



Edward W. Bok Academy

Mission: Educating Renaissance Thinkers for the Digital Age

You will become the Architects of your future; building a solid foundation and carefully crafting your dreams.

Ms. Donna Dunson, Bok founding principal

Bok's curriculum provides a global perspective, an ethos of service, and a keen understanding of the digital world. In addition, the exposure to the integrated nature of knowledge and life frames every aspect of our work. We will use the environment, built and natural, to engage our students in intellectual pursuits.

Overarching Ideas:

Embracing the Keystone Concept that all learning is viewed through the lens of architecture and design is central to our work.

Students attending Bok South discover how an individual or collective group constructs knowledge; this concept spirals throughout the curriculum. Architecture, for our purposes, is defined as structural design and not only a constructed environment. We are fortunate to have a place on Crooked Lake and will use the rich natural surrounding as our classroom.

Moreover, students explore the interconnectedness of knowledge and avoid viewing learning as just the acquisition of discrete bits of information. This approach encourages students to build relationships with other seekers of knowledge. In addition, we teach students the value of living an honorable life.

NAME _____

AC TEACHER _____

GRADE _____



Bok Academy



bok.academy

Edward W. Bok Academy

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www.bokacademy.org

"To be nobody but yourself in a world that's doing its best to make you somebody else, is to fight the hardest battle you are ever going to fight. Never stop fighting." ~ E. E. Cummings

Important Digital Information

Use this page to list important websites and/or login information.
Do not list your passwords.

iPad Number	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6	Period 7
Write your class iPad number here:							

Period

Important Sites

1	
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2023 - 2024 Student Calendar* — Lake Wales Charter Schools

**all dates subject to change - subscribe to our Parent Calendar on our website*

Events	Dates
FIRST DAY OF SCHOOL FOR STUDENTS	Friday, August 11, 2023
STUDENT EARLY DISMISSAL	Friday, August 25, 2023
HOLIDAY (Labor Day)	Monday, September 4, 2023
First Interim Report (23 rd Day – September 13, 2023)	Distribute Week of September 11 – 15, 2023
STUDENT EARLY DISMISSAL	Friday, September 22, 2023
End of First 9-Week Grading Period (45 Days)	Friday, October 13, 2023
NO SCHOOL FOR STUDENTS	Monday, October 16, 2023
Grades Due/Begin Second Quarter	Tuesday, October 17, 2023
STUDENT EARLY DISMISSAL	Friday, October 20, 2023
Distribute Report Cards (First 9 Weeks)	Tuesday, October 24, 2023
STUDENT EARLY DISMISSAL	Thursday, November 9, 2023
HOLIDAY (Veterans Day Observed)	Friday, November 10, 2023
Second Interim Report (23 rd Day – November 17, 2023)	Distribute Week of November 13 – 17, 2023
FALL BREAK	Monday – Friday, November 20 – 24, 2023
Storm Make-Up Days as Needed	Monday & Tuesday, Nov. 20 and 21, 2023
STUDENT EARLY DISMISSAL END OF FIRST SEMESTER End of Second Grading Period; Last School Day before Winter Break	Friday, December 15, 2023
WINTER BREAK BEGINS	Monday, December 18, 2023
HOLIDAY (New Year's Day)	Monday, January 1, 2024
STUDENTS RETURN AFTER WINTER BREAK	Thursday, January 4, 2024
Distribute Report Cards (Second Grading Period)	Thursday, January 11, 2024
STUDENT EARLY DISMISSAL	Friday, January 12, 2024
HOLIDAY (Dr. Martin Luther King, Jr. Day)	Monday, January 15, 2024
Third Interim Report (23 rd Day – February 6, 2024)	Distribute Week of February 5 – 9, 2024
STUDENT EARLY DISMISSAL	Friday, February 16, 2024
HOLIDAY (Presidents' Day)	Monday, February 19, 2024
STUDENT EARLY DISMISSAL- end of grading period	Friday, March 8, 2024
SPRING BREAK WEEK – NO SCHOOL	Monday-Friday, March 11 – 15, 2024
Distribute Report Cards (Third 9 Weeks)	Tuesday, March 26, 2024
NO SCHOOL FOR STUDENTS	Friday, March 29, 2024
STUDENT EARLY DISMISSAL	Friday, April 12, 2024
Fourth Interim Report (23 rd Day – April 18, 2024)	Distribute Week of April 15 – 19, 2024
STUDENT EARLY DISMISSAL	Friday, April 26, 2024
HOLIDAY (Memorial Day)	Monday, May 27, 2024
LAST DAY FOR STUDENTS – STUDENT EARLY DISMISSAL (Subject to Change); Storm Make-Up Day as Needed	Thursday, May 30, 2024

Storm Make-Up Days: 11/20/23, 11/21/23, 1/3/24 and 5/30/24 (Last Student Day).

