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**LAKE BRADDOCK SECONDARY SCHOOL**

**FAIRFAX COUNTY PUBLIC SCHOOLS**

**CLUSTER VI**

**2008 – 2011 PARENT/FAMILY INVOLVEMENT PLAN**

**February 21, 2008**

**Committee Members**

**David Thomas, LBSS Principal**  
**Catherine Cipperly, LBSS Middle School**  
**Assistant Principal**  
**Amy Soos, LBSS High School Teacher**  
**Susan Boyle, LBSS Middle School Teacher**  
**Christopher Pavlakos, LBSS High School Student**  
**Andy Long, LBSS Middle School Student**  
**Robert Shaw, Community Member**

**John Long, LBSS Parent (President, PTSA)**  
**Judy Dioquino, LBSS Parent (3<sup>rd</sup> V.P., PTSA)**  
**Mayra Arze, LBSS Parent (Hispanic Parents)**  
**Carlotta Dallstream, LBSS Parent (President,**  
**Band Boosters)**  
**Kathy Hennemuth, LBSS Parent (President,**  
**Orchestra Boosters)**  
**Jenny Rudebusch, LBSS Parent (President,**  
**Academic Boosters)**  
**Leslie Wallace, LBSS Parent (President, Art**  
**Boosters)**

## Standard 1: Communicating

**Communication between Lake Braddock Secondary School and parents is regular, two-way and meaningful.**

<b>Activities/Strategies</b>	<b>Who/What Will Be Involved</b>	<b>Timeline</b>	<b>Currently Done?</b>	<b>2-Year Plan</b>	<b>Tool(s) for Measuring Success</b>
1. PTSA Website, including events, calendars, e-mail contacts and links.	PTSA, Web Manager and Board Members ( <a href="http://www.lbssptsa.org">www.lbssptsa.org</a> )	Throughout calendar year	Yes	Continue and enhance	Detailed web site statistics provide number of hits and unique visitors, as well as information regarding which pages and files are accessed most often
2. School Website, including policies, programs, teacher e-mail contacts, links, etc.	Administration and Media Coordinator ( <a href="http://www.fcps.edu/LakeBraddockSS">www.fcps.edu/LakeBraddockSS</a> )	Throughout calendar year	Yes	Continue and enhance	Number of visits to the school website; parent and teacher feedback; number of e-mails from parents
3. School Newspapers ( <i>Bear Facts</i> and <i>Bruin Times</i> ) mailed to each home	Newspapers produced by students for class credit, with a teacher sponsor	Sept. – June (Monthly)	Yes	Continue; make the newspapers available on the school website	Parent and student feedback
4. PTSA newsletter ( <i>Bruin Voices</i> ) mailed to each home and made available on the website	PTSA Communications Committee mails to each family, along with the school newspaper and the Guidance Department newsletter	Sept. – June (Monthly)	Yes	Continue and revise format annually	Parent and student feedback; county or state newsletter award(s)
5. PTSA e-newsletter	PTSA sends to all who sign up on the PTSA e-mail list	Sept. - June (Weekly)	Yes	Continue and enhance	Number of contacts receiving the newsletter via e-mail; parent feedback
6. Guidance Department Newsletter (Middle and High Schools)	Guidance Counselors provide this for inclusion with mailing of the school newspaper	Sept. - June (Quarterly)	Yes	Continue	Parent feedback; number of contacts by families and students; attendance at Guidance events

<b>Activities/Strategies</b>	<b>Who/What Will Be Involved</b>	<b>Timeline</b>	<b>Currently Done?</b>	<b>2-Year Plan</b>	<b>Tool(s) for Measuring Success</b>
7. Websites and/or newsletters maintained by many departments, organizations and clubs	Guidance, NHS, Booster Clubs, LBSS Sports, Career Center	Sept. – June	Yes	Continue	Parent feedback; website statistics
8. Activities Hotline providing information regarding school events and cancellations	School Activities Director	Sept. – June	Yes	Continue	Number of calls made to the hotline
9. PTSA Directory including useful reference information for parents and students	PTSA produces and distributes at Back-to-School Night and throughout the year	Sept. – June	Yes	Continue and update annually	Number of directories distributed; parent feedback
10. Fairfax County Public School (FCPS) “Keep in Touch” system	LBSS Principal utilizes and parents register with the “Keep in Touch” system	Sept. – June	Yes	Continue & increase parent registration	Number of people registered for “Keep in Touch;” parent feedback
11. Call-out telephone notification system	Administration	Sept. – June	Yes	Continue	Parent feedback; increased event attendance
12. Master calendar of events (“Purple Calendar”)	Administration mails home in Back-to-School Packet	Annually (Sept.)	Yes	Continue	Parent, student and teacher feedback
13. Provide written communications and information to parents in language they can understand	Administration, PTSA, FCPS  Provide signage throughout the school and various written school communications in languages compatible with school demographics	Sept. – June	Yes	Continue; monitor most frequently used languages	Survey responses indicate usefulness of translated materials; web statistics track usage of Spanish translation referrals & number of individual pdf files accessed in Spanish; parent feedback
14. Hire and train 2 Minority Parent Liaisons (Korean and Hispanic) to provide ongoing assistance to minority families	Administration, Minority Parent Liaisons	Sept. – June	Yes	Continue	Increased minority parent participation at school events; parent feedback
15. Provide Cultural Ambassadors at various PTSA and school functions	PTSA Volunteer Language Ambassadors	Sept. – June	Yes	Continue	Increased minority group parent participation at school events; increased PTSA membership by minority groups; parent feedback
16. ESOL Parent Night	ESOL Teachers	Biannually (Sept. & Feb.)	Yes	Continue	Feedback from ESOL teachers, students, and their parents

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17. Marquee at school entrance for general announcements	Administration	Throughout calendar year	Yes	Continue	Increased attendance at events
18. Provide special parent services upon request, <i>e.g.</i> , translation services and child care	PTSA, Peer Helping, Avid, NHS, NJHS and Civics	As requested	Yes	Continue	Feedback from users; solicit input on Parent Involvement Survey
19. Teacher Conferences	Teachers are available by appointment to meet with parents either before or after school hours	As requested during school year	Yes	Continue	Number of teacher conferences; parent and teacher feedback
20. Require teachers to respond to parent phone calls and e-mails within 24 hours	Administration, Teachers	Sept. - June	Yes	Continue	Parent feedback
21. Encourage parents and staff to share information regarding student strengths and learning preferences	Administration, Teachers, Guidance Counselors  Solicit input at Back to School Night; publicize Honor Roll, recognize special achievements; "Good News Bruins"	Sept. – June	Yes	Continue	Parent and teacher feedback
22. Student Rights and Responsibilities Handbook given to each student	Administration, FCPS	Beginning of school year (Sept.)	Yes	Continue	Completed and signed statements turned in by students and parents
23. Require teachers to communicate regularly with parents about students' academic achievement	Teachers, Guidance Counselors  Student Grade Recording Sheets; Interim Reports; Report Cards; e-mails; phone calls	Sept. – June	Yes	Continue	Parent, student, and teacher feedback; parent signatures received for unacceptable grades (middle school)
24. Assignment Books	Administration, Guidance  Issued to all 7 <sup>th</sup> , 8 <sup>th</sup> , & 9 <sup>th</sup> grade students; available for purchase by other students	Beginning of school year (Sept.)	Yes	Continue	Teacher and parent feedback.

<b>Activities/Strategies</b>	<b>Who/What Will Be Involved</b>	<b>Timeline</b>	<b>Currently Done?</b>	<b>2-Year Plan</b>	<b>Tool(s) for Measuring Success</b>
25. Direct communication between the school and parents	LBSS Principal, Teachers, Guidance Counselors  Letters are sent home to parents and/or a "Keep In Touch" message is issued as events warrant; e-mails to parents as needed; 24 hr. response to parent e-mails and phone calls by teachers	As needed Sept. – June	Yes	Continue	Parent feedback; number of people registered for "Keep in Touch" system
26. Promote school and community interaction	Administration, PTSA, Booster Organizations  Publicize special community-wide events, including "Bruin Blast", the Craft Fair, parades, tailgate parties, "Bite of Braddock", etc.	Sept. – June	Yes	Continue	Attendance at special events; increased business participation
27. Staff Development	Administration "In-Service Day" (1 <sup>st</sup> week of school); In-school technology in-services (throughout school year); 24/7 Learning Workshops	Sept. - June	Yes	Continue	Teacher feedback

## Standard II: Parenting

**Responsible parenting is powerfully important, encouraged, promoted, and supported at Lake Braddock Secondary School.**

