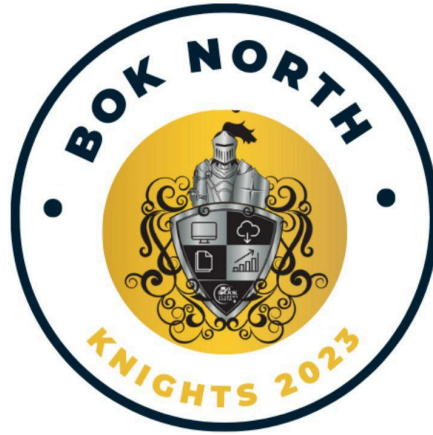


Edward W. Bok Academy North
Culture & Climate Scholar Handbook 2023-2024



Scholar Name: _____

First Period Instructor: _____

Upon completion of my Edward W. Bok Academy North 2023-2024 Culture & Climate Student Handbook, I hereby understand the ways of work, the IB Learner Profiles and the value of continuing to build capacity in each of them, and the importance of the following The Bok Life and consequences if I do not. I also understand the importance of knowing and understanding the legacy of Edward W. Bok, which inspires me to live out the Bok Way.

Scholar Signature: _____

Parent/Guardian Signature: _____

COMPLETED BOOKLET WITH SIGNATURES IS DUE TO 1st PERIOD INSTRUCTOR BY Friday, August 18, 2023.

Table of Contents

Mission Statement, Vision Statement, Bok North Creed, and Lake Wales Charter School Mantra Page 3

Bell Schedule, The Bok Life, and Non-Negotiables Pages 4 and 5

Student Handbook Policies and Procedures

Attendance Policies and Guide, Tardy and Make-Up Work Pages 6-8 Math Department

Drills, Medicine, and Dress Code- Pages 8-10 ELA Department

Building Culture and Climate of Bok North:

Classroom Managed Disciplinary Steps, Fortify and Wellness Check, and Incident Report Forms- Pages 10-12
Keystones Department

Cyber Safety Lessons, Internet Safety and Device Policy, Technology Contract, Cyber Safety Lessons, and School
Compact- Pages 11-13 Science Department

Academic Honesty Policy- Pages 14-19 History Department

IB Learner Profiles and The Bok Life-Keystones Pages 20-22

History of Edward W. Bok Academy North and SRE using the Learner Profiles to Prove Pages 23-24 Reading
Department

The Bok Way and MLA Citation pages 25-29 ELA Department

Bully Lessons pages 30-32 Reading Department

Wellness Lessons pages 33-34 History Department

Edward W. Bok Academy North Policies and Contracts (TO BE SIGNED)

Technology Contract Page 13

Academic Honesty Policy Page 18

These will be read daily each morning schoolwide.

Edward W. Bok Academy North

Mission Statement: The mission of Edward W. Bok Academy North is to create, engage, and empower critical thinkers with an intercultural view of the world. Knights will be open-minded, risk takers who are reflective in their inquiry of knowledge making impacts as lifelong learners.



Vision Statement: Edward W. Bok Academy North Scholars will be principled leaders that thrive through holistic education and will continue to build capacity and commitment for the value of service locally and globally.

EDWARD W. BOK ACADEMY NORTH CREED

I am an intelligent and focused scholar.

My destiny is in my hands.

I will overcome all obstacles which stand in my way.

The decisions I make today will affect the rest of my life.

I will have respect for myself and others.

I will also set a good example for my peers.

I will model integrity and high moral standards.

Education is my ticket to success.

I will utilize every day given to me to the fullest, realizing I will never have another opportunity to repeat today.

Right here, right now -- I seize this day!

Lake Wales Charter Schools Mantra

If you have a problem or think you are having a problem, please come to the office and let us solve it.

Dr. Rodolfich, Lake Wales Charter Schools Superintendent

Edward W. Bok Academy North Bell Schedule 2023-2024



Edward W. Bok Academy North

2023-2024 BELL SCHEDULE

1st	Start End
	9:00-9:50
2nd	9:55-10:45
3rd	10:50-12:20
	Lunch Schedule (See below)
4th	12:25-1:15
5th	1:20-2:10
6th	2:15-3:05
7th	3:10-4:00

Bok North Non-Negotiables



BOK LIFE
Culture & Climate

EXHIBITING THE BOK WAY

Expectations	Classroom	Transitions/Dismissal	Lunch	Restrooms	Technology
B alanced	-Be prepared to learn. -Check assignments on Schoology.	Move respectfully, quietly, facing forward on the right, and swiftly to your next location.	Manage your time wisely. Keep your voice at level 2 or below.	Check the clock for 15's. Follow restroom pass and escort procedures.	Charge your device and pack your charger and device daily.
O pen-Minded	Respect your own culture and history as well as the values and traditions of others.	-Use appropriate and respectful language. -Respect and value one another, and maintain your personal space and the campus.	Treat everyone like you would like to be treated.	-Use appropriate and respectful language. -Respect and value one another and the campus.	Respect one's personal space, culture, and values, and respect the personal space, culture, and values of others and Bok North.
K nowledgeable	Explore concepts, ideas, and issues with local and global significance.	-Hold doors open for others & walk on sidewalks. -Don't pass it up, pick it up. -This campus is gum-free.	Reflect on a growth mindset.	-Use reusable water bottles & conserve energy and conserve water. -Recycle when possible.	Engage with issues and ideas that are important to our own lives and the world.
Expectations	Classroom	Transitions	Lunch	Restrooms	Technology
L ife-long Learners	-Use creative thinking skills to solve problems. -Show initiative in making wise decisions.	-Prepare with a sharpened pencil and begin your "Do Now".	Read 20 and engage in Lunch and Learn opportunities.	Help maintain the cleanliness of the restroom and report any issues.	Collaborate with others through various media. Uphold Academic Honesty and Integrity.
I nquirers	-Learn with enthusiasm. -Reflect on learning to understand how one learns best.	-Take time to meet new people. -Use the Ask and Answer Questions Strategy.	Settle your mind for 1 minute to replenish your thoughts.	Move quickly so that the least amount of class time is lost. Let learning be #1.	Research is cited correctly using the specific MLA format for sources.
F ocused	-Arrive on time for class. -Stay on task. -Follow all expectations.	-Transitions are swift and orderly. -Don't pass it up, pick it up.	Be checkout ready in the lunch line.	-Use for the intended purpose. -Flush proper items down the toilet and wash hands.	-Follow all expectations. -Stay on assigned sites. -Make the best use of time and cite with MLA.
E mpowered	SLANT.	-If you see something, say something. -Say Excuse me when needed.	Remain in your assigned area. Pick up after yourself and clean your area.	Report any concerns to an adult as soon as possible.	Report any concerns or damages to an adult as soon as possible.

Bok North Knights Will:

1. Be in the dress code at all times.
2. ID Badge must be displayed on a lanyard around the neck at all times.
3. Personal electronics must be powered off and put away.
4. Remain in class at all times.
5. Be respectful to adults, staff, and peers at all times.

Student Handbook Policies and Procedures

School Attendance Guide and Policy

Florida Statute 1003.24(26) requires regular school attendance; it is the LAW. A child enrolled in kindergarten is deemed to be out of compulsory school age.

Attendance Procedure: ALL ABSENCES ARE UNEXCUSED UNTIL A PROPER NOTE IS GIVEN.

The attendance expectation contract is signed at the beginning of the year.

