

TAB 1
TEACHER INFORMATION

How To Use The Manual and Attachments

The WALs Foundation Mock Trial Program is complete and web based for your convenience. The teacher's manual and attachments should be read first and printed out. The "how to" DVD will show you how easy it can be. We have also included other resources and links that will give you the necessary information you need to conduct your mock trials in an organized and easy manner.

The first part of the manual is materials for you when in the planning stages. You can access and click on the table of contents to view and print your materials.

Other role instructions/notes are in the next section, and the last section of the manual includes reference/additional information.

The TIMELINE in Teacher Instructions and the 10 EASY STEPS condense it all. Once you read the manual you will see it can be done step by step without a lot of extra work on your part. There are website links and short/long overview video versions that will also help you prepare, along with a "how to" DVD that reviews the manual.

We have included the role list, instructions, descriptions and suggested props. There are vocabulary words that relate to the justice system and this trial, along with instructions on how to contact your volunteer lawyer(s). The lawyer packet is in the attachments. You can also use the sample press release either before or after your mock trial.

Attachment 1:

Student Activities/Handouts

1. The WALs Foundation activity handout for each student.
2. "A Kids Guide to the Courts of West Virginia" made by the Supreme Court of Appeals in WV
3. The paper gavel bracelets for student distribution after the official mock trial.

Attachment 2:

The lawyer packet to be sent to the volunteer lawyer(s) that contains a confirmation memo once the lawyer(s) commits. Complete the memo with your contact info, your school, dates and times. Send this with the enclosed lawyer instructions, script and verdict form. **You can copy this lawyer packet if your school is using more than one lawyer.**

Attachment 3:

The Script which you can copy (double-sided), highlight and pass out to your students and *the verdict form* that goes to the jury foreperson.

IF YOU HAVE ANY ADDITIONAL QUESTIONS, FEEL FREE TO CALL: Barbara Knutsen, Executive Director, WALs Foundation - 304-232-2576 (w) or (c) 304-215-0522. You can also e-mail Barb at bknutsen@walswheeling.com

TEACHER'S TEN EASY STEPS

Summary for The WALS Foundation MOCK TRIAL

The Mock Trial program is a two-day project (two days in a row) for the students.

TIME LINE and DETAILED INSTRUCTIONS INCLUDED IN TEACHER INSTRUCTIONS

1. **READ, print out your manual, script, attachments and watch the “how to” DVD, videos and check out the links provided on our website: www.walswheeling.com (click on mock trial program)**
2. **Coordinate your times, dates with the other 5th grade teachers in your school**
3. **Call lawyer(s) and upon confirmation send out lawyer packet(s)**
4. **Make/buy props (coordinate with other teachers) THIS IS OPTIONAL, BUT IN OUR EXPERIENCE, USE OF ‘PROPS’ HEIGHTENS THE STUDENTS’ EXCITEMENT AND INTEREST IN THE PROGRAM.**
5. **Prior to your two-day event – print and copy scripts for students with speaking parts, highlight them, assign the roles and hand out parts along with role instructions and “print out/cut out” the gavel paper bracelets**
6. **Review vocabulary words and steps in a trial before rehearsing a few times prior to Day 1**
7. **Day 1 – (see teacher instructions)**
8. **Day 2 – (see teacher instructions)**
9. **Send lawyer(s) thank you note**
10. **If you didn’t have press there for the actual mock trial, send out a few pictures from your event along with press release (see additional information)**

QUESTIONS? Call or e-mail Barb

(Contact information on Role Descriptions page - Executive Director)

TEACHER INSTRUCTIONS (1 of 3)

The WALs Foundation mock trial program is a **two-day (back to back) event** in each classroom (some schools use their media center). It was designed to educate students about the judicial system and the rising problem of prescription drug abuse.

The manual/attachments/"how to" DVD and the 10 Easy Mock Trial Steps, should provide you with all the information you need for a successful mock trial. **I would suggest you first READ and PRINT OUT the manual and attachments, and then watch the "how to DVD."** We have also provided videos (long and short overview versions), that you can access at: www.walswheeling.com . Go to the website under THE WALs FOUNDATION, and click on Mock Trial Program. You will find the video and other helpful information under WEBSITE RESOURCES. WV Drug Abuse problems, solutions, tips can be viewed here by choosing the following websites: www.wvrxabuse.org or www.drugfree.org.

WV Department of Health and Human Resources has also provided research based statistics you can access by clicking on their link.