<b>Activities/Strategies</b>	<b>Who/What Will Be Involved</b>	<b>Timeline</b>	<b>Currently Done?</b>	<b>2-Year Plan</b>	<b>Tool(s) for Measuring Success</b>
1. Sponsor, organize, and promote PTSA Parent Forums on parenting and educational topics of interest to parents	PTSA Board  Plans three programs and/or speakers each year on positive parenting topics	Three times a year (Oct., Feb., & May) at PTSA General Membership Meetings	Yes	Continue	Attendance records; results of survey distributed at Feb. meeting; informal parent feedback
2. Maintain PTSA Parenting Resource Library in the Media Center (books, articles, DVDs, resource lists)	PTSA Media Center Committee implements and maintains, in conjunction with School Media Center Administrator	Sept. - June	Yes	Continue	Monitor utilization rate of resource materials by parents; parent feedback
3. Promote positive parenting and publicize information about school and community parenting events, programs, and resources via electronic means readily accessible to parents	Administration and Media Coordinator: publicize parenting topics, events, and resources on school website ( <a href="http://www.fcps.edu/LakeBraddockSS">www.fcps.edu/LakeBraddockSS</a> & through "Keep In Touch" system; PTSA: publicizes parenting articles, events, and resources on PTSA website ( <a href="http://www.lbsspts.org">www.lbsspts.org</a> ) and weekly e-mail system	Sept. - June	Yes	Continue	Parent feedback; attendance at publicized events
4. Promote positive parenting and publicize information about school and community parenting events, programs, and resources via written material mailed to parents.	Monthly newsletters published by PTSA ( <i>Bruin Voices</i> ) and quarterly newsletters published by Guidance	Sept. - June	Yes	Continue	Parent feedback; attendance at publicized events

<b>Activities/Strategies</b>	<b>Who/What Will Be Involved</b>	<b>Timeline</b>	<b>Currently Done?</b>	<b>2-Year Plan</b>	<b>Tool(s) for Measuring Success</b>
5. Communicate to parents through a "Callout System"	Administration	Sept. - June	Yes	Continue	Parent Feedback; attendance at publicized events
6. Participate in the Lake Braddock Coalition for Safe and Drug Free Youth	Administration, PTSA, and Lake Braddock Coalition	Sept. - June	Yes	Continue	Coalition reports to the PTSA Board; feedback from parents and community members
7. Promote the AVID Program and Avid Family Workshops	Administration, AVID Sponsor/Teacher	Sept. - June	Yes	Continue	Parent, student, and teacher feedback; parent evaluation surveys; academic improvement among participating students
8. Provide written communication in different language to support effective communication with families who have limited English speaking skills	FCPS; Administration; PTSA  Upon request, County translates school and PTSA information in various languages	Sept. - June	Yes	Continue	Parent feedback
9. Provide Language Ambassadors at school and PTSA events and meetings to facilitate communication with families who have limited English speaking skills	PTSA Board works with Minority Parent Liaisons and minority parent group representatives to encourage bilingual parents to volunteer for this service at all school and PTSA events to which parents are invited	Sept. - June	Yes	Continue	Volunteer rate among bilingual parents acting as Language Ambassadors at school and PTSA events; minority parent feedback
10. Encourage LBSS Minority Parent Liaisons and representatives from three minority parent organizations to attend and participate in PTSA Board meetings	PTSA	Sept. - June	Yes	Continue	Monitor rates of PTSA membership, participation, and volunteerism among minority parents
11. Provide parenting materials and resources at ESOL Night	Administration, Guidance, PTSA, ESOL teachers	Annually (Fall)	Yes	Continue	Feedback from ESOL teachers and minority parents
12. Sponsor Ethics/Character Education Program	Administration, PTSA, Teacher Sponsor, Business Partner(s)	Sept. - June	Yes	Continue	Feedback from students and parents; numbers of student/parent participants in special programs
13. Promote Positive Behavior Support Program	Middle School Administration	Sept. - June	Yes	Continue	Feedback from guidance counselors, teachers, and parents

<b>Activities/Strategies</b>	<b>Who/What Will Be Involved</b>	<b>Timeline</b>	<b>Currently Done?</b>	<b>2-Year Plan</b>	<b>Tool(s) for Measuring Success</b>
14. Staff development and training through PTSA mini-grants on parenting topics	Administration, PTSA, and Teachers, with joint sponsorship through mini-grant funding	Annually	Yes	Continue	Staff/teacher participation rate; staff/teacher feedback; extent to which staff/teacher input is used to enhance program
15. Support the College Career Center	Administration, Guidance, Career Center, PTSA (special PTSA mini grant)	Throughout the school year	Yes	Continue	Feedback from Career Center Specialist
16. Support respect for diverse cultural and religious practices, beliefs, and observances among LBSS students and their families	Administration policies and practices; faculty meetings and staff training	Sept. - June	Yes	Continue and refine	Feedback from students, parents, community
17. Sponsor "Bruin Blast" where parents and students may visit LBSS before school starts each year	Administration, PTSA, Booster Clubs, Minority Parent Organizations work together to sponsor	August	Yes	Continue	Attendance rate; parent feedback (at meetings)
18. Sponsor annual networking coffee among LBSS PTSA and PTAs of elementary feeder schools	PTSA	Annually (Fall)	Yes	Continue	Attendance rate; feedback from parents and students transitioning to 7 <sup>th</sup> grade at LBSS

### Standard III: Student Learning

**Parents play an essential, integral role in assisting student learning at Lake Braddock Secondary School.**

<b>Activities/Strategies</b>	<b>Who/What Will Be Involved</b>	<b>Timeline</b>	<b>Currently Done?</b>	<b>2-Year Plan</b>	<b>Tool(s) for Measuring Success</b>
1. New Student Orientation	Administration, Teachers, Guidance Counselors, PTSA,	Week prior to school opening	Yes	Continue	Attendance rate; Parent and student feedback
2. Back-To-School-Nights	Administration, Teachers, Staff Faculty meetings/staff training	September	Yes	Continue	Attendance rate; parent and teacher feedback
3. Workshop Courses for FCPS 24/7 Learning Website	Administration, Teachers, Staff	Sept. – June	Yes	Continue	Teacher utilization rate of Blackboard; teacher feedback
4. Post course descriptions, syllabi & major homework assignments on FCPS 24/7 Learning Website	Teachers	Sept. – June	Yes	Continue	Parent/Student utilization rate of Blackboard; parent, student and teacher feedback
5. Maintain current written information regarding course selection offerings and diploma programs (AP, IB) in guidance department and on LBSS website	High School Guidance Department	Sept. – June	In guidance office – Yes; Online - No	Maintain in guidance office and online	Number of parent/student requests for written or online materials
6. Curriculum Nights for rising 7 <sup>th</sup> -12 <sup>th</sup> graders and their parents	Administration, Teachers, Guidance Counselors	Feb. – March	Yes	Continue	Attendance rate; parent, student and teacher feedback
7. Parents sign student course selection sheets	Guidance Department	March - April	Yes	Continue	Compliance rate; parent and student feedback
8. Meet with rising 7 <sup>th</sup> graders in elementary feeder schools to discuss transition issues and provide course information to students and parents	Middle School Guidance Department	March - April	Yes	Continue	Feedback from elementary school teachers, parents, and students
9. Sponsor and publicize post-secondary workshops (college, career, military) for high school students and parents	High School Guidance Department, Career Center Coordinator	Sept. – June	Yes	Continue	Attendance rate; parent and student feedback

<b>Activities/Strategies</b>	<b>Who/What Will Be Involved</b>	<b>Timeline</b>	<b>Currently Done?</b>	<b>2-Year Plan</b>	<b>Tool(s) for Measuring Success</b>
10. Career Center disseminates college scholarship information and applications to students and parents	Career Center Coordinator ; Guidance Department	Aug. - June	Yes	Continue	Tracking of college scholarships awarded to Lake Braddock Seniors
11. Career Center coordinates and schedules college representative visits	Career Center Coordinator disseminates information and schedule on LBSS website, in newsletters, via email	Sept. – June	Yes	Continue and expand participation	Attendance by students at individual presentations; feedback from students, parents, and college representatives
12. Publicize dates and registration information about standardized tests (PSATs, SATs, ACTs, AP tests, SOLs)	Guidance Department, Career Center Coordinator  Links on LBSS website; quarterly newsletters mailed home; e-mail	Sept. – June	Yes	Continue	Parent and student feedback
13. Academic Booster Club offers practice SAT/ACT exams twice yearly	Academic Booster Club; Career Center	November and March	Yes	Continue	Number of students registering for exams; student and parent feedback
14. Encourage selected students and their parents to participate in AVID Program	Guidance Department, Teacher Sponsors	Sept. – June	Yes	Continue & enhance staff training	Parent participation rate; evaluation forms for parents and students
15. Organize and implement parent/student book club	Faculty of individual middle school teams	Sept. – June	Optional by team	Optional by team	Participation rate among parents and students; parent, student, and teacher feedback
16. Involve parents in School Planning Committee to annually review instructional programs	Administration, Teachers	Biannually	Yes	Continue	Feedback from parents, teachers, administrators
17. Sponsor Reflections Program	PTSA Program Coordinator	Sept. – Dec.	Yes	Continue	Student participation rate; parent and student feedback
18. Contact parents when student's grade drops by two or more letter grades; meet with parents to strategize for improvement	Guidance Counselors, Teachers	Sept. – June	Yes	Continue	Improvement in students' grades
19. Middle School Interim reports sent to all students	Middle School Teachers, Guidance Counselors	Sept. – June (Quarterly)	Yes	Continue	Parent feedback; improvement in students' grades