Student Early Dismissal Dates – Students are dismissed from school 150 minutes (2.5 hours) early on each of these days:

Friday, August 25, 2023*
Friday, September 22, 2023
Friday, October 20, 2023
Thursday, November 9, 2023
Friday, December 15, 2023

Friday, January 12, 2024
Friday, February 16, 2024*
Friday, March 8, 2024
Friday, April 12, 2024*
Friday, April 26, 2024*

Information regarding student testing/assessment dates (FL Assessment of Student Thinking (FAST), End-of-Course (EOC) Assessments, etc.) is available through the Assessment, Accountability & Evaluation Office and on the district's website at <https://polkschoolsfl.com/assessment>.

Bok's 10 Essentials

Expectations: These simple rules and expectations help us build a civil community.

- Essential #1 Always use your manners: use respectful words, tones, actions, and body language.**
*Keep your hands, feet, object to yourself; avoid PDA.
Use yes ma'am, no sir, please, thank you, you're welcome, and excuse me.
Be kind and courteous.
Open doors for others.
Congratulate someone for a job well done.
Make eye contact with others.
Make other feel welcome in class or on campus.
Turn your head away from others and cover your mouth when you cough, sneeze, or burp.
Do not roll your eyes or suck your teeth.
Do not moan or complain when something doesn't go the way you wanted or anticipated.
Know teachers' and staff member's names and greet them accordingly.
Have good table manners and clean up after yourself.
If someone drops something, and you're close by, help them pick it up.
Do not cut into lines.*
- Essential #2 Respect others' opinions, comments, and ideas.**
*Keep your comments and dialogue appropriate and in good taste.
Bok Academy is a no profanity or obscene language campus.
Avoid interrupting others.
Actively listen to others as they are speaking.
Avoid pushing your beliefs on others.
Seek first to understand, then be understood.*
- Essential #3 Keep transitions swift and orderly.**
*Transition to your classes as quickly as possible.
Walk on the right side of the hallway.
Avoid loud conversations; use appropriate tone and volume for the situation.
Avoid interrupting the flow of foot traffic and be courteous to others.*
- Essential #4 Do not slow the learning process in the classrooms.**
*Enter the classroom ready to learn and with the appropriate school materials.
Remember to use SLANT: Sit up, Listen, Ask/Answer questions, Note key information, Track the speaker
Have your prepwork completed, be prepared for exams, and monitor your grades.
Do not disrupt the learning environment for yourself and/or others.*
- Essential #5 Be organized and use the tools provided to you by teachers.**
*Have your class supplies and required items ready to use prior to the bell ringing.
Use your planner to monitor due dates, exam dates, and other important school event dates.
Monitor your assignment due dates and plan ahead.*
- Essential #6 Be your own education advocate.**
*Communicate with your concerns or need for assistance with your teachers.
If you have a question, ask your teacher.
If you need additional support or a lunch pass, ask your teacher or a Bok staff member for help.*
- Essential #7 Seek to be responsible and accountable for doing the right thing.**
*Expectations remain in place when the teacher is replaced by a substitute.
Avoid staring when someone is being reprimanded.
Take only your fair share.
Take pride in your personal work and expect the best from yourself.*
- Essential #8 Always create and foster a safe, clean, and inclusive environment.**
*If anyone is harassing you or another student, let a Bok staff member know.
Gum is not permitted on campus.
Keep the campus clean by utilizing the, "Don't pass it up, pick it up" motto.
Do not write on yourself, others, or items that do not belong to you.
Public displays of affection (hand-holding, hugging, kissing, etc.) is unacceptable on our campus.*
- Essential #9 No matter the circumstances, be honest from the beginning.**
*Be honest with yourself and others.
Live, so that you will have no regrets.*
- Essential #10 Find a way to see beyond yourself and give back to the community as a whole.**
*Surprise others by performing random acts of kindness.
Help others when they need it or ask for support.
Congratulate others for a job well done or for their efforts.
Carpé Diem: Seize the day*

*"Make the world a bit better and more beautiful for having lived in it."
~Bok Family Legacy*

Through the departments working collaboratively during the first few weeks of school, all students will build and share a common **academic vocabulary** to support the architecture and design of learning throughout the year. Although words are assigned to a particular discipline in order to be directly taught, each will be continuously reinforced in all subjects including Keystone classes.

Reading Vocabulary

Knowledge, design, structure, connection, theme, cognitive, argument, discourse, results, keystone, connect, cohesive, theory, frame of reference, form, function, rhythm, harmony, and cause/effect

Science Vocabulary

Tectonics, expansion, contraction, fusion, spiral, anomaly, explosion, placid, dissonance, scientific method, circuitry, brain, mind, DNA, time, energy, inertia, nucleus, ecology, hypothesis, static, mutation, conservation, and singularity

Social Studies Vocabulary

Conduct, culture, governance, dynamics, legacy, human nature, beliefs, discovery, networks, practices, tools, productive, counter-productive, society, Renaissance, value system, innovation, technology, beauty, and aesthetics

Language Arts Vocabulary

Purpose, perspective, philosophy, narrative, reflection, communication, meta-cognition, constructive, vocabulary, language, process, focus, choice, intellect, emotion, model, foundation, collaborate, and community

Mathematics Vocabulary

Architecture, patterns, manipulation, rational thought, scaffolding, symmetry, asymmetry, discrete, problem solving, abstraction, concrete, binary, incongruent, congruent, dimension, system, slope, unit, scale, extraneous, Golden Ratio, and Golden Mean



Vocabulary of Knowledge and Design



Policies — Updated

Expectations: All Bok Academy students are expected to adhere to the following:

Drinking containers :

Once a student is on campus, the container must contain only water and have a lid. No fast-food, styrofoam, or coffee cups. Drinks from fast food locations must be consumed or discarded before the student is on campus. Glass containers are NEVER permitted.