All 5th grade teachers in WV have received an invite to participate with their 20,000+ students in THE WALs Foundation web based mock trial program.

All 5th grade students can be assigned a role - (role list, role description and prop suggestions included in TEACHER INFORMATION). Additional optional roles can also be added. **The JUDGE will be played by a volunteer lawyer** (lawyer packet can be downloaded and printed – Attachment 2).

Props make the event more fun and if all 5th grade teachers coordinate together, **the props can be shared**. If that is the case, maybe one room can be designated for the mock trial so you can have one right after the other and no gaps for lawyer purposes. **All students are encouraged to dress up on the day of the official mock trial (2nd day).**

For purposes of acquiring a lawyer or lawyers, we suggest all 5th grade teachers from each school meet and coordinate their trials on the same two days. Teachers can suggest local lawyers and you can also check listings in the phone book. Someone from that group can make the calls from those lists and suggestions (how to contact area lawyers included in TEACHER INFORMATION). Once there is confirmation from the lawyer(s), that lead person can send out a lawyer packet(s) (Attachment 2– copy as needed). Keep a list of upcoming mock trial dates, times and who is coming.

TEACHER INSTRUCTIONS (2 of 3)

Day 1 is prep day - Once students are in their courtroom setting you can go over the roles of each person (role descriptions included in TEACHER INFORMATION).

You can discuss how jurors are selected – how the verdict needs to be unanimous and the fact that in a real trial there is no time limit for deliberations. Spend a good amount of time talking about substance abuse – specifically prescription drug abuse. **SUGGESTION: We recommend you contact an agency in your area and have someone recovering from substance abuse talk to your students – it is HIGHLY EFFECTIVE!** Links for additional information about prescription drug abuse in West Virginia is listed on Page 1 of Teacher Instructions along with how to access video of Day 1. You can also contact Barbara Knutsen, Executive Director of The WALIS Foundation (contact information is under ROLE DESCRIPTIONS, Executive Director).

Day 2 is mock trial day – Once the lawyer arrives, you can introduce him/her, hand out scripts, props and have a seat to enjoy the experience. You might take pictures or a video.

When the lawyer is finished, encourage a Question and Answer session, hand out the paper gavel bracelets and collect props and scripts. The trial usually takes about 30-40 minutes, so you should have ample time for the Q & A session which is fun!

SUGGESTED TIME LINE:

2 -3 weeks prior

- * Read AND PRINT OUT your manual/attachments, paper gavel bracelets (Attachment 1) and the SCRIPT (Attachment 3)
- * Coordinate your dates, times, with other 5th grade teachers in your school
- * Call and acquire lawyer(s)
- * Send lawyer packet(s) (Attachment 2)
- * Make/buy props (suggestions included in TEACHER INFORMATION)
- * Watch the “how to” DVD, videos, check out website links when preparing for Day 1 and/or find someone recovering from substance abuse to speak to the students (**THEY ONLY NEED ABOUT 15-20 MINUTES**)

WITHIN A WEEK PRIOR TO DAY 1

- * Assign roles
- * Copy scripts for students with the speaking parts (jurors do not need a script)
- * Highlight speaking parts for students
- * Hand out instructions for speaking roles (in OTHER ROLE INSTRUCTIONS – *juror sheet can be copied*)
- * Practice the entire script a few times to get students familiar with the script
- * Review vocabulary words and steps in a trial (both in ADDITIONAL INFORMATION)
- * Check out the WV Supreme Court book for student activities (Attachment 1)

TEACHER INSTRUCTIONS (3 of 3)

* Call your local paper, radio and TV stations to cover your event (PRESS RELEASE in ADDITIONAL INFORMATION.) After the mock trial, you can send in this press release with pictures if no press attended.