<b>Activities/Strategies</b>	<b>Who/What Will Be Involved</b>	<b>Timeline</b>	<b>Currently Done?</b>	<b>2-Year Plan</b>	<b>Tool(s) for Measuring Success</b>
20. Execute student/parent/teacher learning contracts for students who are struggling academically	Guidance Counselors, Teachers	Sept. – June	Optional in the Middle School	Continue	Parent, student, and teacher feedback; improvement in students' grades
21. "Drop Everything And Read"	Middle School Teachers and Students	Sept. – June (Twice per week for 20 minutes)	Yes	Continue	Teacher, student, and parent feedback
22. "Bruin Blast"	Administration, Teachers, PTSA leaders, Booster Club leaders, parents, students	August (before school starts)	Yes	Continue	Attendance rate among parents and students; parent and student feedback
23. "Bruin Cubs"	Administration and staff, parent volunteers, students;  Middle School After School Program providing a myriad of enrichment activities for middle school students	Set. - June	Yes	Continue	Attendance rate among middle school students; parent and student feedback

## Standard IV: Volunteering

**Lake Braddock Secondary School welcomes parents in the school, and actively seeks their support, assistance, and input in a variety of ways.**

<i>Activities/Strategies</i>	<i>Who/What Will Be Involved</i>	<i>Timeline</i>	<i>Currently Done?</i>	<i>2-Year Plan</i>	<i>Tool(s) for Measuring Success</i>
1. Volunteer sign-in logs	Administration, PTSA Volunteer & Program Coordinators  Computerized system in office	Sept. – June	Yes	Continue	Monitor number of volunteers who log in, by activity, on a monthly basis; record number of in-school volunteer hours
2. PTSA and specific program volunteer name tags	Administration, PTSA Volunteer & Program Coordinators  Computerized system in office	Sept. – June	Yes	Continue	Parent and community Feedback
3. PTSA Volunteer Survey Packet	Administration, PTSA Volunteer & Program Coordinators  Circulate hard copies in English and Spanish on PTSA website ( <a href="http://www.lbssptsa.org">www.lbssptsa.org</a> )	Sept. (initial circulation to all homes); Sept. – June (website)	Yes	Continue	Number of parents and community members who submit survey and who participate as volunteers
4. Appoint PTSA Middle School Volunteer Coordinator and High School Volunteer Coordinator	PTSA	Sept. - June	Currently 1 Vol. Coord. serves entire school	Appoint 2 Vol. Coord. beginning in 2008-09 school year	Increased volunteer participation among middle school and high school parents
5. PTSA, Minority Parent organizations, and Booster Clubs recruit volunteers on ongoing basis	PTSA Volunteer & Program Coordinators, Booster Clubs, Minority Parent Organizations  Publicize volunteer opportunities in newsletters, membership e-mails, and websites	Sept. – June	Yes	Continue	Number of parents and community members who are recruited to volunteer

<b>Activities/Strategies</b>	<b>Who/What Will Be Involved</b>	<b>Timeline</b>	<b>Currently Done?</b>	<b>2-Year Plan</b>	<b>Tool(s) for Measuring Success</b>
6. Communicate volunteer opportunities to students seeking community service hours	PTSA Volunteer & Program Coordinators; National Honor Society Sponsor, Administration, Academic Depts. requiring service hours	Sept. – June	No formal mechanism	Develop centralized system	Rate of volunteerism among students; feedback from students, teachers, and PTSA Coordinators
7. Offer at-home volunteer opportunities	All LBSS parent organizations (PTSA, minority parent organizations, booster clubs)  (e.g., Giant/Safeway Promotions, newsletters, data entry, assistance with PTSA/school websites)	Sept. – June	Yes	Continue	Rate of at-home volunteerism among parents; feedback from PTSA Program Coordinators, parents, and community members
8. Volunteer training	PTSA Volunteer & Program Coordinators, Teachers, Staff  Volunteer orientations, written policies and procedures, MentorWorks Manual, After-School Program Volunteer Expectations Flyer	Sept. – June	Yes	Continue	Parent and community volunteers' evaluation of training; participation rate of parent and community volunteers
9. MentorWorks Training Manual	PTSA, MentorWorks Coordinator	Sept. - June	Yes	Continue	Feedback from MentorWorks volunteers and student participants
10. Volunteer Brochure	PTSA President, Volunteer Program Coordinators, Administration, Teachers  Comprehensive description of relevant LBSS and PTSA policies and procedures	Sept. – June	Yes	Continue	Feedback from teachers, parents, and community volunteers
11. Honor volunteers at award banquets and ceremonies	PTSA, various other clubs and organizations	Feb., April, May, June	Yes	Continue	Volunteer participation and feedback
12. Personal expressions of appreciation to volunteers (notes, letters, certificates and gifts)	PTSA Volunteer & Program Coordinators, Teachers, Staff	Sept. – June	Yes	Continue	Feedback from volunteers; increased volunteer participation

<b>Activities/Strategies</b>	<b>Who/What Will Be Involved</b>	<b>Timeline</b>	<b>Currently Done?</b>	<b>2-Year Plan</b>	<b>Tool(s) for Measuring Success</b>
13. Ongoing two-way communications between PTSA Program Coordinators, volunteers, teachers and staff	PTSA Volunteer & Program Coordinators, Main Office Secretary, Teachers, Staff	Sept. – June	Yes	Continue	Feedback from teachers, staff PTSA coordinators, and volunteers
14. Volunteer evaluation forms	PTSA Volunteer & Program Coordinators	June	PTSA developing general form (used by Mentor Works)	Continue & expand use	Number of evaluation forms submitted; PTSA's use of this information
15. Publicly recognize volunteers' contributions	PTSA Publicize volunteer activities, events, & other contributions in PTSA newsletter ( <i>Bruin Voices</i> )	Sept. – June	Yes	Continue and enhance	Feedback from parents and community members

## Standard V: School Decision Making and Advocacy

**Parents are full partners in Lake Braddock Secondary School decisions that affect students and their families.**

<b>Activities/Strategies</b>	<b>Who/What Will Be Involved</b>	<b>Timeline</b>	<b>Currently Done?</b>	<b>2-Year Plan</b>	<b>Tool(s) for Measuring Success</b>
1. Actively support and solicit input from PTSA	Administration, Faculty, Staff  Representatives of administration and faculty regularly participate in PTSA meetings, programs, and activities; partner with PTSA to promote active parent involvement at LBSS	Sept. - June	Yes	Continue	Feedback from administration, faculty, staff, and parents; attendance rate of administrators and teachers at PTSA events; number of administrators and teachers who join PTSA each year; expansion of PTSA programs/activities; increase in number of PTSA Board members
2. Actively support and solicit input from Booster Clubs	Administration, Faculty, Staff  Support and facilitate communication with Booster Clubs	Sept. – June	Yes	Continue	Feedback from administration and parent members of booster clubs; parent participation rate
3. Actively support and solicit input from Minority Parent Organizations (Minority Parents for Excellence in Education, Hispanic Parents, Korean Parents)	Administration Minority Parent Liaisons, PTSA  Support and facilitate communication with Minority Parent Organizations; Minority Parent Liaisons attend meetings of Minority Parent Organizations; encourage representation from groups on PTSA Board; encourage bilingual parents from these groups to volunteer as Language Ambassadors at school and PTSA activities	Sept. - June	Yes	Continue	Feedback from administration, Minority Parent Liaisons, members of Minority Parent Organizations

<b>Activities/Strategies</b>	<b>Who/What Will Be Involved</b>	<b>Timeline</b>	<b>Currently Done?</b>	<b>2-Year Plan</b>	<b>Tool(s) for Measuring Success</b>
4. Promote establishment of ad hoc parent groups to address specific issues/concerns	Administration, Faculty, Staff, PTSA  Form partnerships with ad hoc parent groups to tackle new issues/concerns (e.g., Dress Code, Health & Safety)	Sept. - June	Yes	Continue	Feedback from administration, faculty, staff, and parents
5. Inform parents about effective ways to influence school decision making, raise issues/concerns, and resolve problems	Administration, Guidance Department, Teachers, PTSA  Parent workshops through AVID program; Principal's letters home; LBSS website (e.g., renovation link), Guidance Department newsletters; PTSA Parent Forums; PTSA newsletters	Sept. - June	Yes	Continue	Feedback from administration, parents, AVID teacher sponsor, PTSA Board members
6. Include parents on School Planning Committee	Administration, Teachers, Parents	Biannually	Yes	Continue	Feedback from administration, parents, teachers
7. Include parents on School of Excellence Assessment Team	Administration, Teachers, Parents	3 – 4 months every 3 years	Yes	Continue	Receiving School of Excellence Certification from National PTA
8. Include parents on Human Relations Committee	Administration, Teachers, Parents, Students	Monthly (Sept. – June)	Yes	Continue	FCPS assessment
9. Involve parents in their students' academic decisions	Administration, Faculty, Guidance  Curriculum Night; AP Informational Nights; parent signatures on students' course selection sheets; include parents in developing IEPs; AVID	Sept. - June	Yes	Continue	Feedback from administration, teachers, guidance counselors, parents, students