- Automated telephone calls each time your child is absent from school.
- Attendance letters to the parent or guardian following:
 - 10 excused days
 - 5 unexcused days
 - 10 unexcused days in a 90-day calendar period.
- Attendance meeting held at 10 unexcused absences in a 90-day period
 - In the meeting: parent or guardian, student, school staff, and the school's social worker
 - Intervention plan developed
 - The attendance contract is reviewed and signed
- Additional attendance meetings held if the pattern of unexcused absences continues
- Home Visit

Excused Absences are defined as:

- Personal illness, illness or death of immediate family, religious holidays, educational trips, school-sponsored activities, judicial actions, military dependents, and prearranged trips with parents

Illnesses:

- A student may be excused for a continued or repeated illness for up to ten (10) attendance days during a school year if a parent or guardian provides a parent or doctor's note.
 - After 10 absences, a doctor's verification will be required for any future excused absences for the remainder of the school year.
 - If a student has a chronic medical condition, a Medical Documentation for Absences Form can be signed by the child's physician and the parent/guardian to excuse absences related to that medical condition, however, parent notes are still required at each absence. The Medical Documentation Form will be verified with Student Health Services.

Head Lice:

- A student identified with lice/nits may be excused for up to 5 days of school for each occurrence. Additional absences will be unexcused until the school health contact or the parent's private medical provider clears the student.
- If the student is not cleared by day 5, the social worker and nurse will make a home visit.

Tardies and Early Checkouts:

- Middle and High School: 50% or more of a day missed will be counted as one unexcused absence for truancy purposes.

Possible Consequences for Non-Attendance/Truancy:

- Decrease in student's academic performance

- Referral to a community agency called “Youth and Family Alternatives” (Students 10+ years old)
 - Counseling Services
 - Youth Shelter
- Loss of driving privileges for students 14-18 years of age
- Parental prosecution (Florida Statute 1003.24(26))
- High School- Credit denial and/or being withdrawn from school

Truancy Attendance Support Process

1. The student is absent from school
The teacher will make a phone call, email, text message, or use other means of communication to attempt to communicate with the parent regarding attendance (The school must keep log).
2. The student continues to be absent unexcused
 - The attendance manager or other member of the student support team will attempt to contact the parent (School must document of the same log as above).
3. The school sends a 5-day letter home
 - a. Continue to try and communicate with the family (All attempts must be logged.)
 - b. Truancy Team is supporting behind the scenes at this stage
 - i. Calling, texting, and emailing parents
 - ii. Perform home visits
 - iii. Communicating with schools
 - iv. Referring to alternate resources for support
 1. YFA, Hearth, Transportation
4. School sends 10-day letter home with a scheduled meeting notice (Must be logged)
 - a. Send an invite to designated people who are to be at the meeting
 - b. The truancy team is continuing to
 - i. Call, text, and email parents
 - ii. Perform home visits
 - iii. Communicate with schools
 - iv. Truancy team will send a weekly report to the attendance manager or designated administrator of all documentation from the current week.
 - v. Refer for support
 1. YFA, Hearth, Transportation
5. Schools host and schedule the 10-day meeting
 - a. Parent shows
 - i. Have parent sign an attendance contract
 - ii. Fill out the intervention plan
 - iii. Provide copies of both to parents and keep the others in the student’s file (keep a log)
 - iv. If the student is absent unexcused another day, submit a truancy referral.
 - b. Parent does not show
 - i. Send attendance contract home (school must document)
 - ii. Submit a truancy referral
6. A 15-day meeting will be scheduled by the attendance department 2-3 weeks later
 - a. An invite will be sent to the Student Support Team
 - b. An email will be sent to the attendance manager or designated administrator with a checklist of the following required documents (ex. Parent and Doctors notes, Attendance

Contract, Intervention Plan, and any additional documentation)

Our point of contact is assigned by schools and is typically the school's Social Worker. This allows us to streamline information for it to be disbursed to the appropriate student support personnel within your school.

TARDY POLICY

A parent/guardian listed on the Emergency Card must come inside the office and sign in the student. The student must be given a tardy pass to enter class. Excessive tardies will be brought to the attendance committee.

MAKE-UP WORK

Absences for a short duration (1-3 days) due to illness should focus on getting well and returning to school quickly. It is the scholar's responsibility to check for make-up work when he/she returns from an absence.

•Scholars have the same number of days they were absent plus two (2) to make up the work. Upon return, scholars must ask the instructor for clarification on any assignment(s) they do not understand.

EMERGENCY DRILLS

Fire, Weather, or Safety Drills are conducted monthly. Students are to follow the prescribed procedures quickly and quietly.

CLINIC/MEDICATION

Medication can be administered at school only after the parent completes and turns in an authorization form to the clinic nurse. The student will be supervised by clinic personnel in taking his/her medication at such time and in the amount prescribed by the physician.

1. All medication must have a written order from a physician.
2. All medication must be received and stored in the original prescription bottle/container.
3. Parent(s)/Guardian(s) must bring in medication.

UNIFORM POLICIES

Drinking containers: Scholars may only have water in their drinking containers. Clear drinking containers are preferred.

Every Monday through Thursday, all Bok scholars are expected to wear the following:

Shirts: 6th Grade Black polo with gold Bok logo. 7th/8th Grade: Black or Navy blue polo—with Bok logo; shirts are to be tucked in. Bok logo must be on the left chest.

Bottoms: Khaki, navy, or black pants/skirts/skortts/shorts. The fit of pants should not be too tight or hanging on the hips in an indecent manner. The length of the skirts/shorts should be mid-thigh or longer(Bermuda shorts). See LWCS Code of Conduct for details. Shorts/Skirts/Skortts must be fingertip in length.

Shoes: Closed-toe shoes and back heels. No heeled shoes **No Crocs. PE Students MUST have shoes with laces.**-(sneakers).

Socks: Socks must be appropriate.(no inappropriate advertisements or graphic designs). Socks are not to take away from the educational process.

Jackets: Uniform jackets only. The embroidery must be the student's name. No "nicknames".

Only "BOK Academy" sports jackets and "Bok Academy" hoodies may be worn unless permission is granted from the school administration. Notifications will come home via school messenger. If worn, they will be taken until the end of the day.

Jewelry: Necklaces/bracelets, and medallions with offensive words, are **not** permitted. Bandanas, gauges, large headbands, and sweatbands are **NOT** permitted.

Make-Up: Modest, light, and appropriate for children of this age. No excessive dark eye makeup.

Belts: *Optional.* If worn, belts need to be in good taste, and no skulls or other items that are inappropriate in a school setting are accepted. Pants must fit properly and may need a belt in order to do so.

Hats and sunglasses: No hats, bandanas, sweatbands, or other head covering. Sunglasses are not to be worn inside any building except with proof of medical necessity.

Hair: Styles should not obstruct one's line of vision or distract others. No curlers, picks, bandanas, hats, do-rags, or other head adornments. Simple headbands are acceptable.

Backpacks: Backpacks are allowed but should not have anything offensive on them. No suitcases.

Cell phones/Personal Devices: Phones and personal electronic devices are to remain off and put away. If a scholar does not follow these expectations they will be asked to place devices in the classroom storage provided and can be retrieved at the end of class. **Administration only is allowed to take a student's phone. If the cell phone is taken, the parent will need to come to retrieve the phone.** Texting and/or calling from a student's cell phone is not allowed during school. A student can be suspended for inappropriate use of a cell phone. Inappropriate texting is a serious offense and will be treated accordingly. Social media, Snapchat, FaceTime, and other platforms are not to be used at school.

Bok Academy North is not responsible for the loss of any electronic items.

Writing/Pictures: No profanity or handwritten graffiti on clothing or skin. Do not write with markers on any part of your body. This even holds true on the last day of school. Cleanliness: Keeping yourself well-groomed is a sign of self-respect.