DAY 1

- * ALWAYS call the lawyer to remind them of DAY 2
- * Move the classroom (media center) to look like a courtroom (mock included in TEACHER INFORMATION)
- * Hand out scripts
- * Review each of their roles in the mock trial (descriptions included in TEACHER INFORMATION)
- * Discuss facts about real trials you may have attended, how jurors are picked, deliberations having no time limit, and other pertinent information you have collected about the judicial system
- * Discuss substance abuse, prescription drug abuse, WV problem, etc. for about 20 minutes (refer to video/links on main website page). **INTRODUCE SPEAKER if you have one.**
- * For about 15 minutes, go through a quick rehearsal (maybe start at the beginning of each person's part) to show lawyers, witnesses where to stand/sit, who to address when speaking (this will be also covered in the long version video AND in Role Instructions in TEACHER INFORMATION)
- * Collect scripts
- * Pass out WALs Foundation activity sheet (Attachment 1)

DAY 2

- * Move classroom (media center) to look like a courtroom (mock included in TEACHER INFORMATION)
- * Greet and introduce the lawyer
- * Pass out scripts, props for students and lawyer (robe and gavel)
- * Take pictures or video
- * Encourage a Q & A session with lawyer (you should have about 15 minutes for this)
- * Thank lawyer
- * Hand out paper gavel bracelets to students/lawyer (let them fill in their role)
- * Collect props/scripts

AFTER MOCK TRIAL

- * Send lawyer(s) thank you note(s)
- * If press didn't attend your actual mock trial, send a few pictures from your event along with a press release (in ADDITIONAL INFORMATION) to your local media

STUDENT ROLE LIST -5th Grade
State vs. Justin Wusso & Alex Wusso

- | | |
|--|-------------------|
| 1. Judge | Visiting Attorney |
| 2. Bailiff – Instructions in <i>Other Role Instructions</i> | _____ |
| 3. Clerk – Instructions in <i>Other Role Instructions</i> | _____ |
| 4. State Attorney | _____ |
| 5. Witness #1 Doctor 1 (Coroner) | _____ |
| 6. Witness #2 Doctor 2 (Family Dr.) | _____ |
| 7. Def. Counsel for Justin Wusso | _____ |
| 8. Def. Counsel for Alex Wusso | _____ |
| 9. Witness #3- Ace | _____ |
| 10. Witness #4 – Officer | _____ |
| 11. Witness #5 & Defendant
Alex Wusso (female) | _____ |
| 12. Defendant – Justin Wusso (male) (non-speaking part –sits at defense table) | _____ |
| 13. Court Reporter | _____ |
| <i>JURORS – Instructions in Other Role Instructions</i> | |
| 14. Juror #1 | _____ |
| 15. Juror #2 | _____ |
| 16. Juror #3 | _____ |
| 17. Juror #4 | _____ |
| 18. Juror #5 | _____ |
| 19. Juror #6 | _____ |
| 20. Juror #7 | _____ |
| 21. Juror #8 | _____ |
| 22. Juror #9 | _____ |
| 23. Juror #10 | _____ |
| 24. Juror #11 | _____ |
| 25. Juror #12 | _____ |
| Jury Foreperson – Instructions in <i>Other Role Instructions</i> | |
| <u>OPTIONAL</u> | |
| 26. Extra Lawyer | _____ |
| 27. Sketch Artist | _____ |
| 28. Journalist/Newspaper | _____ |
| 29. Camera Person/TV | _____ |
| 30. Observers: family members/paralegal | _____ |

ROLE DESCRIPTIONS (1 of 2)

(Also includes instructions on sitting, standing and who to address)

The Role of the Executive Director/Consultant

Barbara K. Knutsen, Executive Director, The WALSH Foundation, 1413 Eoff Street, Wheeling, WV 26003

(p) 304-232-2576 or 304-215-0522 (f) 304-232-8200

e-mail: bknutsen@walswheeling.com

website: www.walswheeling.com

*The Director will create a mock trial program that can be used in 5th grade classrooms to complete the Next Generation Standard and Objective (SS.PD.5.C) and educate students about substance abuse, most recently prescription drug abuse.

* The Director will compile a step by step manual/handouts/resources that can be downloaded and printed for teachers and students and overview videos and a “how to” DVD.

*The Director will be available for ongoing questions (contact info– above).

The Role of the Teacher -Teachers will be responsible for the overall preparation and implementation of the mock trial program. They will read and print the manual and attachments/handouts, and copy/highlight scripts for those students who have speaking roles, assign the roles, move around the classroom, make or buy props, acquire lawyers, review vocabulary words and lead rehearsal. They will decide what Day 1 prep will consist of from the materials given to them under WEBSITE RESOURCES (website listed above), along with other information they believe would be helpful for a successful mock trial. Teachers will call the lawyers, send out their packets and thank them. They will distribute the props on Day 2 and introduce the lawyer. They can take pictures/video and help with deliberations by reviewing the verdict form and making sure no student is pressured into changing their verdict. Teachers will also: Print out/cut out/hand out the gavel pencil bracelets.