<b>Activities/Strategies</b>	<b>Who/What Will Be Involved</b>	<b>Timeline</b>	<b>Currently Done?</b>	<b>2-Year Plan</b>	<b>Tool(s) for Measuring Success</b>
10. Inform parents about school policies and procedures	Administration, Faculty, Guidance  FCPS Students' Rights & Responsibilities distributed to all families; Back-to-School Nights; policies and procedures posted on LBSS website	Sept. - June	Yes	Continue	Feedback from administration, teachers, parents; website data showing number of visits to "LBSS Procedures and Policies"
11. Middle School After-School Program	PTSA Board, PTSA Volunteer & Program Coordinators  Involve parents and high school students in tutoring, guiding, influencing, and forming positive relationships with middle school students	Sept. - June	Yes	Continue	Parent and student feedback; improved social skills and academic performance; number of students participating
12. MentorWorks	PTSA Board, PTSA Volunteer & Program Coordinators  Promote positive, caring relationships between parent volunteers and students	Sept. - June	Yes	Continue	Parent and student feedback; improved academic performance; number of students and parents participating
13. PTSA parent representatives participate in relevant activities and meetings of Fairfax County School Board, FCAP, County Council of PTAs, State PTA, and State Legislature	PTSA  PTSA parent reps attend meetings; report back to PTSA; pursue LBSS interests	Sept. - June	Yes	Continue	Feedback from parent representatives; public dissemination of relevant information to LBSS community
14. Regularly inform parents about local, state, and national issues that affect LBSS	Administration; PTSA  Principal's letters home; FCPS "Keep in Touch" System; PTSA newsletters ( <i>Bruin Voices</i> )	Sept. - June	Yes	Continue	Feedback from administrators, parents, PTSA Board members

## Standard VI: Collaborating with Community

**Community resources are used to strengthen school programs, family practices, and student learning.**

<b>Activities/Strategies</b>	<b>Who/What Will Be Involved</b>	<b>Timeline</b>	<b>Currently Done?</b>	<b>2-Year Plan</b>	<b>Tool(s) for Measuring Success</b>
1. Involve community members in PTSA Volunteer Programs (MentorWorks, MS After-School Program)	PTSA Board & Volunteer Coordinators	Sept. - June	Yes	Continue and enhance	Number of community volunteers participating in these programs; monitor volunteer hours by community members; support from local businesses
2. Involve community members in minority parent organizations	Administration, School Minority Parent Liaisons, Members of Minority Parent Organizations  Monthly meetings to address concerns and achievement of minority students	Sept. - June	Yes	Continue and expand	Participation by students, parents, and community members; achievement indicators for minority students; feedback from minority parents, students, community members
3. International Night	Administration, Students, Teachers (Club Sponsors)	April	Yes	Continue	Participation and attendance by students, parents, and community members
4. Inform community about school events	PTSA Communications Coordinator, LBSS Media Coordinator; MS and HS Journalism Students; Guidance Department; Career Center  Publicize school events on school and PTSA websites and publications	Sept. – June (monthly)	Yes	Continue	Feedback from school community, students, parents
5. Actively participate in Business Partnership with Pyramid Schools	Administration  Monthly meetings of schools and businesses; on-going dialogue to discuss needs	Sept. – June (monthly meeting)	Yes	Continue partnership; expand to all schools in pyramid	Attendance at meetings by administrative staff; tracking of activities in which business partners support LBSS; amount of donations/grants

<b>Activities/Strategies</b>	<b>Who/What Will Be Involved</b>	<b>Timeline</b>	<b>Currently Done?</b>	<b>2-Year Plan</b>	<b>Tool(s) for Measuring Success</b>
6. Informally solicit support from local business	Administration, PTSA, Booster Clubs, Minority Parent Organizations, Athletic Dept.	Sept. – June	Yes	Continue	Track LBSS activities supported by local businesses support LBSS; amount of donations/grants
7. Teacher Mini-Grant Program	PTSA and Academic Booster Club funds grants for teachers	Fall	Yes	Increase awards	Number of teacher requests; teacher feedback
8. Participate in LBSS Community Coalition	Partnership of faith based, community, business, and school representatives  Address substance abuse and violence in school	Sept. – June	Yes	Continue and expand membership	Measured by number of organizations and people actively participating
9. FCPS Office of Safe and Drug Free Youth (OSDFY) provides outreach and informational program to educate parents and youth	Office partners with LBSS Administrators, Faculty, and Staff to provide programs to educate students on a variety of issues	Sept. – June	Yes	Continue and expand services	Track student participation in after school programs, student attendance in school assemblies
10. Community-Based Instruction Program (“CBIP”)	Administration, Guidance, Special Education Dept.  Collaborate with local businesses to provide job skills training to students with moderate to severe disabilities	Sept. – June	Yes	Continue and expand	Feedback from teachers, parents, students, and community members
11. School Resource Officer Program (Fairfax County Public Schools (FCPS) and Police Department Partnership)	Administration, FCPS  Fairfax County Police place two officers in the school to serve as resources	Sept. – June	Yes	Continue	Community input; school disciplinary records and statistics
12. Fairfax County Health Department staffs School Nurses	3 nurses attend to students’ health needs and address parents’ health concerns	Sept. - June	Yes	Continue	Student and parent feedback
13. FCPS Student Services staffing – provides social workers, a psychologist, and other specialists	Social Workers, a Psychologist, and Other Specialists provide services and resources for both students and parents	Sept. - June	Yes	Continue	Required services adjusted as needed by Office of Student Services; student and parent input

<b>Activities/Strategies</b>	<b>Who/What Will Be Involved</b>	<b>Timeline</b>	<b>Currently Done?</b>	<b>2-Year Plan</b>	<b>Tool(s) for Measuring Success</b>
14. All Night Graduation Party	PTSA, parent volunteers, community donors  Promotes parent involvement and community participation and support	Event: June (graduation); Planning: Sept. - June	Yes	Continue	Parent and student feedback; Monitor community support (donations, volunteers, etc.)
15. PTSA Programs featuring community speakers	PTSA, community members  PTSA sponsors programs utilizing community organizations to educate parents on a variety of topics	Sept. – June (sporadically)	Yes	Continue	Feedback from parents and community members
16. PTSA Cultural Ambassador Program	PTSA, community minority organizations  Volunteers provide translation services for community programs sponsored by the school and the PTSA	Sept. – June (sporadically)	Yes	Continue	Feedback from parents and community members
17. PTSA Networking Coffee	PTSA, Administration, Fairfax County Police Department, representatives from feeder school PTAs	October	Yes	Continue	Feedback from participants
18. Bruin Board	Representatives from LBSS Administration, PTSA, Booster clubs, and minority parent organizations  Collaborate to strengthen LBSS' ties with community	Sept. – June (Meet sporadically)	Yes	Continue	Feedback from participants, students, parents, and community members
19. "Computers for Bruins"	PTSA, Community Members  Community members donate refurbished computers for worthy students	Sept. - June	Yes	Continue	Annual number of computer donations; feedback from students, parents, and community members

## **STANDARD I – COMMUNICATING**

**Lake Braddock Secondary School promotes regular, two-way and meaningful communication with parents and the community in the following ways:**

1. The PTSA maintains an extensive and informative website ([www.lbssptsa.org](http://www.lbssptsa.org)), which is available during the entire calendar year. The website provides valuable information regarding activities and special events, access to forms and useful links to local, state and national PTA sites. The PTSA website also features a pull-down e-mail list of major PTSA contacts to facilitate two-way communication, and an interactive Parent Volunteer Survey, enabling parents to volunteer at any point during the year. Links to various booster organizations are also available, as well as the capability for the website to be translated automatically into Spanish.
2. LBSS maintains a school website ([www.fcps.edu/LakeBraddockSS](http://www.fcps.edu/LakeBraddockSS)), which includes current information regarding all school policies and programs, as well as calendars of activities, daily announcements, and special areas for High School, Middle School, Guidance, Media Center and parent organizations. Links to every LBSS staff member via e-mail are also available in order to facilitate direct communication between teachers and parents.
3. The LBSS School Newspaper (*Bear Facts*) is produced monthly by students and a faculty sponsor. The newspaper is mailed to each home, together with the Guidance newsletter and the PTSA newsletter. Future plans involve making the newspaper available through the PTSA website.
4. The PTSA Communications Committee publishes a monthly newsletter (*Bruin Voices*), which is mailed to each home along with the award winning school newspaper (*Bear Facts*). The *Bruin Voices* is also available on the both the school and PTSA websites ([www.fcps.edu/LakeBraddockSS](http://www.fcps.edu/LakeBraddockSS); [www.lbssptsa.org](http://www.lbssptsa.org)), and a printed reference copy is available in the school media center.
5. The PTSA provides a weekly e-mail newsletter to anyone (parent, student or community member) who signs up on the PTSA opt-in e-mail list maintained on the website. Additionally, the PTSA e-news is available on line at [www.lbssptsa.org](http://www.lbssptsa.org).