All name brand items are prohibited.

Uniform - Updated

All Bok students are expected to wear the following each day, unless noted by administration:

UNIFORM SHIRTS :

Navy Bok South polo—with the Bok South logo; shirts are to be tucked in. Bok South logo must be on the left chest.

UNIFORM BOTTOMS :

Navy or khaki (tan) pants, skirts, skorts, shorts. **No** other colors.

The fit of pants should not be too tight or hanging on the hips in an indecent manner. The length of skirts, shorts, skorts should be “at the finger tip with arms relaxed.” Absolutely no holes, tears, rips, bleach stains, frays, acid-wash, embellishments. No legging type bottoms made to look like pants. No overalls.

UNDERSHIRTS :

Plain white, gray, navy, or black in color; worn underneath the Bok uniform polo.

SHOES :

Closed-toed shoes with full heel covered backing. **No** heeled or wedge shoes. **No** Croc style shoes.

SOCKS :

Cannot be higher than the knee and must be appropriate.

APPROVED UNIFORM JACKETS :

Uniform Bok South jackets or Bok South hoodies. Embroidery must be the student’s name. No nicknames. During uniform, Friday attire, Regatta, or Dress down days, no oversized jackets or non-Bok uniform jackets and non-Bok hoodies are permitted. If worn, they will be confiscated. Students who wear a non-uniform jacket may lose privileges.

JEWELRY :

Simple stud or post earrings are acceptable. NOT permitted: Multiple necklaces, medallions, armbands, offensive words, any large earrings, nose rings or nose posts, spiked earrings or studs, eyebrow or tongue rings or posts, studded or gel typed bracelets, or any type of gauges. Any jewelry or adornment which takes away from the educational process is not permitted.

MAKE - UP : *(If worn.)*

Modest, light and age appropriate. No excessive dark eye makeup.

BELTS :

Optional. Belts need to be in good taste. No skulls or other items inappropriate in a school setting. Loose fitting bottoms at the waist may require a belt.

HATS AND SUNGLASSES :

No hats, caps, bandanas, sweatbands, beanies, or other head coverings.

Sunglasses are not to be worn inside any building or during transitions except with proof of medical necessity.

HAIR :

Styles should not obstruct one's line of vision, distract others, or cause a disruption because of cut or style. Simple head bands are acceptable, without any embellishments but must not contain any embellishments such as ears, horns, etc. Simple bows are acceptable.

No curlers, picks, bandanas, hats, do-rags, or other head adornments.

No wide headbands, bandana-style head bands, and/or sweatbands.

BACKPACKS :

Backpacks are allowed* but should not have anything offensive in nature. No suitcases.

Rolling bags permitted only with medical note and approved by administration.

**Subject to change by administration or district.*

CELL PHONES : ***CONSULT FULL TECHNOLOGY POLICIES***

All phones are to remain powered off and in the student's backpack. *If a cell phone is confiscated by a staff member, the student will retrieve the phone from the front office at the end of the day. Any phone usage is not permitted during the school day. Any communication can be made through the front office.* A student may be suspended for inappropriate use of the cell phone.

Inappropriate cell phone use is a serious offense and will be treated accordingly. Bok Academy is not responsible for the loss or damage of any cell phone.

ELECTRONICS : ***CONSULT FULL TECHNOLOGY POLICIES***

Students may have personal smart watches, earbuds, and/or personal bluetooth pencils. These may only be used at the teacher's discretion. Any staff member can confiscate these devices and/or revoke privileges. If the use of electronic devices becomes a problem for the staff, the privilege will be revoked. Bok Academy is not responsible for the loss or damage of any personal electronic items.

SOCIAL MEDIA : Social media, any type of video chatting, and/or other platforms are not to be used at school. Parent student communication can be provided via the front office.

WRITING / DRAWINGS :

No profanity or handwritten graffiti on clothing or skin. No temporary tattoos, stickers, body stickers, etc. This even holds true on the last day of school.

CLEANLINESS :

Keeping yourself well-groomed is a sign of **self-respect**. You are old enough in middle school to take responsibility for keeping your uniform clean and ready for school. We will be happy to help you, if necessary. If you have any questions about basic personal grooming, please come to the front office, and we will happy to address any concerns.

OTHER REQUIREMENTS :

Staff and students will adhere to all CDC/FLDOE/government regulations & requirements, if mandated.