We are asking all scholars to follow Bok North's uniform policy without repeated reminders, and we expect the scholars to respect the expectations for proper dress. Our time and efforts will be focused on intellectually stimulating instruction and must not be interrupted by unnecessary uniform compliance distractions. Your adherence to these principles is greatly appreciated.

FRIDAY ATTIRE

Every Friday all students are expected to wear the following:

1. **Shirts:** Bok shirts are Friday uniform shirts or Bok polos and shirt tails may be untucked.
2. **Pants: Blue** jeans (no holes/tears/acid-wash/bleach stains/rips), mid-thigh cotton shorts, and plaid shorts are acceptable in addition to uniform pants/shorts. Jeans must be jean blue, not colored. Absolutely no jersey/gym shorts.

Shoes/Jewelry/Hair/Makeup/Jacket expectations for Monday through Thursday are also in effect on Friday. Friday is just a more relaxed approach for Bok students. Friday attire is based on behavior and can be revoked, both individually and campus-wide.

WINTER DRESS ATTIRE

***Messages will be sent confirming all Winter Dress days.**

1. Bok Polo, a long-sleeved white, gray, or navy-blue undershirt may be worn.
2. Uniform bottoms or BLUE jeans. Jeans must follow the Friday attire guidelines. The jeans are to be blue, no other colors.
3. Jackets: Bok Jacket, Bok hoodie, or a heavy winter coat with a hood may be worn outdoors (Winter coat hood **MUST** be removed while inside in the building).
4. Winter accessories like winter gloves, hats, and scarves must be removed while inside the building.
5. No blankets, pajamas, lounge pants, stuffed animals, or pillows!

DRESS DOWN ATTIRE

On Dress Down days, all students are only permitted to wear the following attire:

1. Tops:

- All tops must have full sleeves (no spaghetti straps or sleeveless)
- No see-through attire, no holes or tears.
- Must either be tucked in or long enough to cover the torso.
- Shirts must not be offensive in nature.

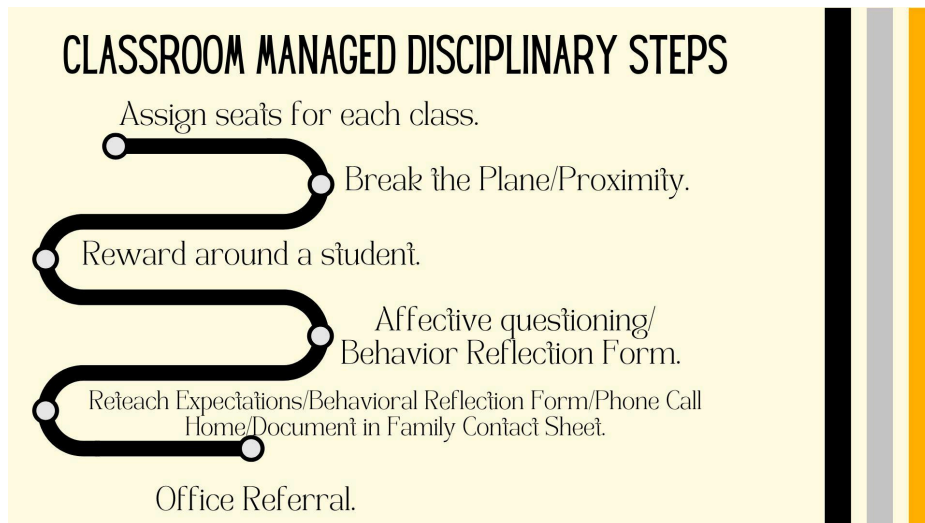
2. Bottoms:

- NO ATHLETIC SHORTS or RUNNING SHORTS
- NO SWEAT, YOGA, LEGGINGS, EXERCISE OR TIGHT Pants
- Must be mid-thigh in length
- Must be loose fitting, no holes, or tears allowed.

3. Shoes:

- Must be closed-toed
- No Crocs or Slides (unless announced).**

Culture and Climate



EDWARD W. BOK ACADEMY NORTH MAINTAINS THE EXPECTATIONS FOR STUDENT BEHAVIOR OUTLINED IN THE POLK COUNTY SCHOOLS CODE OF CONDUCT. FAILURE TO ADHERE TO THESE EXPECTATIONS WILL RESULT IN APPROPRIATE DISCIPLINARY ACTION.

Heartland Crime Stoppers-Working together to solve crime

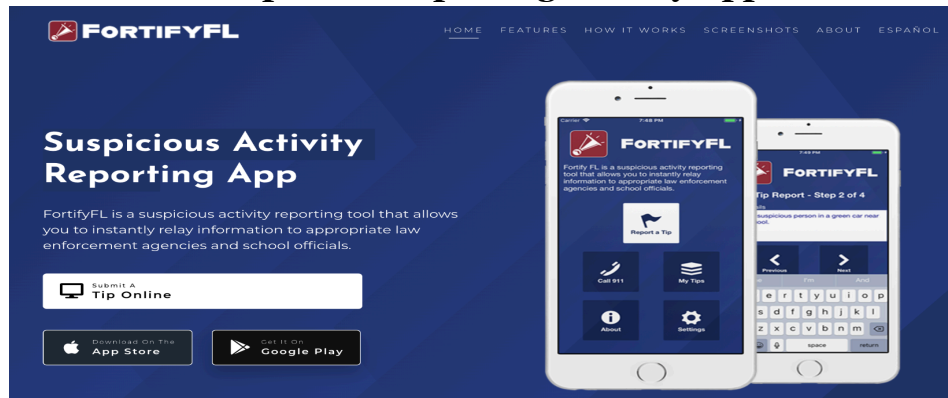
Heartland Crime Stoppers provides anonymous cash rewards for information regarding crimes occurring in Polk, Highlands, and Hardee Counties. Working hand and hand with local law enforcement agencies, the organization strives to solve with your assistance.

If you have information regarding a crime and wish to remain anonymous, contact Heartland Crime Stoppers in one of four ways:

- CALL 1-800-226 TIPS (8477)
- DIAL **TIPS from your cell phone
- VISIT the website www.heartlandcrimestoppers.com and click on "Submit A Tip,"
- DOWNLOAD the free "P3tips" app on your smartphone or tablet.

You will always remain anonymous and you may be eligible for a cash reward if your information **leads to an arrest.**

FortifyFL
<https://getfortifyfl.com/>
Suspicious Reporting Activity App



Wellness Check with Mrs. Gonzalez: Form is found in every course in Schoology. <https://forms.gle/Ds2gNt78ckVgChcm7>

Incident Report Forms: Mr. Hodach, Ms. Speed, and Mr. Agee have these in their office. Please remember, "If you see something, say something." **You are your brother's keeper.**

Lake Wales Charter Schools Mantra

If you have a problem or think you are having a problem, please come to the office and let us solve it.
Dr. Rodolfich, Lake Wales Charter Schools Superintendent

Cybersafety Lesson (Google Slides)

Reflections

Bok North Device and Internet Safety Policies and Expectations

I understand that my school device is provided to me for learning purposes and is property of Edward W. Bok Academy North. I understand that I am responsible for any damage or loss caused by neglect, abuse, or theft. I will respect my school device and acknowledge that defacing the school-owned device will result in a fine of up to \$400.

1. I will not damage my school device in any way. I will not remove keys, rearrange keys, draw on the device, place stickers on the device, disassemble the device, or intentionally crack the screen.
2. I will know where my school device is at all times and will safely store it when not in use.
3. I will only use the school device assigned to me and I will not allow others to use my school device.
4. I understand that the school-owned device is subject to inspection at any time without notice by any school employee.
5. I will always use my school device in a safe location on a flat surface such as a desk or table. I will always carry my school device in a closed position with both hands.
6. I will keep food and beverages away from my school device, as they can cause damage to the school device.
7. I will not deface the serial number on any school device.
8. I will use my school device to complete assignments as expected and for educational purposes only. This means I will not use websites, games, and other programs that are not approved by my teacher.
9. I will practice responsible digital citizenship while on the internet. I will only use my school device to communicate with my peers in a positive, productive, and professional manner.
10. I will report any damage to my school device to my teacher immediately.
11. I am to bring my school device to class in a ready to learn state, meaning my device works and is charged. I will keep my charger with my device at all times.