6. The Guidance Department publishes a quarterly newsletter on both the high school and middle school level. The guidance newsletter is mailed to each home along with the school newspaper and the PTSA newsletter.
7. Many departments, organizations and clubs maintain websites and/or publish specialty newsletters, including:
  - Guidance Department (*Guidelines*, website link)
  - National Honor Society ([http://www.fcps.edu/lakebraddockSS/activities/act\\_nhs.htm/](http://www.fcps.edu/lakebraddockSS/activities/act_nhs.htm/))
  - Academic Boosters ([http://www.fcps.edu/LakeBraddockSS/parent\\_organizations/parent\\_acad.htm](http://www.fcps.edu/LakeBraddockSS/parent_organizations/parent_acad.htm))
  - Theatre Boosters (*Bruins Backstage*, <http://www.lbtheatre.com/>)
  - Choral Boosters (*LB Choral Noteworthy News*, <http://members.cox.net/Lakebraddock/chorus/>)
  - Band Boosters (*Bruin Bandstand*, <http://www.lbband.org/index.htm>)
  - Orchestra Boosters (<http://www.LakeBraddockorchestra.com>)
  - Crew Boosters (*Bruins' Course!*, <http://www.bruincrew.com/index.asp>)
  - Athletic Boosters (<http://www.lbsports.org>)
  - Career Center <http://www.fcps.edu/ss/CareerConnections>
8. The school Activities Director utilizes an “activities hotline” providing information for families, students and the community regarding school events and cancellations. This is in conjunction with the school sports website, which contains information regarding the school’s 20 different sports, as well as forms, articles, camp information and contact names.
9. The PTSA publishes an annual directory which contains useful reference information for parents and students, including important phone numbers, daily schedules, attendance policies, school map, school staff directory and booster organization contacts. The PTSA updates the content of the directory annually.
10. The LBSS Principal utilizes the FCPS “Keep in Touch” e-mail system to notify registered parents and community members of any urgent matters, to make emergency announcements and to communicate directly as events warrant. Requests for specific information (e.g., “100 Days and Counting Meeting” for seniors) may be made to the Administrator who coordinates “Keep In Touch.”

11. The LBSS administration maintains a “call-out” telephone system with pre-recorded messages reminding parents of important events such as back to school nights, PTSA meetings, parent education seminars and college nights. The call-out system is also used to notify parents when a student is absent.
12. The LBSS administration mails a master calendar of events (“purple calendar”) to each student’s home at the beginning of the school year.
13. In order to serve the needs of a diverse student population, the LBSS administration, PTSA and FCPS provide a variety of written materials. The Parent Involvement Survey and the Student Rights and Responsibilities Handbook are available in foreign languages compatible with school demographics. Signs are posted throughout the school in several languages (including the clinic, main office and library). The PTSA website can be translated immediately into Spanish through a sidebar option, with any requested links also translated (including the school, local, state and national PTA websites).
14. Two Minority Parent Liaisons (Korean and Hispanic) are part-time staff members who provide ongoing assistance to minority students and their parents throughout the school year. Parent liaisons facilitate meaningful two-way communication with parents for whom English is not their native language.
15. PTSA Cultural Ambassadors are available at various PTSA and school functions, including Back-to-School Night and Curriculum Night.
16. ESOL teachers sponsor Parent Nights as well as luncheons each year (in September and February). The luncheons allow parents to spend the morning with their students as they go around from class to class.
17. The LBSS administration maintains a marquee at the school entrance that provides community outreach by highlighting upcoming events and important dates.
18. Special parent services are available upon request to the PTSA or school administration. Translation services are provided by parent ambassadors at school functions such as Back to School Night, and child care is available upon request through Peer Helping, AVID, Honor Society and Civics. An American Sign Language course is offered and interpreters are available upon request.

19. LBSS teachers are available by appointment to meet with parents either before or after school hours.
20. Teachers are required to respond to parent phone calls and e-mails within 24 hours.
21. LBSS Administration philosophy fosters the encouragement of parents and educators to share information regarding student strengths and learning preferences. Back-to-School Night serves as one venue whereby teachers can obtain this information along with parent contact information. The Academic Booster Club recognizes student academic achievement through publication of the Honor Rolls in the school newspaper. Special achievements and awards to individuals and groups (such as band awards, athletic achievements, and other academic honors) are also recognized in the school newspaper. "Good News Bruins," available on the school website, touts recent awards and recognitions for students on a general level.
22. The Student Rights and Responsibilities Handbook is distributed to each student by the LBSS administration and FCPS in September. Overall policy and procedure for the school is set out and reviewed by the teachers at the beginning of each year. Each student signs a statement indicating understanding of the policy. In addition, a discipline chart is mailed to parents showing the resulting consequences for unacceptable behavior. The LBSS website includes a link to "Lake Braddock Procedures and Policies."
23. Teachers require each student to maintain a grade record sheet so that current progress is available at any time for parental review. Formal interim reports (Guidance) and report cards are mailed to students' homes. Report cards include teacher comments as necessary. Additionally, teachers contact parents by telephone if a student receives a failing grade or if the grade falls by two levels or more.
24. LBSS administration issues Agenda/Assignment books to each 7<sup>th</sup>, 8<sup>th</sup> and 9<sup>th</sup> grade student on an annual basis (September). These books foster the development of organizational skills and include a variety of useful information throughout the year. Assignment books are available for purchase by other grades.
25. General information regarding school policy and reform is communicated by the LBSS administration to parents and students through the school and PTSA websites, newsletters, Keep in Touch and special letters sent home (as needed).

26. The LBSS administration and the PTSA promote school and community interaction through informal events during the school year. The school encourages the donation of goods and services from community businesses. Informal events during which parents, the community, and students can interact are organized and publicized, including, for example, the “Bruin Blast,” tailgate parties, the Homecoming Parade, “Bite of Braddock”, the Craft Fair, and the All Night Graduation Party.
27. Staff development in the areas of communication, technology and professional development is promoted by the LBSS administration, in coordination with the PTSA, throughout each school year. Staff attend an “In-Service Day” during the first week of school; numerous technology in-services are held throughout the school year; and staff attend workshops to become adept at using the Fairfax County Public Schools (FCPS) 24/7 Learning Website for posting course syllabi and major class assignments.

## **STANDARD II – PARENTING**

**Lake Braddock Secondary School will encourage, promote, and support responsible parenting in the following ways:**

1. The PTSA sponsors three Parent Forums during its general membership meetings each year on parenting topics. Past topics and speakers have included “Safe Driving with Teens,” “Understanding Teen Behavior,” “Community Happenings,” “Drugs, Alcohol and Other Substances,” and “Stress Management.” These meetings are held in the fall, winter, and spring for the purpose of supporting and educating parents.
2. The PTSA maintains a Parent Resource Reference Library with current parent materials, books, articles, DVD’s and a resource list to be made available for all LBSS parents. This parent resource collection is located in the new Media Center. PTSA Board publicizes the resource list on the PTSA website and its monthly newsletters. Parents are encouraged to borrow from the new Media Center on an honor check out and return system.
3. The LBSS administration and PTSA utilize electronic means accessible to parents to promote positive parenting skills and to publicize information about school and community parenting events. The LBSS website includes a link on parenting ([www.fcps.edu/lbss](http://www.fcps.edu/lbss)) and a calendar that includes events of interest to parents. The school’s Keep in Touch e-mail system also provides current information about events and other topics of interest to parents. The PTSA website ([www.lbssptsa.org](http://www.lbssptsa.org)) features a Parenting Topic Link and the PTSA weekly e-mail newsletter announces school and community events and resources to all PTSA member families who sign up either on the PTSA website or on the PTSA membership form.
4. The Guidance Department and the PTSA regularly mail written information to each student’s home about positive parenting, as well as information about school and community events, programs, and resources of interest to parents. The Guidance Department includes such information in its quarterly newsletter mailed to each home; and the PTSA includes such information in its monthly newsletter (*Bruin Voices*).
5. LBSS administration and the PTSA uses a “Callout System” that automatically places calls to each student’s home regarding important school matters and upcoming events. This system provides translated communications upon request.

