and assessments in an honorable manner and are personally responsible for advancing authentic learning. Academic dishonesty in any form is prohibited and students will face severe consequences for engaging in behavior that involves lying, stealing, cheating, plagiarizing, or conspiring with those who do.

**II. Academic Dishonesty:** The following section lists, but are not limited to, examples of academic dishonesty:

### A. Cheating or Testing Procedure

**Violations** are recognized as deliberately seeking one's own gain in academic, extracurricular, or other school work in order to (or with the intent to) gain an unfair advantage include:

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

reports, other reports, and homework.

- Gaining unauthorized prior knowledge and/or access to tests, quizzes, midterms, finals, or other assignments.
- Having another individual take a test or prepare an assignment or assist with a test or an assignment without approval.

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

- Fabricating data or information such as making up physical activity logs, driving logs, and research data.
- Claiming to have contributed to a group project but not being accountable for a fair share of the work.
- Citing information not taken from the source indicated. This may include incorrect documentation of secondary source materials: e.g., using the works cited information from a source instead of going to the original source.
- Listing sources on a works cited page that are not used in the academic exercise.
- Submitting a paper or other academic exercise that includes false or fictitious data, or deliberately concealing or distorting the true nature, origin, or function of such data.
- Submitting, as original, any academic exercises prepared totally or in part by another, including information from unauthorized sources, e.g., the Internet,

Spark Notes, or Cliff Notes.

- Falsifying illness in order to avoid testing on the assigned day.
- Forging signatures on school documents.
- Changing a grade or attendance record by mechanical or electronic means in a teacher's or school's grading or attendance system.
- Misleading parents about assignments or exams
- Representing oneself to be a teacher or school representative.
- Falsifying a recommendation letter.

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

**D. Multiple Submissions:** Submitting substantial portions of any academic exercise more than once without prior authorization and approval of the teacher.

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

**F. Interference:** Interfering with the ability of a fellow student to complete his or her



assignments (e.g., stealing notes or tearing pages out of books). This includes, but is not limited to, creating a disadvantage for another student by hoarding or by sabotaging materials or resources.

**G. Plagiarism:** The copying of language, structure, programming, computer code, ideas, and/or thoughts of another and passing off the same as one's own original work, or attempts thereof. Such acts include, but are not limited to, having a parent or another person write an essay (including the purchase or copying of works on the Internet) or to complete a project which is then submitted as one's own work; failing to use proper documentation and bibliography.

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

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

## Disciplinary Consequences

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

- a. Verbal Warning. Verbal notice to the student and/or the student's parent/guardian that the student has or is violating the standards of conduct.
- b. Written Warning. Written notice to the student and/or the student's parent/guardian that the student has or is violating the standards of conduct.
- c. Student Conference with Principal, and/or Head of School.
- d. Student Conference with affected parties. Problem solving conference where student meets with parties affected by student's behavior.
- e. Discretionary Logical Consequences (work assignments, essays, letters of apology, restriction from activities, missed recess, counseling other students, separation from homeroom).
- f. Loss of some or all of school privileges, including the privilege of riding the bus, participation in athletics and other after school activities, school dances, and/or field trips.
- g. Reassignment of class, seating in class, bus seat assignment.
- h. Parent/Guardian conference with Principal and/or Head of School.
- i. Lunch Detention. Student eats lunch in an area separate from peers.
- j. After School Detention. Student remains after school until 4:45 p.m. generally engaged in other logical consequences.
- k. Saturday Detention. Student arrives at school at 8:30 a.m. and remains at school with an adult supervisor until 12:30 p.m.

- l. Referral to school counselor.
- m. Alternative classroom for some part of the day.
- n. Short Term Suspension. A short term suspension is the temporary removal of a student from school and school activities and/or the school bus for 10 days or less. It shall be the responsibility of the Parent/Guardian of a student suspended from the bus to provide the transportation for the student to and from school.
- o. Long-Term Suspension. A long term suspension is the temporary removal of a student from school and school activities and/or the school bus for a period of more than ten days.
- p. Behavior plan. Student, parent/guardian, teacher, and administration agree on plan for improved behavior.
- q. Restitution. Compensation for loss, damage or injury. This may take the form of appropriate service, monetary and/or material replacement.
- r. Notification of the appropriate law enforcement agency.
- s. Referral and/or placement with an outside agency for support services.
- t. Mandatory community service.
- u. Expulsion. An expulsion is the permanent separation of a student from the MOT Charter School.

#### Behavior Accountability for Grades K-8

Students who have been involved in behaviors which are in conflict with our Standards of Conduct will receive a Student Accountability Report from a staff member. The purpose of these reports is to communicate the undesired conduct to parents and to discourage repeat behaviors. Please sign and return one copy of the form to school the following day.

Starting with Grade 5, MOT Charter School utilizes a demerit system. For minor offenses, students may receive a verbal warning, a written warning, and then a demerit. Repeat minor offenses would warrant the imposition of 2 or 3 demerits. More serious offenses may result in the assignment of up to 3 demerits without warning. **The demerit system does not**

#### **supplant the use of other consequences for behavior that violates our standards.**

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

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

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

#### Right to Hearing

It is the school's expectation that most conduct violations under these standards will be resolved through a problem solving conference with the student during which the student is given full opportunity to be heard. However, whenever the school receives reliable information that conduct has occurred which may warrant a suspension of more than 5 days or expulsion, the school shall notify the student and the student's parent of the alleged conduct violation and will conduct an investigation. If, at the conclusion of the investigation, the student

admits to the conduct or the administration and the parents mutually agree to a resolution, no further proceedings will be held.

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

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

### Appeals for Suspensions and Expulsions

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

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

- a. The Discipline Committee shall convene as soon as practicable to hear the student's appeal, but no more than five (5) school days after receipt of the appeal.
- b. The Discipline Committee shall consider only three issues:

- i. whether the hearing at the school level was conducted fairly and in conformity with prescribed procedures;
- ii. whether there existed a factual basis, which if believed, would be sufficient to establish the offense; and
- iii. whether the punishment is proportionate to the offense.

- c. The Discipline Committee will review the decision of the school on the record and will take action based upon the recommendation and evidence summarized by school. A parent/guardian of the student and the student may address the Discipline Committee during the appeal hearing. However, the Discipline Committee shall not consider evidence not previously considered by the administration.
- d. The Discipline Committee shall render a decision at the conclusion of the hearing and within 3 days shall provide a written summary of the decision of the Discipline Committee to the student's parent/guardian and to the school.

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

### Mandatory Reporting

State law obligates MOT Charter School to report, and at times to prosecute, certain offenses enumerated in Title 14, Section 4112 of the Delaware Code. In any instance where a Student or a Parent/Guardian is found to have committed one of the enumerated offenses against a School Employee, the Head of School shall without reasonable delay, file the appropriate charge against the student or the Parent/Guardian. In all cases where a reportable offense has occurred, the School shall consult with police authorities. In addition, the State Board of Education requires reporting of the additional incidents to the Department of Education.