Student Contract for Device and Internet Use



1. I understand that the care of the school-owned Device is my responsibility.
2. I will never leave my school-issued Device unattended.
3. I will ensure that my school-issued Device battery is charged nightly and ready for use in class.
4. I will not place decorations (such as stickers, markers, etc.) on the Device. Defacing the Device will result in a fine of up to \$400.
5. I will never loan out my Device to other individuals.
6. I will keep food and beverages, and other liquids away from the Device.
7. I will not deface the serial number or remove any factory stickers on any Device
8. I will not disassemble any part of my Device or attempt any repairs.
9. I will use the school-issued Device in ways that are educational and appropriate.
10. I understand that the school-issued Device is subject to inspection at any time without notice by any school employee.
11. I understand that the Device issued to me remains the property of Bok Academy North.
12. I will be responsible for all damage or loss caused by neglect, abuse or theft.
13. I agree to return the Device and power cord in good working condition.

I agree to the stipulations set forth in the Student Handbook for Device Use.

Student Name (Please Print): _____

Student Signature: _____ Date: _____

Devices and Power Cords must be returned to Edward W. Bok Academy North at the end of each school year. Students who graduate, withdraw, or terminate enrollment for any other reason must return their Device.



Parent Device Agreement

I give permission to my child to check out a school-owned Device _____ (initial)

My child and I understand the following:

1. Students must bring their devices to school each day fully charged for the class. The Devices have been issued for classwork and homework; if students fail to bring the Device to class, Bok Academy North will take the Device back.
2. Students will have no expectation of privacy in regard to the use of the Device. School administration and teachers have the right to access all data and information on the Device, including, but not limited to Internet browser history.
3. The Device is the property of Edward W. Bok Academy North. Parents and students agree that it will only be used for educational purposes.
4. In case of damage or loss, the parent agrees to pay between \$100-\$400 to cover the cost of repair or replacement.
5. Students involved in after-school activities must store their Devices in designated areas – theft will result in the student being put on the obligation list for up to \$400.
6. Students withdrawing from Bok North Academy must return the Device and Power Cord or pay the school up to \$400. Withdrawing without returning the Device will be pursued as a case of theft.

By signing below, I agree to the expectations and procedures as detailed above.

Parent Name (Please Print): _____

Parent Signature: _____ Date: _____

Phone number: _____

Edward W. Bok Academy North Academic Honesty Policy



Purpose

Edward W. Bok Academy North aspires for our scholars to be engaged, critical thinkers with an intercultural view of the world. The desire for our scholars is to be focused, have integrity while being inquirers for knowledge, and demonstrate responsibility as lifelong learners. These character traits are the framework of the Edward W. Bok Academy North Academic Honesty Policy which are in alignment with IB learner profiles of Balance, Communicator, Thinker, and Principled. Focused scholars will demonstrate ethical reasoning in their assignments (Thinker), integrity by respecting others' intellectual property (Principled), and responsibility by managing time to complete assignments properly, which will eradicate possible situations that can lead to academic misconduct or plagiarism (Balance). Knights will be engaged and empowered to develop ideas of their own (Communicator) and collaborate with others to effectively impact our community and world as lifelong learners. Principled is a valued IB Learner Profile trait that is defined as, "Acting with integrity and honesty, with a strong sense of fairness and justice, and with respect for the dignity and rights of people everywhere. Scholars who are principled take responsibility for their actions and their consequences." (MYP: From Principles into Practice, 2014). When scholars continually apply these learner profile traits to the learning process, a successful progression will be demonstrated at the examination level.

Edward W. Bok Academy North sets high expectations for all learners to demonstrate academic honesty and integrity in all their classes. This is done by submitting authentic work, valuing the work of others, not allowing other students to copy or submit work as their own, acknowledging sources used with appropriate MLA citations, and working collaboratively.

Academic Integrity Important Definitions

The International Baccalaureate's Policy, *Academic Integrity*, (International Baccalaureate Organization, 2019) defines the following:

Academic Integrity: the guiding principle in education and choice to act in a responsible way whereby others trust in us as individuals. It is the foundation for ethical decision-making and behavior in the production of legitimate, authentic, and honest scholarly work (International Baccalaureate Organization, 2019).

Student academic misconduct: deliberate or inadvertent behavior that has the potential to result in the student, or anyone else, gaining an unfair advantage in one or more components of assessment. This includes causing a disadvantage for other scholars that threatens the integrity of an assessment or assignment (International Baccalaureate Organization, 2019).

Plagiarism: the representation, intentionally or unintentionally, of the ideas, words, or work of another person without proper, clear, and explicit acknowledgment (International Baccalaureate Organization, 2019).

Cheating: using unauthorized aids or sources as an advantage on an assignment, assessment, or exam.

Collusion: supporting the academic misconduct of another scholar.

Collaboration: working together with someone or a group to produce or create something with the expectation that all group members contribute to the final product. If a member does not contribute equally and/or is allowed to submit his/her name on the final product, then the student is performing academic misconduct of collusion.

Intellectual Property: a work or invention that is the result of creativity, such as a manuscript or a design, to which one has rights and for which one may apply for a patent, copyright, or trademark (International Baccalaureate Organization, 2019).

Authentic Authorship – the original or authentic work created by someone originating from their own creative ideas, language, or expressions.

AI and Chat GPT: ChatGPT is a language model AI, which means that it can generate text based on

the input it receives. Therefore, students should not use profanity or offensive language while chatting with ChatGPT, and should not use the service to engage in bullying, make threats, or share sensitive information. OpenAI's terms and conditions prohibit the use of the service for any illegal or harmful activities. Therefore, it is important to educate students on the safe and ethical use of both ChatGPT and to ensure that the services are used for educational purposes only.

For Parents:

- It is important to follow OpenAI's terms and conditions
- Use your own email account to sign up for ChatGPT for your child, and share the login information with them only if they are aware of the nature of the account and are using it with your knowledge and permission
- The account your child is using is for educational purposes only, and not for any illegal or harmful activities.
- Parents should monitor their child's chats to ensure that their use of the service is appropriate and safe.
- Parents should be aware of the implications of a child's violation of OpenAI's policy, which includes suspension or termination of the account, disciplinary action by the school, or legal action by OpenAI.
- Parents should educate their children on the safe use of the service, including the importance of not sharing personal information or engaging in inappropriate or illegal activities.

For Students:

- Students should not register or attempt to register for ChatGPT with their school account or by providing false information about their age. They should only use the tools through their parent's account, with full knowledge and permission from their parents or guardian.
- Students should use the service for educational purposes only, and abide by OpenAI's terms and conditions.
- Students should not use profanity or offensive language with ChatGPT.
- Students should not share or view inappropriate content, such as graphic violence.
- Students should not make threats or engage in bullying.

Students should not make false or defamatory statements about another person.

- Students should not share sensitive information
- Students should be aware that any violation of OpenAI's policy could result in the suspension or termination of their account and possible disciplinary action by the school or legal action by OpenAI.
- It is important to note that this guide is for school use only and that use of the service by the student outside of school should be approved by the parent or guardian.