..... *Rule of Good Judgement*

Students must adhere to Bok's uniform policy without repeated reminders and respect the expectations for proper dress. Our time and efforts will be focused on intellectually stimulating instruction and must not be interrupted with unnecessary uniform compliance distractions. **We request the support of both students and parents in regard to the uniform policies. Your adherence to these principles is greatly appreciated. Working together, we can ensure the best possible learning environment for your child.**

When approved, Bok students may participate in an adjusted uniform policy. Guidelines are as follows:

**FRIDAY
ATTIRE**

Shirts: Bok t-shirt or uniform shirt. Shirts may be untucked but not tied.

Bottoms: Blue jeans, **blue** jean shorts, or regular uniform pants or uniform shorts are acceptable. All shorts are to be finger tip in length with relaxed arms. Black jeans are not permitted. No holes, tears, acid-wash, bleach-stains, rips in any of the bottoms. Absolutely no athletic or swim type shorts or leggings.

Shoes, jewelry, hair, makeup, uniform jacket for uniform days are also in effect for a Friday Attire day.

Friday attire is simply a more relaxed approach for Bok students; it is not a day where anything goes.

Friday attire is based on behavior and can be revoked both individually and/or campus wide.

**WINTER
ATTIRE**

When the temperature is 40 DEGREES FAHRENHEIT OR BELOW, a message, call and/or social media post will be sent out to verify a winter dress day. *If you are uncertain if it is a winter dress day,* please check social media or call the school to confirm.

Guidelines are as follows:

Shirts: Bok uniform polo must be worn and non-Bok full-sleeved shirts may be worn underneath and must not be offensive in nature.

Bottoms: Bok uniform bottoms or **blue** jeans. Black jeans are not permitted. Jeans must follow the Friday attire guidelines.

Jackets: Bok uniform jacket or Bok uniform hoodie. A heavy hooded winter coat, not a hoodie, may only be worn outdoors and must be taken off prior to entering a building. Acceptable winter accessories include winter gloves, hats, beanies, and/or scarves. No blankets.

Shoes, jewelry, hair, makeup, clothing expectations for uniform days are also in effect for a Winter Attire day. Winter attire is simply a warmer approach for Bok students; it is not a day where anything goes.

On Regatta days, all students are to come to school in regular Friday attire. Before the Regatta, they will have the opportunity to change. Appropriate attire is as follows:

**REGATTA
ATTIRE**

1. **Shirts:** A loose fitting t-shirt with full sleeves must be worn over a bathing suit at all times. Shirt must cover the torso.
Bottom: all shorts are to be finger tip in length. No athletic type shorts including: sweat, yoga, leggings, exercise, or tight pants, etc.
 - a. Uniform or Friday attire bottoms
 - b. Only loose shorts are permitted.
 - c. Board shorts or long bathing suit are permitted.
 - d. Hats are acceptable during regatta.
2. Flip flops are only permitted during the regatta time frame.

Shoes, jewelry, hair, makeup, clothing expectations for uniform days are also in effect for a Regatta Attire day.

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

**DRESS
DOWN
ATTIRE**

1. **Shirts:**
 - a. All shirts must have full sleeves (no spaghetti straps or sleeveless)
 - b. See-through attire is not permitted; No holes, tears, acid-wash, bleach-stains, rips.
 - c. Must be long enough to cover torso.
 - d. Shirts must not be offensive in nature.
2. **Bottoms:**
 - a. Athletic type bottoms are not acceptable including: sweat, yoga, leggings, exercise, or tight pants.
 - b. Must be finger tip in length with relaxed arms.
 - c. Must be loose fitting; No holes, tears, acid-wash, bleach-stains, rips.

Shoes, jewelry, hair, makeup, clothing expectations for uniform days are also in effect for a Dress Down attire day.

When in doubt, leave it out!

If at any time the administration feels a student's dress is inappropriate, the student will call home for appropriate clothing or borrow from the school. PLEASE VISIT OUR WEBSITE FOR MORE INFORMATION: www.bokacademy.org

Digital Expectations

My email address:

_____@lwcschools.net

Student login information — You are responsible for knowing your login information for your online coursework and passwords. Keep your online information (login in credentials/passwords) private. Please inform your teacher immediately if you feel your information (login/password) has been compromised. Ask your teacher for assistance before changing any passwords.

Do not share your login or passwords.

Privacy — *If students are sharing a device, students will log out of sessions to maintain their privacy. We expect our students to log out other users and use the rule of good judgment while using shared devices. The golden rule is standard for our students.*

TECHNOLOGY AND NETWORKS

Use of the District's network and technology resources by students is a privilege, not a right.

Further, safeguards shall be established so that the Board's investment in both hardware and software is achieving the benefits of technology and inhibits negative side effects. Accordingly, students shall be educated about appropriate online behavior including, but not limited to, using social media to interact with others online; interacting with the other individuals in chat rooms or on blogs; and recognizing what constitutes cyberbullying, understanding cyberbullying is a violation of District policy, and learning appropriate responses if they are victims of cyberbullying.