The Role of the Lawyer “JUDGE” -The lawyer is responsible for reading the role of the Judge in the scripted mock trial. After the mock trial, which takes about 30-40 minutes, he/she will be available for a Q & A session with the students. The “Judge” will sit and face the members of the “courtroom.”

The Role of the Bailiff -The bailiff is responsible for calling the court to order. They will escort each witness to the clerk to be sworn in. They escort them to the witness chair, and when they are finished their testimony they escort them back to their seat. (In a real trial the witnesses are OUT of the courtroom BUT for mock trial purposes they sit in the audience so they can be a part of the process.) The bailiff is also responsible for leading the jurors out into the hall of the classroom (or any other designated place) for deliberations. They stand by the classroom door and when the jurors are finished and ring their bell/buzzer, the bailiff leads them back into the courtroom before taking his/her place next to the clerk.

The Role of the Clerk -The clerk is responsible for swearing in all witnesses before they “take the stand.” If there is evidence to be marked in a trial, they are responsible for marking these also. The clerk sits to the right of the “Judge.”

ROLE DESCRIPTIONS (2 of 2)

The Role of the State Attorney and Defense Attorneys -It is the responsibility of all lawyers to sit next to and defend their clients to the best of their ability. They should practice their reading parts and put emotion into their roles. For opening statements and closing arguments they take their scripts, stand and face the jurors to speak. When witnesses are called to the witness stand, they should stand either by their desk or go stand (not too close) in front of the witness. They may also use a podium.

The Role of the Defendants -The defendants sit next to the lawyer representing them. If they have a speaking role they follow the same procedure as the other witnesses.

The Role of the Witnesses -Witnesses should be sworn in and “take the stand” so they can tell their story according to the script. They SHOULD speak LOUD and CLEAR so everyone in the classroom/courtroom can hear them, including all jurors who must hear all witnesses testimony correctly to decide their verdict. Each witness will be sitting in the audience, behind the lawyers until called. They walk up with the bailiff to the clerk to be sworn in and then take a seat in the witness chair as they testify. After they testify, they go back to their seat in the audience.

The Role of Court Reporter -The court reporter is responsible for typing (pretending) EVERY word of a trial. They will need a desk so they can put a computer on it (signifies the court reporting machine.)

The Role of the Jurors -This is the MOST IMPORTANT role in a trial. The trial is done for the benefit of the jurors who have the responsibility of deciding the verdict (guilty or not guilty) based on witness testimony they hear and evidence they see in a trial. They sit in two rows of 6 on the side of the “courtroom” CLOSEST to the Prosecuting/State Attorney.

VERY IMPORTANT NOTE:

IN A REAL TRIAL, THERE IS NO TIME LIMIT FOR DELIBERATIONS. We have about 5 -10 minutes. Each juror is entitled to their own opinion, they should not feel pressured to change their mind because of what other jurors want them to do.

The Role of the Jury Foreperson-The Foreperson makes sure all jurors are wearing their JUROR badges during the trial. They sit with the other jurors. They are responsible for reading each charge to other jurors and asking them, if they are voting guilty or not guilty. Jurors vote by a show of hands. The goal is to get a unanimous verdict.* They will sign the verdict form and also ring a buzzer/bell when they are finished deliberating so the bailiff can lead them back into the classroom/courtroom. The foreperson promotes discussion if everyone does not agree by letting jurors tell why they voted the way they did, and then continually taking votes.

**The verdict must be unanimous (everyone must decide the same thing), so in most cases, there will be discussion. Try to get everyone to vote the same way – but if not, it will be a hung jury and you don't mark anything next to that particular charge and tell the Judge you have reached a partial verdict.*

PROP SUGGESTIONS

(Based on Role List)

Teachers are the most creative people EVER, but we have some suggestions also.