For Teachers: teachers should:

- use the service for educational purposes only and abide by OpenAI's terms and conditions.
- not share their access credentials or the account registered to their school email with others outside their organization.
- use the service for educational purposes only and abide by OpenAI's terms and conditions.
- become familiar with the capabilities and limitations of ChatGPT before using them in the classroom.
- provide clear instructions and guidelines for students on the appropriate use of ChatGPT, and model appropriate use of language and content when interacting with ChatGPT
- monitor student use of ChatGPT to ensure compliance with school policies and OpenAI's terms and conditions.
- incorporate opportunities for critical thinking and discussion about the ethical implications of using AI in the classroom.
- incorporate activities that encourage students to generate their own questions, ideas, and interpretations when using ChatGPT.

Edward W. Bok Academy North Roles and Responsibilities

Edward W. Bok Academy North places high value on academic honesty which extends from formative to summative assessments. From the beginning of their participation in the MYP, instructors work with learners to develop shared understandings about cheating, plagiarism, collusion, and any academic dishonesty.

Faculty, Instructors, and Support Staff will:

- Provide note-taking and mind-mapping skills.
- Provide clear, specific instructions and expectations in intellectually engaging and creative assignments, projects, and assessments.
- Model best practices in academic integrity.
- Explain and use models to build capacity for understanding the difference between collusion and collaboration in one's work.
- Teach students how to cite various sources using MLA citations and avoid plagiarism.

Scholars will:

- Create their own intellectual property and not copy work from other scholar or source and submit it as their own.
- Work collaboratively when permitted and follow guidelines provided by the instructor for collaborative work.
- Develop a plan for assignments to meet deadlines to eradicate the chances of academic misconduct.
- Cite information when using other sources using correct MLA citations.
- Be prepared for assignments, projects, and assessments to uphold the academic integrity of the scholars and other scholars.
- Bring to the attention of academic leaders and instructors any issues of academic dishonesty.

Parents and Guardians will:

Support their child in developing self-management skills to be successful in their academics and support the Edward W. Bok Academy Academic Honesty Policy.

Examples of Proper Citations

Book (Print)

Format: Author. Title of Book. Publisher, Year.

Example: Arnold, Francis. Greece. Steck-Vaughn, 1992.

Example One or More Authors: Bernadac, Marie-Laure, and Paule Bouchet. Picasso: Master of the New Idea. Abrams, 1993.

Magazine or Newspaper Article (Print)

Format: Author. "Title of Article." Title of Magazine or Newspaper, Date, Pages.

Example: Johnston, Richard. "Martin History Revisited." Acoustic Guitar, July 2009, pp. 60-69. **Web Page**
Format: Author. "Title of Page or Article." Title of Web Site, Publisher, Date of Publication, URL.

Coates, Ta-Nehisi. "The Case for Reparations." The Atlantic, June 2014,
www.theatlantic.com/magazine/archive/2014/06/the-casefor-reparations/361631/. **Social Media**

Post

Format: Username. "Full text of post." Title of Web Site, Date of Post, Time of Post, URL.

Example: @dog_rates. "They're good dogs Brent." Twitter, 12 Sep. 2016, 3:05 p.m.,
twitter.com/dog_rates/status/775410014383026176.

Photograph, Illustration, or Image (Online)

Format: Artist. "Title of Image." Title of Collection, Publisher, or Institution. Date of Publication, URL.

Example: Lomax, Alan. "Mexican Girls, San Antonio, Tex." Lomax Collection, Library of Congress, Apr. 1934, www.loc.gov/pictures/collection/lomax/item/2007660003/.

Video or Movie (Online)

Format: "Title of Episode." Title of Movie or Series, Notable Contributors, Season Number, Episode number, Publisher, Date. Streaming Service, URL.

Example: Black Panther. Directed by Ryan Coogler, Marvel Studios, 2018. Netflix, www.netflix.com/title/80201906.

Examples of citations retrieved from www.andyspinks.com

Consequences of Academic Misconduct at Edward W. Bok Academy North

The expectation at Edward W. Bok Academy is that scholars will not be academically dishonest. This includes both giving and accepting help on assignments and plagiarism. The instructor will inform the scholar's parent/guardian if cheating occurs. The scholar will receive a zero on the assignment and/or be referred to an administrator. The following actions are considered to be academically dishonest:

1. Using unauthorized materials on assignments or assessments and exams.
2. Receiving unauthorized information on assignments or assessments and exams.
3. Knowingly giving information on assignments or assessments and exams
4. Providing specific information, questions, or answers to a scholar who has not taken or completed an assignment, assessment, or exam.
5. Turning in someone else's work to receive credit.
6. Plagiarizing another's work.

The Polk County School Board Code of Conduct states in CHEATING (SECTION 4.02), "In addition to the academic ramifications for cheating, a student who participates in using, copying, or providing another student with any test, test answers or answer keys or another person's work representing it to be his or her own work, is guilty of unacceptable conduct."

The Edward W. Bok Academy North Academic Dishonesty Consequences Adheres to the Polk County Code of Conduct Section 4.02

Level 1 – Conference-Instructor/Scholar/Administration/Family and/or other parties deemed necessary.

*Scholars will have the opportunity to complete an alternative assignment.

Level 2 – Reinforce Behavior-Specific Strategies: Reinforce strategies that support academic achievement, review, model, and practice academic honesty expectations, review classroom procedures and expectations, encourage peer coaching and mentoring, consult with grade level, resource, student services, and leadership teams for classroom/individual behavior management ideas. *Scholars will have the opportunity to complete an alternative assignment.

Level 3 – Detention or Work Detail Programs 1-5 days. *Scholars will have the opportunity to complete an alternative assignment.

Level 4 – Suspension 1-5 days (With a behavior contract.)

Level 5 – Suspension of 6-10 days

Level 6 – Alternative Education Programs

Maximum: Level 7 – Expulsion from School

A required 10-day suspension must be served and a due process hearing held for levels 5-7

References

Druid Hills Academic Honesty Policy. (2019). (online). Available at https://druidhillsms.dekalb.k12.ga.us/Downloads/Druid%20Hills%20Middle%20School%20_Academic%20Honesty%20Policy2.pdf (Accessed 25 July 2022).

Guide, M. (n.d.). *MLA Citation Guide - andyspinks.com*. (online) <http://andyspinks.com/mla/> (Accessed 25 July 2022).

International Baccalaureate Organization. (2019) Academic Integrity. International Baccalaureate Organization. Pages 3-48. (online). www.ibo.org
<https://www.ibo.org/contentassets/76d2b6d4731f44ff800d0d06d371a892/academic-integrity-policy-english.pdf>

Kirschenbaum, M. and Kirschenbaum, M. (2019). *MLA Citation Templates: Easy Infographic for Students - EasyBib Blog*. [online] EasyBib Blog. <http://www.easybib.com/guides/mla-citation-templates-infographic/> (Accessed 25 July 2022).

Polk County Schools. Polk County Schools Code of Conduct. (online) www.polkschoolsfl.com [Code Of Conduct | Polk County Public Schools](#) (accessed 25 July 2022).

Edward W. Bok Academy North Academic Honesty Agreement

- Any and all work that I submit to any instructor for consideration and/or assessment will be my own authentic work. This includes prep work assignments, formative assessments, summative assessments, and work to be submitted to Edward W. Bok Academy North, state-wide assessments, and IBMYP assessments or exams.
- I will learn the process for acknowledging someone else’s work or ideas and will appropriately acknowledge all uses of someone else’s work or ideas.
- I understand that I can ask for help if I am unsure about what constitutes academic honesty in any of my assignments.
- I will submit only work that has been completed with academic honesty.
- I will not allow other students to copy or submit work that I have completed.
- I have read the school’s academic honesty policy.