Student use of the District's devices, network and Internet services ("Network") will be governed by this policy and the related administrative guidelines. The due process rights of all users will be respected in the event there is a suspicion of inappropriate use of the Network. Users have a limited privacy expectation in the content of their personal files and records of their online activity while on the Network.

The District has implemented technology protection, utilizing software and hardware measures which monitor, block, and filter Internet access to visual displays that are obscene, child pornography, or harmful to minors. Nevertheless, parents/guardians are advised that a determined user may be able to gain access to services on the Internet that the School Board has not authorized for educational purposes. In fact, it is impossible to guarantee students will not gain access through the Internet to information and communications that they and/or their parents/guardians may find inappropriate, offensive, objectionable, or controversial. Parents/guardians assume risks by consenting to allow their child to participate in the use of the Internet. Parents/guardians of minors are responsible for setting and conveying the standards that their children should follow when using the Internet.

Pursuant to Federal law, students shall receive education about the following:

- A. safety and security while using e-mail, chat rooms, social media, and other forms of electronic communications;
- B. the dangers inherent with the online disclosure of personally identifiable information; and
- C. the consequences of unauthorized access (e.g., "hacking"), cyberbullying, and other unlawful or inappropriate activities by students online.

All Internet users (and their parents if they are minors) are required to sign a written agreement annually, or at the time of enrollment, to abide by the terms and conditions of this policy and its accompanying procedures.

Students and staff members are responsible for good behavior on the District's devices and the Internet just as they are in classrooms, school hallways, and other school premises and school sponsored events. Communications on the Internet are often public in nature. General school rules for behavior and communication apply. The Board does not sanction any use of the Internet that is not authorized by or conducted strictly in compliance with this policy and its accompanying procedures. Students shall not access social media for personal use from the District's network but shall be permitted to access social media for educational use in accordance with their teacher's approved plan for such use.

Users who disregard this policy and its accompanying procedures may have their use privileges suspended or revoked and disciplinary action taken against them. Users granted access to the Internet through the District's computers assume personal responsibility and liability, both civil and criminal, for uses of the Internet not authorized by this Board policy and its accompanying procedures.

The Board designates the Superintendent and administrators responsible for initiating, implementing, and enforcing this policy and its accompanying procedures as they apply to students' use of the Network.

PERSONAL COMMUNICATION DEVICES

Students may possess personal communication devices (PCDs) in school, on school property, during after school activities (e.g., extra-curricular activities) and at school-related functions.

Technology including, but not limited to, PCDs intended and actually used for instructional purposes (e.g., taking notes, recording classroom lectures, writing papers) will be permitted, as approved by the classroom teacher or the building principal. However, the use of a PCD to engage in non-education related communications is expressly prohibited.

For purposes of this policy, "personal communication device" includes computers, tablets, electronic readers, cell phones, smartphones, and/or other web-enabled devices of any type. Students may not use PCDs on school property or at a school-sponsored activity to access and/or view Internet web sites that are otherwise blocked to students at school. Students may use PCDs while riding to and from school on a school bus or other Board-provided vehicles or on a school bus or Board-provided vehicle during school-sponsored activities. Distracting behavior that creates an unsafe environment will not be tolerated. Under certain circumstances, a student may keep his/her PCD "On" with prior approval from the building principal.

PCDs, including but not limited to those with cameras, may not be activated or utilized at any time in any school situation where a reasonable expectation of personal privacy exists. These locations and circumstances include, but are not limited to, locker rooms, shower facilities, restrooms/bathrooms, and any other areas where students or others may change clothes or be in any stage or degree of disrobing or changing clothes. The Superintendent and building principals are authorized to determine other specific locations and situations where use of a PCD is absolutely prohibited.

Students shall have no expectation of confidentiality with respect to their use of PCDs on school premises/property. Students may not use a PCD in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed or intimidated. In particular, students are prohibited from using PCDs to: (1) transmit material that is threatening, obscene, disruptive, or sexually explicit or that can be construed as harassment or disparagement of others based upon their race, color, national origin, sex, sexual orientation, disability, age, religion, ancestry, or political beliefs; and (2) engage in "sexting"- i.e. sending, receiving, sharing, viewing, or possessing pictures, text messages, e-mails or other materials of a sexual nature in electronic or any other form. Violation of these prohibitions shall result in disciplinary action. Furthermore, such actions will be reported to local law enforcement and child services as required by law.

Students are also prohibited from using a PCD to capture, record, and/or transmit test information or any other information in a manner constituting fraud, theft, cheating, or academic dishonesty. Likewise, students are prohibited from using PCDs to receive such information.

Possession of a PCD by a student at school during school hours is a privilege that may be forfeited by any student who fails to abide by the terms of this policy, or otherwise abuses this privilege.

Violations of this policy may result in disciplinary action and/or confiscation of the PCD. A person who discovers a student using a PCD in violation of this policy is required to report the violation to the building principal.