6. The PTSA continues a strong relationship with the Lake Braddock Coalition for Safe and Drug Free Youth. Recent parent meetings on Gang Awareness and parenting topics have helped educate parents and the community at large. The PTSA has representation and input with the Coalition throughout the year.
7. LBSS administration and the PTSA promote and support the AVID program, which emphasizes the importance of parents in helping their children achieve academic success. AVID family workshops promote positive parenting skills, training and education for students and parents.
8. LBSS administration and the PTSA utilize translation services provided by the Fairfax County Public School system to provide written communications in several languages in order to effectively communicate to families who have limited English speaking skills.
9. The PTSA ensures that Language Ambassadors are available at school and PTSA events and meetings to facilitate communication with families who have limited English speaking skills. The PTSA Board works with the LBSS Minority Parent Liaisons and representatives from the three established Minority Parent Groups (Minority Parents for Excellence in Education, Hispanic Parents, and Korean Parents) to encourage bilingual parents to volunteer to serve as Language Ambassadors.
10. The PTSA invites and encourages LBSS Minority Parent Liaisons and representatives from three Minority Parent Groups to attend and participate in PTSA Board meetings. Their participation is intended: (a) to foster a greater understanding and awareness among the entire LBSS community of issues, ideas, and concerns that may be of particular interest to minority students and their families; (b) to promote volunteer participation in PTSA activities, programs, and events among minority parents; and (c) to help serve and promote positive parenting among LBSS's multicultural community.
11. LBSS administration, the Guidance Department, and the PTSA collaborate to provide positive parenting materials and information that ESOL teachers distribute to parents at ESOL Nights held in September and February for families of ESOL students. PTSA supports this activity by encouraging ESOL teachers to apply for PTSA mini-grants to provide funds for parenting materials and resources.

12. LBSS administration sponsors an Ethics/Character Education Program educating parents and students on the importance of character, integrity, and ethical behavior. An LBSS teacher devotes a portion of each school day to promoting this program. This teacher sponsors a Student Ethics Office and a Character Education Committee, which (with the support of teachers and students) organize special student/teacher/parent events and disseminate information throughout the LBSS community (*e.g.*, via weekly morning announcements and an LBSS website link) regarding ethics and character education. The PTSA promotes this Program through parent forums, mini-grants, and publicity.
13. LBSS administration has implemented the Positive Behavior Support program in the Middle School. This is a pyramid-wide and collaborative K-12 effort to promote forty developmental assets that enhance academic performance, self-esteem, and social well-being in teens.
14. LBSS administration and the PTSA collaborate to jointly sponsor staff development and training to support and encourage positive parenting in the Lake Braddock community. The PTSA's mini-grant program is a potential funding source to provide funding for these programs.
15. The PTSA supports the College and Career Center through volunteerism and mini-grant support.
16. LBSS administration and PTSA collaborate to foster tolerance and respect for diverse cultural and religious practices and beliefs among all LBSS staff, students, parents, and the community. School policies currently accord: (a) dress code exemptions for head coverings worn for cultural and/or religious purposes; and (b) excused absences from school and extracurricular events to permit students to attend religious services and/or observe religious holidays. Based on input from the community, FCPS, PTSA, students, parents, minority parent organizations, and the two Minority Parent Liaisons, LBSS administration will continue to assess the need for a revision and/or expansion of such school policies.
17. LBSS administration collaborates with the PTSA, Booster Clubs, and Minority Parent Organizations to sponsor an annual "Bruin Blast" event in August. All students and their families are invited to tour the school, meet informally with teachers and administrators, and learn about the PTSA and other parent organizations before school starts each year.

18. The PTSA sponsors an annual networking coffee in the fall for PTA presidents of all of LBSS's feeder elementary schools (Burke, Cherry Run, Keene Mill, Kings Glen, Kings Park, Ravensworth, Sangster, and White Oaks). Attendees share information about school and community issues and events, as well as parenting and educational topics. The PTSA establishes an e-mail contact system to facilitate communication among the PTAs of LBSS and its feeder elementary schools. The PTSA publicizes feeder school information on its website as a result of this important networking event.

### **STANDARD III – STUDENT LEARNING**

**Lake Braddock Secondary School encourages, promotes, and supports parent involvement in their children's learning in the following ways:**

1. LBSS administration invites all new students to attend an orientation during the week preceding the start of the school year. Administration and staff organize and implement the event in coordination with the PTSA and student leaders.
2. During the first month of school, LBSS administration hosts two Back-to-School Nights (one for the Middle School and one for the High School) at which all parents have the opportunity to meet with each of their children's teachers. At these events, teachers inform parents about class content, objectives, expectations, and grading policies. Teachers also provide parents with written copies of course syllabi, as well as their e-mail and telephone contact information. Teachers encourage parents to ask questions about courses at that time, and also to provide any written information that they deem pertinent about their children (*e.g.*, learning preference, personality traits, interests, special needs, etc.).
3. Administration and staff attend workshop courses and participate in other professional development activities to learn how to effectively utilize the Fairfax County Public School's 24/7 Learning website, which is an online resource that enables teachers to communicate with students and parents about learning beyond the traditional school day and outside of the traditional school facilities.
4. Teachers use 24/7 to post course descriptions and syllabi online, as well as major class assignments.
5. The High School Guidance Department maintains current course selection offerings pamphlets, as well as brochures describing and setting forth the requirements for the various diploma programs offered at LBSS and other Fairfax County schools (*e.g.*, Advanced Placement, International Baccalaureate). Parents may obtain these pamphlets and brochures from their children's Guidance Counselors or from the Guidance Office. Parents may also access these materials by downloading them directly from the "Guidance" section of the LBSS website.

6. In February of each year, the High School Guidance Department hosts a Curriculum Night for rising 7<sup>th</sup> – 12<sup>th</sup> graders and their parents. At these events, parents may discuss curriculum and/or courses with teachers representing every subject area offered at LBSS. Parents also have access to written information pertaining to the courses offered by each LBSS Department at these events.
7. At the separate orientations held each spring for rising 8<sup>th</sup> – 12<sup>th</sup> graders, Guidance Counselors encourage students to discuss potential course selections for the following year with their parents. Parents indicate their knowledge and approval of their children’s final course selections by signing course selection sheets before their students submit them to their Guidance Counselors.
8. Each spring, the Middle School Guidance Department meets with rising 7<sup>th</sup> graders in every elementary school that feeds into LBSS to discuss the transition to middle school and course offerings. Guidance also coordinates with all feeder schools to ensure that parents of rising 7<sup>th</sup> graders receive relevant curriculum and course information.
9. The High School Guidance Department and the Career Center sponsor a variety of post-secondary workshops for high school students and their parents, where information is provided about career opportunities, military service, the college application process, scholarships, and financial aid. Guidance posts these dates, as well as the dates of college fairs and similar post-secondary workshops sponsored by the Fairfax County Public School District, on its calendar, which is accessible on the LBSS website. Guidance also publicizes these events in its quarterly newsletters that are mailed to each student’s home, as well as in posters displayed throughout the school.
10. The Career Center coordinates with the High School Guidance Department to disseminate information about college scholarships to students and parents throughout the school year through a variety of means. This information is publicized in the High School Guidance Department’s quarterly newsletters that are mailed to each student’s home; informational posters are displayed throughout the school; parents and students may access scholarship information by clicking onto the Career Center link on the LBSS website; and scholarship information is provided through the FCPS “Keep in Touch” system.
11. The Career Center coordinates and schedules on-campus visits by representatives from a variety of colleges. Students are encouraged to schedule interviews with these representatives. This information is publicized in the High School Guidance Department’s quarterly newsletters that are mailed to each student’s home; informational

**Comment [Bob Shaw1]:** Do we want to talk about Bruin ambassadors program

posters and signs are displayed throughout the school; parents and students may access information about college visits by clicking onto the Career Center link on the LBSS website ([www.fcps.edu/LakeBraddockSS](http://www.fcps.edu/LakeBraddockSS)); and the dates and times of on-campus visits by college representatives are posted on the High School Guidance Department's online calendar.

12. The High School Guidance Department posts the dates of all standardized tests (including their registration deadlines) potentially applicable to high school students (*e.g.*, SATs, ACTs, Advanced Placement tests, Virginia Standards of Learning Tests) on its calendar, which is accessible on the LBSS website. This information is also included the Guidance Department's quarterly newsletters mailed to each student's home.
13. The Academic Booster Club offers practice SAT and ACT exams twice a year, with follow-up sessions for students and their families that include general information about college entrance exams, test-taking strategies, and test preparation courses.
14. The High School Guidance Department and selected teachers oversee the implementation of the AVID (Advancement via Individual Determination) Program during each school year, where parent involvement is a priority in this academic support program that prepares students for college eligibility and success. Targeted at academically average students, AVID seeks to level the playing field for minority, low-income and other students without a college-going tradition in their families. Parents of participating students are involved in the planning and implementation of their children's individualized programs; sign contracts agreeing to support AVID academic requirements; are expected to encourage and support their children's academic success; and attend AVID parent meetings.
15. Teachers and staff of individual Middle School teams organize an optional parent/student book club, where middle school students and their parents are invited to select at least three books from a list of several fun, interesting, and age appropriate books to read together throughout the school year. Students from each middle school team and their parents are invited to attend at least four evening meetings during the school year to discuss their selected books with one another and with their students' team teachers.

**Comment [Bob Shaw2]:** If I am not mistaken there are also practice SAT given to students. I know it's on a first come first serve basis.