1. **JUDGE:** black robe (Goodwill, 2nd hand stores sometimes have them), or a graduation gown, a gavel, and a sign for the Judge
2. **BAILIFF:** name tag, toy badge
3. **CLERK:** name tag
4. **STATE ATTORNEY:** name tags & (male) neck tie, (female) long scarf
5. **WITNESS #1 – Doctor 1/Coroner:** used Doctor coat, scrubs, stethoscope, name tag
6. **WITNESS #2 – Doctor 2/Family Doctor:** used Doctor coat, scrubs, stethoscope, name tag
7. **DEFENSE COUNSEL for JUSTIN WUSSO:** name tags -(male) neck tie, (female) long scarf
8. **DEFENSE COUNSEL for ALEX WUSSO:** name tags -(male) neck tie, (female) long scarf
9. **WITNESS #3/Ace:** construction hat, clipboard, camera, name tag
10. **WITNESS #4/Officer:** police hat and badge, name tag
11. **WITNESS #5/Alex (female role):** cape, wizard wand, name tag
12. **WITNESS #6/Justin (male role):** wizard hat, name tag
13. **COURT REPORTER:** old steno machine, lap top, name tag

14 through 25:

JURORS: JUROR name tags

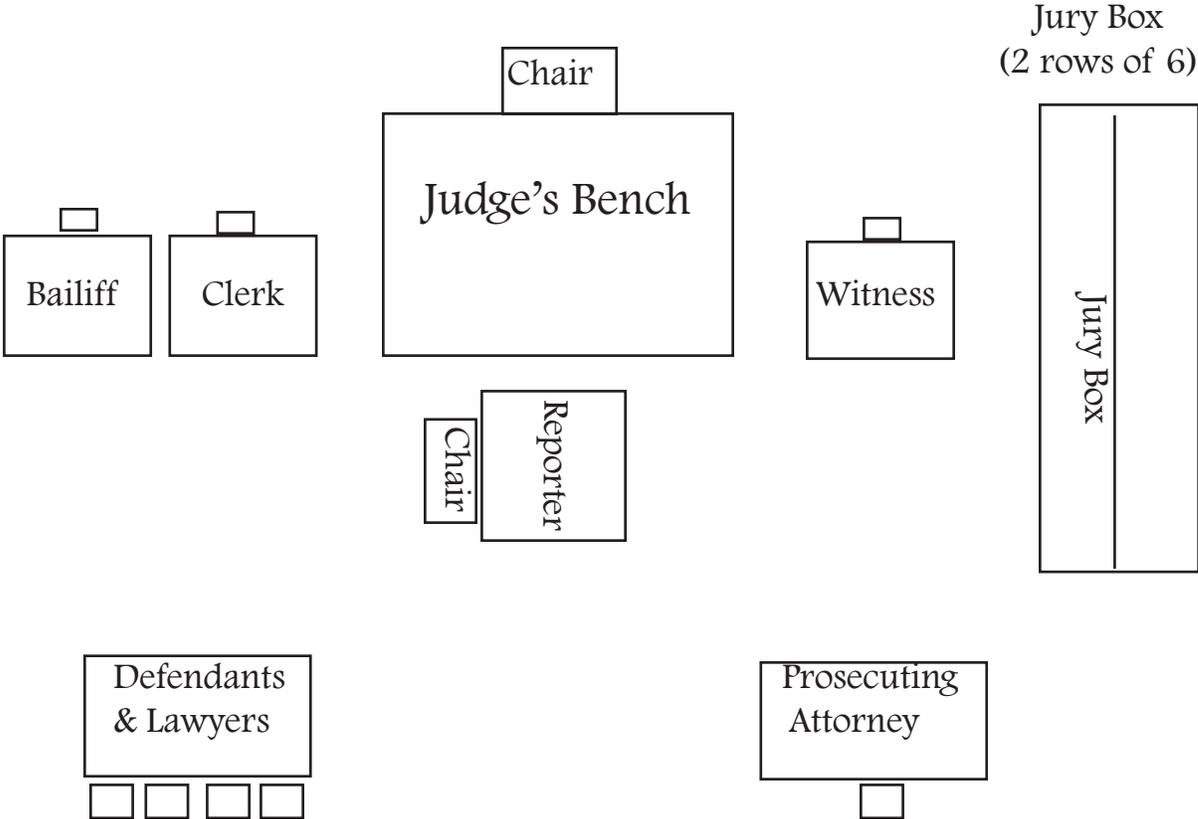
JURY FOREPERSON: bell or buzzer, pencil and verdict form (included)