Students are personally and solely responsible for the care and security of their PCDs. The Board assumes no responsibility for theft, loss, or damage to, or misuse or unauthorized use of, PCDs brought onto its property.

Parents/Guardians are advised that the best way to get in touch with their child during the school day is by calling the school office.

I have read the expectations and agree to adhere to the policies.

Student Signature _____ *Date* _____

Parent Signature _____

Personal Expectations

Please note the following Student Code of Conduct element:

DRUG-FREE SCHOOLS (SECTION 2.07): The School Board is responsible for maintaining an environment in which students are protected from drugs and drug-related activities. The community rightfully expects the school to exercise this responsibility to prevent drug problems from arising.

A. Florida Law: The use, possession, or distribution of illicit drugs or alcohol is unlawful and harmful.

1. Students: Students are subject to the laws regarding the use, possession, and distribution of illicit drugs or alcohol on school campus as well as elsewhere and have the responsibility to obey these laws.

2. Employees/Failure to Report a Violation: Failure by any employee to report a known violation shall be in violation of Florida law and the expressed policy of this Board and would constitute an act of gross insubordination and willful neglect of duty.

B. Policy: It is the expressed policy of this Board that the use, possession, distribution, or overt act in connection with any controlled substance, counterfeit controlled substance, alcoholic beverage, or model glue, as defined by law, by any student enrolled in the Polk County Public School System would result in immediate disciplinary action as outlined in Part V, Section 5.10, Drugs, and will also be referred to the appropriate law enforcement agency.

A student who is in possession of tobacco products while on a school campus is guilty of unacceptable conduct punishable as set forth below. Tobacco products are defined as all types of tobacco and/or nicotine, including cigars, cigarettes, pipe tobacco, smokeless tobacco, chewing tobacco, snuff, any other matter or substance that contains tobacco, possession of papers used to roll cigarettes, electronic "vapor" or other substitute forms of cigarettes, clove cigarettes, e-cigarettes and other nicotine dispensing devices, to include matches and lighters. School administration/designee shall confiscate and destroy any tobacco products found in a student's possession while on the school campus and make referral to law enforcement as appropriate.

STUDENT REPORTING HOTLINE ANONYMOUS REPORTING

CALL/TEXT: 863.455.4588

ONLINE: <http://bit.ly/bokreport>

We take bullying very seriously. We cannot address a situation if we are not made aware of it.

Power Words

ANALYZE - break apart into pieces

FORMULATE - create

COMPARE - tell how they are alike

INFER - read between the lines

CONTRAST - tell how they are different

PREDICT - what will happen

DESCRIBE - tell all about

SUMMARIZE - give a short version

EXPLAIN - tell how

SUPPORT - back up with details

EVALUATE - judge

TRACE - list in steps

Research Shows...

Students often get "tripped" up on 12 of the commonly used testing vocabulary words. Don't let this happen to you! Be sure you know these words inside and out! These will help you on your FSA exams and on classroom tests.

KEY ITEMS TO REMEMBER

Attendance

- ▶ For any absence, students must bring a written note including: student's name; reason for absence; date of absence; and parent signature OR a medical release.
- ▶ Advanced absences require the completion of the Pre-Arranged Absence Form. The form can be obtained at the front office.
- ▶ Students are responsible for obtaining and completing make-up work according to policy.
- ▶ Students may jeopardize their enrollment at Bok Academy South based on excessive absences, early check outs, and/or tardies.

We have a progressive Attendance Policy which is strongly enforced.

Tardy Policy

- ▶ Excused tardy: 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.
 - ▶ Community sanctions may be given for excessive or patterned tardies.
 - ▶ **Excessive tardies will be addressed by our Attendance Committee.**
-

Check Out Policy

- ▶ A parent/guardian listed on the Emergency Card must come inside the office, with photo identification, and sign out the student from school. The safety of your child is our first priority.
 - ▶ Due to our car rider area, **you need to check out your child before 3:10 p.m., NOT AFTER.**
 - ▶ **Excessive early check outs will be addressed by our Attendance Committee as necessary.**
-

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 student's responsibility to obtain and complete make-up work when he/she returns from an absence.
 - ▶ Students have the same number of days they were absent plus two to make up the work.
 - ▶ Students are strongly urged to ask for help from teachers before or after school or during their 45 min. lunch.
 - ▶ Upon return, students should ask the teacher for clarification on any assignment(s) they do not understand.
-

Community Sanctions

- ▶ Community sanctions will be used to address behavioral performance.
 - ▶ Sanctions are served during the student's lunch period.
 - ▶ If a student has three community sanctions within a 9-week marking period, he or she will receive an after school work detail.
 - ▶ Students must be picked up from the campus at 5:00 p.m. Parents will be notified when an after school detention is assigned.
 - ▶ Teachers will contact parents within one day of the community sanction.
 - ▶ Be sure we have your updated phone number.
 - ▶ Each 9 weeks, every student starts a "clean slate" with zero sanctions.
-

Parent Conferences

- ▶ For all parent/teacher conferences, contact the school's office at 863.638.1010.
- ▶ If you are unable to keep your scheduled conference, please call to cancel and/or reschedule.