Scholar Name: _____

Scholar Signature: _____

Date: _____

Parent/Guardian Acknowledgment

I have read the school’s academic honesty policy. I have reviewed it with my child. Parent/Guardian

Name: _____

Parent/Guardian signature: _____

Date: _____

Academic Honesty Policy–History Department

Term	Definition	Write In Your Own Words
Academic Integrity	the guiding principle in education and choice to act in a responsible way whereby others trust in us as individuals. It is the foundation for ethical decision-making and behavior in the production of legitimate, authentic, and honest scholarly work (International Baccalaureate Organization, 2019).	
Student academic misconduct	deliberate or inadvertent behavior that has the potential to result in the student, or anyone else, gaining an unfair advantage in one or more components of assessment. This includes causing a disadvantage for other scholars that threatens the integrity of an assessment or assignment (International Baccalaureate Organization, 2019).	
Plagiarism	the representation, intentionally or unintentionally, of the ideas, words, or work of another person without proper, clear, and explicit acknowledgment (International Baccalaureate Organization, 2019).	
Cheating	using unauthorized aids or sources as an advantage on an assignment, assessment, or exam.	
Collusion	supporting the academic misconduct of another scholar.	
Collaboration	working together with someone or a group to produce or create something with the expectation that all group members contribute to the final product. If a member does not contribute equally and/or is allowed to submit his/her name on the final product, then the student is performing academic misconduct or collusion.	
Intellectual Property	a work or invention that is the result of creativity, such as a manuscript or a design, to which one has rights and for which one may apply for a patent, copyright, or trademark (International Baccalaureate Organization, 2019).	
Authentic Authorship	the original or authentic work created by someone originating from their own creative ideas, language, or expressions.	

KEYSTONES: 10 IB Learner Profiles



What is the IB Learner Profile?

Characteristic	Description	My own words
Inquirers	They develop their natural curiosity. They acquire the skills necessary to conduct inquiry and research and show independence in learning. They actively enjoy learning and this love of learning will be sustained throughout their lives.	
Knowledgeable	They explore concepts, ideas, and issues that have local and global significance. In so doing, they acquire in-depth knowledge and develop understanding across a broad and balanced range of disciplines.	
Thinkers	They exercise initiative in applying thinking skills critically and creatively to recognize and approach complex problems and make reasoned, ethical decisions.	
Communicators	They understand and express ideas and information confidently and creatively in more than one language and in a variety of modes of communication. They work effectively and willingly in collaboration with others.	
Principled	They act with integrity and honesty, with a strong sense of fairness, justice, and respect for the dignity of the individual, groups, and communities. They take responsibility for their own actions and the consequences that accompany them.	
Open-Minded	They understand and appreciate their own cultures and personal histories, and are open to the perspectives, values, and traditions of other individuals and communities. They are accustomed to seeking and evaluating a range of points of view and are willing to grow from the experience.	
Caring	They show empathy, compassion, and respect toward the needs and feelings of others. They have a personal commitment to service and act to make a positive difference in the lives of others and the environment.	
Risk-Takers	They approach unfamiliar situations and uncertainty with courage and forethought and have the independence of spirit to explore new roles, ideas, and strategies. They are brave and articulate in defending their beliefs.	
Balanced	They understand the importance of intellectual, physical, and emotional balance to achieve personal well-being for themselves and others.	
Reflective	They give thoughtful consideration to their own learning and experience. They are able to assess and understand their strengths and limitations in order to support their learning and personal development.	

KEYSTONES: 10 IB Learner Profiles. Set goals of how you plan to emulate these traits this school year and include symbols that show your actions.

IB MYP Learner Profiles

Set goals of how you plan to emulate these traits this school year and include symbols that show your actions.

	Balanced	Communicator	Caring
Thinker	Inquirer	Knowledgeable	Open-Minded
Reflective	Risk Taker	Principled	



EXHIBITING THE BOK WAY

Expectations	Classroom	Transitions/Dismissal	Lunch	Restrooms	Technology
B alanced	-Be prepared to learn. -Check assignments on Schoology.	Move respectfully, quietly, facing forward on the right, and swiftly to your next location.	Manage your time wisely. Keep your voice at level 2 or below.	Check the clock for 15's. Follow restroom pass and escort procedures.	Charge your device and pack your charger and device daily.
O pen-Minded	Respect your own culture and history as well as the values and traditions of others.	-Use appropriate and respectful language. -Respect and value one another, and maintain your personal space and the campus.	Treat everyone like you would like to be treated.	-Use appropriate and respectful language. -Respect and value one another and the campus.	Respect one's personal space, culture, and values, and respect the personal space, culture, and values of others and Bok North.
K nowledgeable	Explore concepts, ideas, and issues with local and global significance.	-Hold doors open for others & walk on sidewalks. -Don't pass it up, pick it up. -This campus is gum-free.	Reflect on a growth mindset.	-Use reusable water bottles & conserve energy and conserve water. -Recycle when possible.	Engage with issues and ideas that are important to our own lives and the world.
Expectations	Classroom	Transitions	Lunch	Restrooms	Technology
L ife-long Learners	-Use creative thinking skills to solve problems. -Show initiative in making wise decisions.	-Prepare with a sharpened pencil and begin your 'Do Now'.	Read 20 and engage in Lunch and Learn opportunities.	Help maintain the cleanliness of the restroom and report any issues.	Collaborate with others through various media. Uphold Academic Honesty and Integrity.
I nquirers	-Learn with enthusiasm. -Reflect on learning to understand how one learns best.	-Take time to meet new people. -Use the Ask and Answer Questions Strategy.	Settle your mind for 1 minute to replenish your thoughts.	Move quickly so that the least amount of class time is lost. Let learning be #1.	Research is cited correctly using the specific MLA format for sources.
F ocused	-Arrive on time for class. -Stay on task. -Follow all expectations.	-Transitions are swift and orderly. -Don't pass it up, pick it up.	Be checkout ready in the lunch line.	-Use for the intended purpose. -Flush proper items down the toilet and wash hands.	-Follow all expectations. -Stay on assigned sites. -Make the best use of time and cite with MLA.
E mpowered	SLANT.	-If you see something, say something. -Say Excuse me when needed.	Remain in your assigned area. Pick up after yourself and clean your area.	Report any concerns to an adult as soon as possible.	Report any concerns or damages to an adult as soon as possible.

THE BOK LIFE-TAKE A CAMPUS TOUR

Classroom

Be prepared to _____. Check assignments on _____.

Respect your own culture and history as well as the _____ and _____ of others. Show _____ in making wise decisions.

_____ on learning to understand how you learn best. Arrive on _____ to class.

S. L. _____. N _____.

Transitions/Dismissal

Move respectfully, quietly, facing _____ on the _____ and _____ to your next location. Use appropriate and respectful _____. Don't _____ it up _____ it up. This is a _____ free campus. If you _____ something, _____ something.

Lunch

Be _____ ready in the lunch line. Remain in your _____ area. Pick up after yourself and _____ your area.

Restrooms

Check the clock for the _____. Follow restroom _____ and _____ procedures. Help maintain the _____ of the restrooms. Use restrooms for the intended _____.

Technology

_____ your device and bring it to school daily. Follow ALL _____. Uphold _____ integrity.

History of Edward W. Bok-Reading Classes please read this article and then make a statement/claim and cite and state your evidence to support your claim.

"Make you the world a bit better or more beautiful because you have lived in it"~Edward W. Bok



Edward William Bok was born October 9, 1863, in Den Helder, Netherlands. His family immigrated to Brooklyn, New York, in September of 1870, when he was 6 years old. At that time he entered the public school system. He grew up as a poor immigrant. Bok got his first job around the age of 9 at Frost's Bakery in Brooklyn, for 50 cents per week. Even at a young age, Bok demonstrated true grit. In 1876, he became an office boy for Western Union Telegraph Company.