16. At least two parents, along with teachers and administrators, serve on LBSS's School Planning Committee, which annually reviews instructional programs for areas of focus and new instructional strategies based on student performance data.
17. Each fall, the PTSA sponsors the National PTA's Reflections Program that recognizes outstanding student works in literature, musical composition, photography, and visual arts. The Reflections Program encourages parent participation and support in student learning and expression through the arts.
18. Teachers contact parents of every student whose class grade is a D or F or drops by at least two letter grades during a single quarter. Teachers request to meet with the parents, their student, and his or her Guidance Counselor to develop strategies for the school and the family to work together to assist the student in improving his or her academic achievement.
19. Middle School teachers send home an interim report every quarter from all classes, regardless of grade.
20. Middle School teachers and guidance counselors develop and execute contracts with students who are struggling academically and their parents to assist those students in improving their academic achievement.
21. In the fall of 2007, the Middle School initiated a program, called "Drop Everything and Read," where twice a week all Middle School faculty and their students spend 20 minutes reading together.
22. Before school begins in the fall, all parents and students are invited to attend the "Bruin Blast," where they can attend orientation, receive and practice opening their lockers, purchase gym suits prior to the opening of school, ask questions of staff, and learn about the PTSA and various Booster organizations. Various local restaurants set up stations in the cafeteria so families can enjoy their evening meal as a group.
23. The Middle School offers Bruin Cubs, a program which engages students in after-school activities, allowing them to stay at school in a supervised activity until parents return home from work. Besides a variety of sports, entertaining, and instructional activities, a study hall is offered which encourages students to pursue their studies with help. Parents offer their services in these programs as mentors, tutors, and instructors.

## STANDARD IV: VOLUNTEERING

Lake Braddock Secondary School encourages parents, students, and community members to volunteer throughout the school year. Their support, assistance, and opinions are requested and utilized in the following ways:

1. For security and emergency purposes, parents and community members who volunteer at LBSS during school hours are required to sign-in on the new computerized sign-in system at the main office. For other programs, like MentorWorks and the Middle School After-School Program, volunteers sign in at strategic locations. The PTSA Volunteer Coordinator and Program Coordinators encourage volunteers to comply with these sign-in requirements.
2. Volunteers receive specific name tags that indicate either PTSA or the name of the particular volunteer program. The PTSA Volunteer Coordinator and Program Coordinators encourage volunteers to wear their nametags whenever they are doing volunteer work in the school. PTSA has implemented a way for volunteers to be notified that their volunteer form has been received. It also includes some general information that they need to know to go into the school and volunteer – such as where to park, where to sign in, reasons to encourage them to sign in, how they will be contacted and information about where to find things on the school and PTSA website.
3. In collaboration with administrative staff, the PTSA circulates an LBSS Volunteer Form to the parents of 4,000 LBSS students at the beginning of the school year. This is included in first day take home packets and is distributed at “Back to School Night.” The Volunteer Form is also accessible throughout the year in either English or Spanish on the PTSA website. The Volunteer Form asks parents to indicate their time availability and interest in volunteering for the following activities, tasks or programs that occur either at home or on school premises:

- Clerical help: filing, collating, copying, answering phones, and special projects;

**Comment [A3]:** Recommend deleting if not verified by Dave Thomas that this is being done anymore.

**Comment [A4]:** Recommend we keep it as written with your description until we can have a discussion with Kathy and see if there are any statistics that can be referenced. NOTE: There are stats in para 16 and Kathy has stated they did not collect for the last two years. I will specifically ask her if there are any stats on any volunteer activities.

- Special events: 7<sup>th</sup> and 8<sup>th</sup> grade dance, Middle School Dances ticket sales, and Chaperones. Chaperones for High School Dances;
- All Night Graduation Party: chair, planning and preparation from junior and senior parents and mulch sale for fund raising;
- Baccalaureate: planning and preparation from senior and junior parents;
- Career Center and Middle School/High School Guidance: help provide clerical assistance for distributing information to students and parents;
- Community Relations/Outreach: networks with feeder schools and community to provide information about LBSS, and identifies with school administration those in need of additional assistance or aid;
- Craft Fair: set-up, work during fair, and clean-up;
- Health and Safety Committee: help with input on health and safety of students;
- Health Clinic: help as clinic aide and at student screenings;
- Hospitality: bake or donate food for special events for LBSS staff/faculty or help set-up or clean-up;
- Language Ambassadors: be a parent volunteer interpreter at Back to School Night and other PTSA sponsored events;
- Membership: assist in compiling membership list and staffing membership tables at school events;
- MentorWorks: be a mentor to students or help with administrative or planning activities;

- Educational Programs: help set-up or share expertise as a program speaker;
- Bruin Cubs - Middle School After-School Program - volunteer to sponsor a club for middle school students in any or all of the following student achievement goals, academics, essential life skills, community support and achievement. Volunteer to tutor a middle school student any day of the week;
- Reflections/Cultural Arts: plans and runs the PTSA Reflections program, or judges essay projects and essay contests; and
- Refreshments: bakes or donates food for special student, teacher and PTSA events or sets-up or cleans-up

**Comment [jah/kbh5]:** Struck out section via Michelle and blue highlighted is her new wording describing Bruin Cubs.

The Volunteer Coordinator collects these forms and parents are matched with available volunteer needs. The Volunteer Coordinator or Program Coordinator then contacts the parent.

4. The PTSA plans to expand its Volunteer Coordinator position from one position that serves the entire school to two positions – one for the Middle School and one for the High School. The goal is to more effectively reach all parents by targeting specific volunteer opportunities to those parents who are likely most interested in participating.
5. Additionally, all Lake Braddock parent organizations recruit volunteers throughout the school year. For example, PTSA Program Coordinators recruit volunteers for such programs as: MentorWorks, Middle-School After-School Programs (“Bruin Cubs”), the Craft Fair, All Night Graduation Party, Baccalaureate, and the Giant/Safeway Promotions Program. The Booster Clubs recruit volunteers throughout the year for the myriad of activities that they sponsor and/or support, including concerts and theatre productions, competitions, receptions, award ceremonies, field trips, practice SAT exams, fundraisers, etc. The PTSA and other parent organizations utilize several effective means of communicating to parents and the community about volunteer opportunities throughout the school year. For example, the Volunteer Coordinator, Program Coordinators, Booster Clubs, and Minority Parent Organizations recruit volunteers by:

- Publicizing volunteer opportunities in the PTSA monthly newsletter, which is mailed to each student's home along with the student newspaper, the *Bear Facts*, and the PTSA weekly e-newsletter which is automatically sent to all PTSA members who sign up to receive it;
- Publicizing volunteer opportunities in Booster Club newsletters that are sent electronically to members;
- Soliciting assistance from the three minority parent organizations (Minority Parents for Excellence in Education, Hispanic Parents, and Korean Parents, and from LBSS's Korean and Hispanic Liaisons;
- Using membership databases to solicit assistance via e-mail;
- Visiting and contacting local church groups and Lions Clubs to locate possible volunteers.

**Comment [jah/kbh6]:** Updated information from Robyn Trump. This is what she has done since taking this position.

6. The PTSA is planning to implement a "service hours opportunities" clearinghouse, where students can learn of a variety of opportunities to earn service hours, which are required by many clubs (e.g., National Honor Society) and classes (e.g., 8<sup>th</sup> Grade Civics, AP Environmental Science).
7. Virtually all LBSS parent organizations offer at-home volunteer opportunities, including the PTSA, the three Minority Parent Organizations (Minority Parents for Excellence in Education, Hispanic Parents, and Korean Parents), and several Booster Clubs (Academic, Art, Band, Orchestra, Theater, Athletics, Chorus). Working parents and other volunteers who prefer to work from home are able to contribute to these organizations in a variety of ways, including: desktop publishing; online research; writing newsletter articles, letters, speeches, and proposals; data entry; contacting people by telephone or e-mail; planning and organizing events; baking for fundraisers; and bookkeeping.
8. The PTSA provides excellent training in policies and procedures to new volunteers. The Volunteer Coordinator is responsible for explaining the task or project directly to the volunteer, or ensures that the Program Coordinator, teacher, or staff person seeking assistance explains the procedures to the volunteer.

Certain PTSA programs that involve working directly with students, such as the Middle School After School Program and the MentorWorks Program, require volunteers to attend orientations, at which written expectations, policies, and procedures regarding the volunteer's duties are provided and discussed.

9. The MentorWorks program provides volunteers a 121-page manual and extensive monthly training on such topics as:
  - The first meeting: resistance, testing mentors, boundary setting, sharing expectations and goals and cultural diversity;
  - Academic resources—Middle School Guidance Counselor provides information on tutoring and academic assistance, Career Center, vocational and college resources, and listening and communication skills;
  - Identifying positive assets of adolescents—Middle School Social Worker discusses topics such as reinforcing strengths, encouraging realistic goals, and character building;
  - Problem resolution skills, using “I” statements, and dealing with peer pressure;
  - Identifying passive, assertive and aggressive behavior, managing anger, dealing with peer pressure and expressing feelings;
  - Stress management, coping strategies, and positive self-talk; and
  - The termination or ending process—managing different types of endings, and allowing time to end.
10. The PTSA President and Volunteer Coordinator developed a brochure to distribute to teachers and staff at Lake Braddock to assist them with requesting volunteer assistance. It was approved by the former principal, Linda Burke, and distributed in the staff mail boxes to every teacher. Additional copies are provided to

subschool secretaries for any staff member who inquire about how to contact the volunteer coordinator and volunteer. It is also available on the website along with a form that can be filled out. The PTSA is working on developing a brochure for rising 7<sup>th</sup> grade parents explaining how to volunteer at LBSS (with a volunteer form attached that is handed out at the rising 7<sup>th</sup> grade curriculum night to all parents who approach the PTSA table at this event.)