Frequently Asked Questions

Edward W. Bok Academy, Office
Phone: 863.638.1010 Fax: 863.638.1212

Lake Wales Charter Schools District Office
Phone: 863.679.6560 (main office)

Lake Wales Charter Schools Transportation
Phone: 863.215.8524

What is Bok's discipline philosophy?

The Bok Staff spends a great deal of time in thoughtful discussion about the culture and climate of Bok Academy. We have high expectations for student behavior, and we seek parental support every step of the way. We operate with the guiding principle that students of this age will behave in a respectful and productive manner. Restorative justice is also a guiding principle for our work; an approach to justice where students are encouraged to take responsibility for their actions and rectify the situation. We expect students to use the rule of good judgment.

Is a consequence given every time a student is sent to the office with a referral?

It depends. Every situation is looked at individually. Sometimes all the situation and student need is a conversation with the administrator or a parent call home. The student's pattern of behavior DOES impact the consequence.

Do you involve the parent in behavior issues?

We involve parents in numerous ways as we seek to help students learn about the expectations of Bok and learn how to live a productive life. We will call you if the situation warrants it. In fact, on occasion, we have asked parents/guardians to come to school just to have a conversation with the student. In many cases, that is all that is needed for the redirection to occur. We will have parent conferences just to address a specific pattern of behavior. Sometimes, we draw up a contract for the student and parent to sign as we move forward. All of these actions are designed to make sure the student is completely aware of the issue and is guided in improving his/her behavior.

What is the Bok Bridges Program?

This is a program designed to give intensive support to students who are struggling academically and/or behaviorally. If a student is enrolled in this program, we will schedule a conference with you to make sure we are working together to help the student reach their fullest potential. Students will participate in a daily check-in/check-out system in order to be held accountable for their actions and to develop a plan to support them as needed. We will monitor this intervention through a Bok Bridges form that your child will receive as they check in each morning to a designated staff member. Each teacher will be responsible for documenting the child's performance at the end of each class period. At the end of the day, the student will report back to their staff mentor to turn in their form and receive feedback. It is the child's responsibility to take the form home each night for the parent to sign and discuss their performance for the day. While working together, it is our hope that your child will improve in their area of need.

How does Bok handle a bullying or harassment situation?

At Bok Academy, we take harassment of any kind very seriously and address any issues of this nature immediately. We are proactive in building a positive school culture and community through the school-wide implementation of the 55 Essentials. Students can report any issues that are occurring in the following ways: report to the administrative office and fill out an Incident Report. You may also call/text the Bully/Harassment Report Line at 863.455.9499. This report line is available to all students 24 hours a day, 365 days a year. There is also a website where students may report anonymously: bit.ly/bokreport
We want our student body to have the opportunity to reach out for help even if the harassment is occurring elsewhere. When reporting in these numerous ways, please describe your concerns in explicit detail and identify any student that is involved. At the beginning of the school year we will have a morning meeting to specifically review this process and convey the serious nature of these occurrences. Once reported, an administrator or a member of the Leadership Team will address the situation and all students that are involved will work cooperatively to resolve the issue and develop a plan for moving forward. If this becomes a recurring problem and a student does not respond to the interventions, it may jeopardize their enrollment at Bok. It is our hope that these action steps will extinguish the undesirable behavior and that all students involved will learn to step up to our school-wide expectation for respecting one another.

Can students be dismissed from Bok Academy?

In the event that a severe discipline issue warrants a dismissal according to The Student Code of Conduct- LWCS, administration will meet with parents/guardians to determine the appropriate plan of action.

For discipline questions or concerns, please call the school's office.

McKinney-Vento Homeless Education Assistance Act

If a student lives in any of the following situations:

- Sharing the house of others due to loss of housing or economic hardship.
- Living in a motel or hotel due to loss of housing or economic hardship.
- Staying in a shelter, emergency or transitional housing.
- Substandard housing; without electricity, running water, health code violations, lack of cooking capabilities, etc.
- Sleeping in a car, campground, or public/park space. Whether student resides with his/her legal parent or guardian or not. A place not designated for regular sleeping accommodations by a human.

Then, the student may have the following rights or protections under the McKinney-Vento Homeless Education Act

- To go to school, no matter where the student is currently living.
- To be immediately enrolled in school even if student lacks a permanent address; lacks proof of residency, or other documents.
- To continue enrollment in the students school which he/she attended before becoming homeless, or school which student is currently zoned.
- To attend classes while the new school secures previous school records.
- To continue to attend classes while dispute is being heard and resolved, in case of enrollment dispute.
- To request assistance with transportation to school of origin.
- To participate in school lunch program with students who are not homeless.
- To receive free school lunch.

If you have any questions, please contact the district nurse at Lake Wales Charter Schools, 863.679.6560

Title I Parent Involvement Summary

Mission Statement:

District and school-based Title I Parent Involvement Programs in Polk County will strive to build relationships to create real family engagement for every child, every family, every teacher, every day.