Bok continued his education at night. His next two jobs were for publishing companies, one of which was Charles Scribner's Sons, as a stenographer. By the age of 21, Edward W. Bok had become editor of *The Brooklyn Magazine*. In 1886, he established the Bok Syndicate Press, which was basically a full page designated to causes for women. Due to the success of this page, in 1889, *The Ladies Home Journal*, which was a magazine company in Philadelphia, made him editor. Edward W. Bok developed departments within the magazine that could inform readers about important issues such as women's suffrage, wildlife conservation, the Pure Food and Drug Act, and disease. Under Edward W. Bok, *The Ladies Home Journal* was the first magazine to have one million subscribers!

Edward W. Bok married Mary Louise Curtis on October 22, 1896. They had two sons, William and Cary. He continued publishing his own works as well as continuing the success and bringing to light the Arts, Architecture, and Architects such as Frank Lloyd Wright Jr, for *The Ladies Home Journal* until retiring in 1919. Just one year later he published his autobiography, *The Americanization of Edward Bok*. His long-time friend, Charles Scribner's Sons, was the publishing company for his book. Edward W. Bok won the Pulitzer Prize in the area of biography for *The Americanization of Edward Bok* in 1921.

After retirement, his life's devotions were world peace, civic improvement, and philanthropy. He would continue to publish more titles. On February 1, 1929, President Calvin Coolidge came to Lake Wales, Florida, to dedicate Bok's Singing Tower and its beautiful gardens to America and its people as a gift from Edward W. Bok for all of the opportunities they had given him. On January 9, 1930, Edward William Bok died in Lake Wales, Florida. This community is grateful for his contributions to this world and his legacy lives on today through his namesake, Edward W. Bok Academy North.

Sources: <https://boktowergardens.org/our-history-3/edward-bok/>, The Americanization of Edward Bok, <https://www.britannica.com/biography/Edward-Bok>

S. R.E.

Statement	Reason	Evidence and Explain

The Bok Way

Believe you can accomplish any goal.

Overcome challenges you face along the way.

Keep pushing forward.

Walk in the light and be a light to others.

Always be kind to everyone you meet.

You are your brother's keeper.



What learner profiles are demonstrated within the BOK WAY? Give specific reasons to support your answers.

ELA-Citation MLA Style Guide Basics

What is MLA Style?

The Modern Language Association (MLA) developed a style guide for academic writing. Part of the style guide deals with standardized ways to document the writer's source materials. MLA provides guidelines for the creation of a bibliography (called a "Works Cited" page) and the corresponding parenthetical (within the text) citation.

How do I use this MLA Style Guide?

Students and teachers in middle schools are expected to use this MLA style guide when writing pieces that require information to be cited from other sources.

Why is it Important that I Cite Sources?

As a writer, it is your responsibility to give proper credit to your sources. It is also very important that you give this credit in accordance with MLA style. If you fail to give proper credit to a source, you have committed plagiarism.

What is plagiarism?

If you have not given proper credit to your sources, you have committed plagiarism. Essentially, it is like you are lying to your reader. You have used someone else's ideas without telling your reader where you took them from. Whether you have intentionally tried to pass off someone else's ideas as your own or, through careless research, you unintentionally "forgot" to cite a source. The charge is plagiarism.

How can I avoid plagiarism?

Basically, any idea or fact that you received from a source needs to be cited. Any idea or fact that is common knowledge does not need to be cited. For example, facts like the earth rotates around the sun or Abraham Lincoln was assassinated while in office are common knowledge and would not have to be cited.

What is a "Works Cited" Page?

A "Works Cited" page is the name that MLA gives to a bibliography. It is a listing of all of the sources you cited in the body of your paper.

Here are a few things to keep in mind about the "Works Cited" page:

1. The "Works Cited" page is always going to be the last page of your essay or report. You should type the words "Works Cited" and center it on the page.
2. Each entry must be complete and accurate. To see examples of common sources in the correct bibliographic format click [here](#).
3. Each entry reads like one long sentence. What this means is that it does not matter where the second line begins in an entry; it begins on the second line only because you ran out of room on the first line.
4. The second and subsequent lines are always indented five spaces.
5. The sources are listed alphabetically by the first word or name of the

entry. This first word or name should be what you use in your parenthetical citation.

What is Parenthetical Citation?

Parenthetical citation is when a writer directly puts into the text a note from where he or she got the information. Parenthetical or “in-text” citation allows your reader to know from what source each idea/fact came.

This is how it looks in the text of your paper:

“In 2007, 37 percent of American adults sought medical information from the internet regarding a health problem they were experiencing before consulting a doctor” (Smith 38).

In the example above, notice that the author’s name and the page number on which this fact was found are set off from the text within parentheses. Note also that the punctuation of this parenthetical citation is also essential. The reader would understand from this citation that on page 38 of Smith’s book, this fact is mentioned. Furthermore, since the words are contained within quotes, the above example illustrates that this is a direct quote from that page.

Here is an example of the same idea presented as an indirect quote:

Instead of going to a doctor right away, a recent study found that 37 percent of Americans are now turning to the internet for medical information (Smith 38).

Glossary

Bibliography—a listing of sources that a student used to write his/her essay or report.

Citation—is the identification of a specific idea or quote taken from a source.

Direct Quote—is a quote in which the author uses words from a source exactly as they were written. The words are taken verbatim. A direct quote is indicated by putting the words in quotation marks (“ ”). A direct quote must be cited.

Indirect Quote—is a quote in which an author paraphrases, or puts into his/her own words, an idea from a source. An indirect quote must be cited.

Works Cited—is the name that MLA gives to a bibliography. It is the last page of an essay or report. It lists all of the sources the student has used in his/her writing.

Examples of Common Forms of Sources for Citation

****NOTE**** The details are important in these citations--the order of the information, punctuation, underlining and quote marks all must be exact.

Book by One Author

Last Name, First Name. Title. Place of publication: Publisher, Copyright Date.

Example:

Jameson, George P. Ellis Island. New York: Icon Press, 2006.

Book by Two Authors

Last Name, First Name, and First Name Last Name. Title. Place of publication: Publisher, Copyright Date.

Example:

Smith, Henry G., and Betty Harmon. Freedom Rides. Chicago: Broad Shoulder Press, 2006.

Encyclopedia (NOTE: The author is usually listed at the end of the article. If an author is not listed, begin the entry with the title of the article.)

Last Name, First Name. "Title of Article." Name of Encyclopedia. Edition Year.

Example:

Franz, Charlene. "Goat." World Book. 2006 ed.

A Work within an Anthology

Last Name, First Name. "Title of work." Title of Anthology. Editor's First Name Last Name. Place of Publication: Publisher, Copyright Date. Page numbers.

Example:

Stevens, Wallace. "Sunday Morning." Modern American Poetry. Ed. Thomas J. Hines. New York: Holt, Rinehart and Winston, 2003. 20-22.

Newspaper Article

Last Name, First Name. "Title of Article." Newspaper Name Date: page(s).

Example:

Blake, Terry. "Attack in Bagdad: Two Marines Dead." The Plain Dealer 20 July 2006: A1.

Magazine Article

Last Name, First Name. "Title of Article." Title of Magazine Date: page numbers.

Example:

Thomasson, Ronald. "Salt Mines of Lake Erie." Cleveland Magazine 15 May 2004: 23-25.

Non-Print Resources (Viewed Electronically)

Online Database—Encyclopedia

"Title of Article." Name of Encyclopedia. Year. Name of an online source. Date
<URL (Persistent link)>.