NOTE -OPTIONAL ROLES: If you have a big class, you can divide up lawyer roles

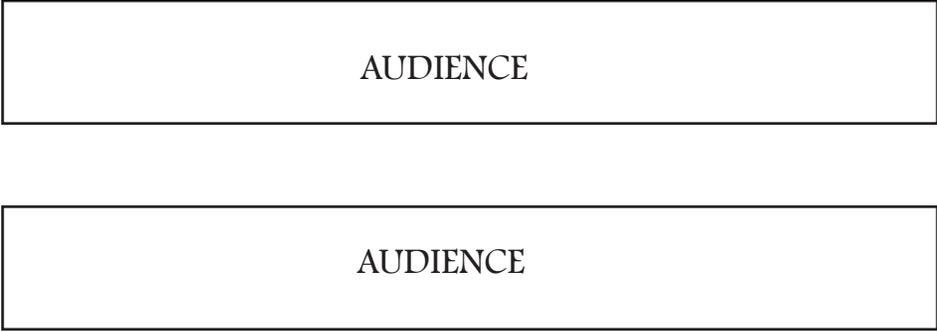
26. **EXTRA LAWYER:** name tags & (male) neck tie, (female) long scarf
27. **SKETCH ARTIST:** paper, pencil and name tag
28. **JOURNALIST from NEWSPAPER:** notebook, pencil and name tag
29. **CAMERA PERSON from TV station:** camera, name tag
30. **OBSERVERS:** family members or paralegal to sit with lawyer

Lawyer/Attorney and Counsel ALL mean the same thing!

SAMPLE COURTROOM SETTING



All witnesses sit in the audience



(Classroom to Courtroom Mock Arrangement)

NOTE - Tables or desks & chairs needed for JUDGE, reporter and lawyers/defendants, while the rest can be just chairs.

HOW TO CONTACT AREA LAWYERS

(IMPORTANT –REFER to Teacher Instructions for TIMELINE)

NOTE – The volunteer lawyer who role-plays “Judge” will truly culminate the project. The teachers and students love having them as a guest and they LOVE being a “Judge.”

Most lawyers are willing to do more than one mock trial, so if two or maybe even three are back to back, you might be able to get one lawyer to cover them. If there is a gap in between, you should not keep lawyers, just get another one. For example: (1st class) 9:00 to 10:00 a.m. (2nd class) 10:00 to 11:00 a.m. (lunch time) 3rd class 1:00 to 2:00 p.m.

CALL 2 lawyers – one for 2 hours, the other for the last hour.

Start by looking up attorneys in your area phone book, ask around the school to see if personnel, principals, teachers or students have a relative or friend that is a lawyer. Prosecuting attorneys will also participate. (LAWYERS LOVE TO SEE FAMILIAR FACES).

IF YOU NEED HELP CONTACT BARB (refer to ROLE DESCRIPTIONS for contact info)

Once you have coordinated your trials with the other 5th grade teachers, one teacher can make the call(s). (**CALLS are the way to go**) Lawyers will actually change their schedules because they hear the excitement in your voice. They appreciate this educational project that not only teaches the students about the judicial system, but educates them about the dangers of prescription drugs. (THEY ALSO LOVE PLAYING JUDGE)

1. Coordinate trials (Suggestion - skip Jan. and Feb. because of possible weather issues)
2. Make a short list of lawyers to call
3. Have one teacher make the call(s)
4. Send out lawyer packet(s) with dates, times and school name (feel free to copy)
5. **ALWAYS CALL OR E-MAIL LAWYER THE DAY BEFORE HIS SCHEDULED TIME to remind them. (1ST DAY OF MOCK TRIAL)**
6. 2nd Day of Mock Trial -Introduce your lawyer
7. Thank lawyer(s) after mock trial and follow up with thank you note(s)

For the call - you might say the following:

Hi, Mr./Mrs./Miss _____. I am a teacher at _____ and our fifth grade students will soon be participating in a two-day educational mock trial. All students play a role except volunteer lawyers who play the role of “Judge.”

These scripts are written about the dangers of substance abuse, specifically prescription drug abuse. Since 2004 over 13,000 WV students participated in this program before it expanded in 2013 and is now being offered to ALL 20,000+ 5th grade students in the State of WV.

Through the mock trial process students actually bring the American Justice system to life as they learn about the dangers of prescription drugs which is currently an epidemic among our youth both in West Virginia and nationally.

Would you be available on _____ to play the role of “Judge?” Your part is ALSO scripted. We can mail you the script with a confirmation today. Each trial is done in the classroom (moved around to look like a courtroom) during their class time. The first day is a prep day by us. We need you the 2nd day of the project on _____ from _____ for ____ class(es) when we have the official mock trial(s).

We will have a “Judge” robe and a gavel for you. After the official mock trial, there will be enough time for a short Q & A with the students.