Parent Involvement

Parents are given the opportunity to participate in regular, two-way meaningful communication involving academic learning and other school activities.

Annual Title I Parent Meeting

In the fall parents will view the Bok Parent Involvement Plan Summary, the District Parent Involvement Plan Summary, and the Bok Compact. Upon request, translations will be provided.

Parent and Family Engagement Plan

Parents are notified of meetings throughout the year including PTO/SAC meetings. The school parent calendar, available on the school's website, posts meetings, events and opportunities for parents. In the spring, meetings are held to review, improve and revise the Parent and Family Engagement Plan. Suggestions are given each year for continued improvement.

School Improvement Plan

Parents are notified about PTO/SAC meetings through email and the meetings are posted on the school's websites. The date of the meeting for School Improvement review is in the spring of each year. The SAC committee, Administration and Title I Facilitator attend the meeting. The group uses guiding questions provided by the Lake Wales Charter Schools, Inc. to review and revise.

School's Curriculum

The school uses Florida Standards Assessment benchmarks as a foundation for learning in grades 6, 7, and 8. Students will be given Progress Monitoring Assessments three to four times a year in reading, math, writing, social studies and science. Students will also be given various assignments as directed by the administration to track individual student achievements, as well as, assist teachers in delivering data driven lessons, and making instructional adjustments. The proficiency levels are listed on the student progress monitoring reports for each subject level.

Opportunities for Engagement

Parents are encouraged to attend the Open House scheduled each fall which includes the Annual Title I Parent meeting. In addition, parents are encouraged to attend the PTO meetings held monthly. Several parent events are schedules each year, throughout the year, focusing on parent involvement, assessment knowledge, technology uses, promotional requirements for all students, middle school students, and much more. Upon request, translations are provided.

We need your help to educate
YOUR child! Get involved!



School-Parent Compact (Agreement)

2023-2024

The administration, teachers, and entire staff of Edward W. Bok Academy will work to ensure:

- **YOUR CHILD** receives *high-quality content* which will be provided in a supportive, safe and effective learning environment in order for him/her to meet Florida's Student Academic Achievement Standards and strive to be a life-long learner:

In order to provide the best instruction possible, our teachers have been trained in the following areas: data-driven instruction, applying effective "best practice" teaching strategies, adapting curriculum maps, continuous monitoring of student progress, and current teaching materials. In addition, teachers also continue individualized professional development plans. All subjects follow the state benchmarks provided by the Florida Department of Education.

- *Parent-teacher conferences* are held regularly and this compact (agreement) will be discussed as it relates to **YOUR CHILD'S** academic achievement.

Our school continues to offer parent-teacher conferences whenever there is a concern by administration, teachers, and/or parents. Conferences are held before/after school or during the school day as arranged with teachers. If you wish to have a parent-teacher conference, please call the office at 863.638.1010 to set up a time to meet with your child's teachers.

- Frequent *reports on YOUR CHILD'S progress* will be provided to you:

through student planners, school online grade management system, interim reports, student grade reports, progress monitoring reports, report cards, and state assessment reports.

- **YOU** have *reasonable* access to staff:

before and after school as well as during scheduled times during the school day. Teachers and staff may also be contacted via email or phone and will respond in less than 48 hours.

- **YOU** are welcomed as an observer and volunteer in the school.

You are a vital partner in your child's education. We encourage you to be as involved as you are able, such as sharing lunch with your child on campus. Parents and other volunteers **MUST** become PCSB or LWCS approved volunteers in order to participate in these opportunities including field trips, class tutoring, book fairs, and other school activities. We welcome you to serve on the PTO and SAC. Please contact the office for information.

OVER

We are depending on **YOU (Parent/Guardian)** to

- Have your child at school each day, on time.
- Give your child support and a quiet place to complete assignments.
- Encourage your child to read or read to your child 20-30 minutes each day without distractions (TV, devices, games, etc.)
- Participate in decisions about your child's education through PTO, committees, etc.
- Be engaged in your child's education and ask for help from the school to assist your child in his/her efforts at home.
- Attend/Request parent conferences at least once a year.

We are depending on **YOU (Bok Student)** to

- Attend school every day with a ready to learn mindset.
- Complete any assignments given for the day, including prepwork.
- Read something of interest every day, outside of school hours.
- Deliver all notices, reports, and information you may receive at school to an adult in your home.
- Reach your highest potential in academics and behavior.
- Give maximum effort to your education at all times.

We hope you will join us this year to provide the best education for your son or daughter. Overwhelming evidence shows that when **YOU** are involved and engaged in the education of **your** child, providing the necessary support to make good decisions for their academic success, he/she will perform better on assessments, and go on to higher educational opportunities.

WE NEED YOUR HELP TO EDUCATE YOUR CHILD.
If you are willing to make the commitment, please sign below.

Principal Signature

Parent Signature

Student Signature

This compact is discussed at Open House/Title I Annual Meeting.