Example:

"Whale Oil." Encyclopedia Britannica. 2006. Encyclopedia Britannica Online. 23
August 2006 <<http://search.eb.com/eb/article-9076727>>.

Online Database—Articles provided through Infohio.org Databases

Last Name, First Name. "Title of Article." Original Print Source Title. Date. Online
source name. Date accessed <URL link>.

Example:

Freeman, Gregory A. "Code Alpha: The President is Coming!" American History.
October 2006. Academic Search Premier. 6 October 2006
<<http://web.ebscohost.com/ehost/detail?vid=7&hid=1&sid=13275eeb-239a-4ec6-a998-d2dda6dc9f66%40sessionmgr101>>.

Internet Website

Last Name, First Name. Title of Website. Date last updated. Author (if given). Name
of organization that sponsors the site. Date accessed <URL link>.

Examples:

Flannery O'Connor Collection. 7 July 2006. Georgia College and State University.
31 August 2006. <<http://library.gcsu.edu/~sc/foc.html>>.

Walker, Gary. "The Effects of Radiation." Hiroshima Atom Bomb. 15 Mar. 2000. Los
Alamos Research Facility. 14 Oct. 2008. <<http://www.lanl.org/hiro/radeffect.htm>>

TV / Radio Transcript

"Title of TV / Radio episode or segment." Title of Program. Broadcast date.
Transcript. Name of Database Used. Date accessed <URL link>.

Example:

"Special Edition: The War in Iraq Part II." CNN Special Report. 5 April 2003.
Transcript. eLibrary. 27 March 2006. <<http://elibrary.bigchalk.com>>.

Video Documentary

Title of Film. Director's First Name Last Name. Copyright Year. Medium.
Production Company Name. Edition Date.

Example:

Finding Harmony. Kent Williams. 2003. DVD. Zen Buddhist Lecture Series Video.
2003.

Reading Department –circle if you have done the activity once or more.

Have you ever...

1. Witnessed someone being bullied without stepping in to stop the behavior?
2. Laughed, pointed or otherwise joined in when you saw someone being teased?
3. Joined in harassing or bullying someone because your friends were doing it?
4. Forwarded a rumor or piece of gossip about someone?
5. Said something mean to a student because your other friends were doing it?
6. Wanted to step in to stop a bully, but didn't for fear of being the next target?
7. Been a silent witness to bullying and later wished you had stepped in?
8. Felt helpless when witnessing a bullying incident?
9. Stayed silent when someone was bullied because you thought it wasn't your business?
10. Stayed silent when witnessing someone being bullied because the victim was unpopular and you don't want to lower your own social status?
11. Witnessed someone being bullied at school without reporting the incident to an adult?
12. Participated in an online poll that insulted your peers?
13. Witnessed a friend bullying someone and told yourself that it was just a joke?
14. Believed you were doing no harm by simply watching a bullying incident?
15. Not reporting a bullying incident because you didn't want to be labeled as a snitch?
16. Not stepped in to stop bullying because no one else was taking action?
17. Joined in when a friend was cyberbullying someone else?
18. Lied to a teacher to cover up for your friend's bullying?
19. Ignored or excluded someone because your friends say the person is a loser?
20. Seen a peer crying and not approached because he or she is not a friend?

Give yourself 1 point for each circled question.

Used with permission from HRM

Bystander Business

Group 1: How can I stand up to a bully? Part A

As a group, decide who will be the secretary (to record group members' ideas) and the reporter (to present the group's findings to the class). Answer the following questions but feel free to add other ideas that you may have. The reporter should be ready to present your group's ideas when called by your teacher. Remember to work together as a team. You only have five minutes so work quickly.

1. During the "Rewind," how did Jason stand up to the bullies? What did he say?

2. What are some other short, simple ways to tell a bully to stop?

3. If the bully is a friend of yours, what could you say to him about his actions?

4. Other ideas

Bystander Business

Group 2: How can I stand up to a bully? Part B

As a group, decide who will be the secretary (to record group members' ideas) and the reporter (to present the group's findings to the class). Answer the following questions but feel free to add other ideas that you may have. The reporter should be ready to present your group's ideas when called by your teacher. Remember to work together as a team. You only have five minutes so work quickly.

1. How can you 'stand up' to a bully without saying a word?

2. There are some other ways to 'stand up' to a bully, such as creating a distraction. What can you do to divert the bully's attention away from the target?

3. How else can you stand up to a bully?

Bystander Business

Group 3: What can I do when bullying occurs in cyberspace?

As a group, decide who will be the secretary (to record group members' ideas) and the reporter (to present the group's findings to the class). Answer the following questions but feel free to add other ideas that you may have. The reporter should be ready to present your group's ideas when called by your teacher. Remember to work together as a team. You only have five minutes so work quickly.

1. What are the ways that bullying can be done electronically?

2. What should you do if you see your friends sending hurtful text messages, emails or online posts?

3. What should you do if you receive a hurtful email or text?

4. What should you do if you find a blog online targeted at an individual or group?

Bystander Business

Group 4: How can I support the target (victim)?

As a group, decide who will be the secretary (to record group members' ideas) and the reporter (to present the group's findings to the class). Answer the following questions but feel free to add other ideas that you may have. The reporter should be ready to present your group's ideas when called by your teacher. Remember to work together as a team. You only have five minutes so work quickly.

1. In the Rewind, how did Jason support Anna?

2. What other ways can you help or encourage the target?

3. How could you help a target walk away from the bullying situation?

4. Other ideas _____

Bystander Business

Group 5: How do I report bullying or seek help?

As a group, decide who will be the secretary (to record group members' ideas) and the reporter (to present the group's findings to the class). Answer the following questions but feel free to add other ideas that you may have. The reporter should be ready to present your group's ideas when called by your teacher. Remember to work together as a team. You only have five minutes so work quickly.

1. Why is it important to report bullying?

2. What are the differences between 'ratting' and reporting?

3. What are some ways you can report bullying?

4. Name three adults at school to whom you could report bullying.

Wellness Lessons

What do you think the difference is between everyday sadness and depression?

Write down two signs of depression that you feel teens display most.

What would you say to a friend who is dealing with depression or is needing some encouragement?

Trusted Adults at Home and School

Trusted Adults at School: (1) _____

(2) _____

Trusted Adults at Home: (1) _____

(2) _____



National Suicide Prevention Lifeline
(anytime 24/7 at 1-800-273-8255)

You can also text "HOME", "LISTEN", or
"HELP" to 741741.

Mental Health Attitude Survey

Read the following statements and put a checkmark in the box that best reflects your beliefs.

Statement	Agree	Disagree	Not Sure
People should work out their own mental health issues.			
People with mental health issues are weak.			
Once you have a mental health issue, you have it for life.			
Females are more likely than males to have a mental health condition.			
You can tell by looking at someone if they have a mental health condition.			
Mental health issues are the result of bad parenting.			
People with mental health issues are usually violent and dangerous.			
People with mental health conditions have trouble keeping a job, handling school work, and performing daily tasks.			
I can't help someone with a mental health condition, only a doctor can.			

References

Bok Tower Gardens. (2022). *The Americanization of Edward W. Bok* <https://www.britannica.com/biography/Edward-Bok>.

Brown, L. (2021). Adapted from Principles to Practice IB Learner Profile How to Apply Learner Profiles to Academic Life.

Churches, Andrew. (2008). Blooms Taxonomy Blooms Digitally.

Excited Educator. (2022). Learner Profile Traits.

International Baccalaureate Organization. (2014). *From Principles to Practice*.

Pacotti, Barbara. (2022). *Academic Honest and Plagerism*. No Sweat Library.

Sunny Skys. Image of Famous Failures.