**Comment [A7]:** I reworded based on Kathy C comments see if this sounds right.

11. Various clubs and organizations at LBSS host a variety of award banquets and ceremonies to show appreciation to parent volunteers, including, for example: the Booster Clubs (Academic, Art, Athletic, Band, Chorus, Dance, Theater, and Orchestra); Hispanic Parents of Lake Braddock (HPLB) Ceremony; Minority Parents for Excellence in Education (MPEE) Awards Banquet; Middle-School After-School Program Awards Ceremony; and MentorWorks Awards Ceremony. Similarly, at the end of each school year, the PTSA honors and recognizes the dedication of their volunteers with awards at various venues, and other special ways to say thank you. These include a volunteer breakfast, thank you magnets, having the bear mascot painted and/or a banner by the students for volunteer week, and thank you letters/articles written by the volunteer coordinator and the PTSA President in the PTSA Bruin Voices newsletter.
12. LBSS PTSA, administration, staff, and teachers show appreciation to volunteer parents throughout the school year by sending personal thank you notes, and by giving certificates of appreciation. At the end of the school year, the Volunteer Coordinator writes a letter of appreciation to all volunteer participants, which is published in the school paper, the *Bear Facts*. Also, articles are included in the yearbook about volunteers.
13. All LBSS teachers and staff have the home phone numbers and e-mail addresses of the Volunteer Coordinator and Program Coordinators. If a need arises, teachers and staff have an open and direct communication system to the necessary Coordinator to express their need for parent volunteer assistance.
14. The PTSA MentorWorks Program Coordinator distributes a MentorWorks program and training evaluation form at the end of the school year. This information is reviewed by the MentorWorks Coordinator and used to make improvements for the next school year. The Volunteer Coordinator and Program Coordinators are developing an end-of-school year volunteer evaluation to assist the PTSA in improving all of its volunteer

programs. All volunteers (parent, community, and student) will be asked to complete this evaluation either through a written form or e-mail.

15. A school report card is not a requirement of Fairfax County Public Schools. However, LBSS is proactive in reporting parent involvement and activities in the PTSA newsletter, the Bruin Voices.

## **STANDARD V: SCHOOL DECISION MAKING AND ADVOCACY**

**Lake Braddock Secondary School strives to involve parents as full partners in decisions that affect students and their families in the following ways:**

1. LBSS actively supports and solicits input from the LBSS PTSA. Representatives of both LBSS administration and faculty regularly attend the PTSA's monthly meetings, as well as special events sponsored by the PTSA. LBSS encourages staff at all levels and provides school resources to promote the PTSA's numerous parent involvement activities. LBSS regularly partners with the PTSA to address parent issues and concerns. For example, administration collaborated with the PTSA Board to establish the Health & Safety Committee in response to parent concerns about substance abuse, violence, and teen driving. LBSS relies on the PTSA's outstanding volunteer programs to enhance the school's effectiveness in involving parents in their children's learning by, for example, providing Language Ambassadors at school events to facilitate communication with parents who have limited English speaking skills. Administration, faculty, and staff routinely utilize PTSA's volunteers to assist them with a myriad of tasks and activities, from clerical help to providing refreshments at school events.
2. LBSS actively supports numerous parent-run Booster Clubs (including Academic, Athletic, Art, Theatre, Choral, Band, and Orchestra) as important partners in assisting students to expand their academic and personal horizons. Parent participation in LBSS Booster Clubs is outstanding. As a result of the phenomenal fundraising efforts and the tireless dedication of Booster Clubs and their parent members, LBSS is able to enhance the opportunities and programs available to Lake Braddock students in significant ways.
3. LBSS actively supports and solicits input from the three established minority parent organizations (Minority Parents for Excellence in Education, Hispanic Parents, and Korean Parents). The two Minority Parent Liaisons on LBSS's staff (Hispanic and Korean) attend their monthly meetings and work with these groups to address any specific concerns or issues of minority students and their families. The PTSA also supports and solicits input from the minority parent organizations, by for example, encouraging their representation on the PTSA Board and at the PTSA Board's monthly meetings. The PTSA collaborates with these groups to solicit assistance from bilingual parents to serve as Language Ambassadors at school and PTSA events.

4. LBSS promotes the establishment of ad hoc parent groups to address specific issues or concerns that arise from time to time. For example, LBSS administration collaborated with the PTSA to establish a Health & Safety Committee, which seeks to address concerns about teen violence, alcohol and drug abuse, and teen driving.
5. Together, LBSS and the PTSA utilize a variety of ways to inform parents about effective ways to influence school decision making, raise issues/concerns, and resolve problems. LBSS's Principal sends letters home to inform parents of any unusual event or situation that may be of interest to parents. Current information concerning issues of interest to parents is available on the school's website. Parent workshops are offered through the school's AVID (Advancement Via Individual Determination) Program. In its quarterly newsletter sent home to parents, the Guidance Department often includes information about how parents can effectively advocate on behalf of their children at school. The PTSA also publishes articles in its monthly newsletter that describes a myriad of ways that parents can get involved in school decision making and problem solving activities. The PTSA also sponsors Parent Forums three times a year to help empower parents to act as effective partners with their children's teachers.
6. At least three parents, along with teachers and administrators, serve on LBSS's School Planning Committee, which annually reviews instructional programs for areas of focus and new instructional strategies based on student performance data.
7. At least five parents, along with teachers and administrators, serve on LBSS's assessment team seeking certification as a National School of Excellence in Parent Involvement.
8. At least two parents, along with administrators, teachers and students, serve on LBSS's Human Relations Committee, which seeks to ensure school-wide respect for and equitable treatment of our culturally diverse student population and their families.
9. LBSS administrators, teachers, and guidance counselors seek to involve parents in their students' academic decisions in a variety of ways. For example, parent involvement is a priority in the AVID Program that is

targeted at preparing academically average students for college eligibility and success. Additional ways in which LBSS involves parents in their students' academic decisions, including the following:

- Sponsoring Curriculum Nights for each class in February, where parents may obtain detailed information about courses that their children are considering for the next school;
  - Sponsoring Advance Placement Informational Nights;
  - Requiring parents' signatures on their students' course selection sheets;
  - Including parents in the development of their students' Individualized Education Plans (IEPs); and
  - Requesting meetings with parents whose students are struggling academically.
10. LBSS informs parents about LBSS's policies and procedures in a variety of ways. At the beginning of each school year, the FCPS Students' Rights and Responsibilities Handbook (available in six languages) is sent home with every LBSS student). At Back-to-School Nights, teachers inform parents of class expectations, objectives, and policies. The LBSS website ([www.fcps.edu/LakeBraddockSS](http://www.fcps.edu/LakeBraddockSS)) includes a "Procedures and Policies" link that provides detailed information about discipline guidelines; procedures for students to obtain passes to guidance or the clinic; clinic hours and policies regarding student medications and health emergencies; FCPS bus transportation policies; students' rights and responsibilities regarding lockers; attendance policies; tardy policies; early check-out policies; policies and procedures regarding visitors; inclement weather policies, dress code; and honor role policies.
11. The PTSA actively engages adult volunteers in tutoring, guiding, influencing, and forming positive relationships with students through its successful Middle School After-School Program.
12. MentorWorks, sponsored by the PTSA, is an award-winning program that recruits and trains adult volunteers to form supportive and caring relationships with students. The program's goal is to facilitate trusting, mentor relationships to assist students in making responsible decisions, both in and outside of school.

13. Each year, the PTSA appoints parent representatives to participate in relevant activities and meeting of the Fairfax County School Board, County Council of PTAs, State PTA and the State Legislature. These parent representatives serve as liaisons between the PTSA and these local and state decision-making bodies.
14. Both LBSS administration and the PTSA regularly inform parents about local, state, and national issues that affect or may affect LBSS. LBSS's principal informs parents of timely issues through letters sent all LBSS students' home and by utilizing the FCPS "Keep in Touch" system. The PTSA regularly publicizes information about local, state, and national educational issues in its monthly and weekly newsletters.

## **STANDARD VI – COLLABORATING WITH COMMUNITY**

**Lake Braddock Secondary School utilizes community resources to strengthen school programs, family practices, and student learning in the following ways:**

1. The PTSA coordinates with LBSS administration to recruit community members to participate in and/or support PTSA Volunteer Programs. For example, the PTSA's MentorWorks Program matches students who would benefit from a one-on-one, non-familial relationship with an adult, with adult mentors from the community, including those drawn from the pool of parents, faculty, the community and local businesses that serve the Lake Braddock community. Community volunteers are screened and trained to counsel with the student and to be a positive role model for their student mentees. The PTSA also supports the Lake Braddock Middle School After-School Program, the "Bruin Cubs," which serves many at-risk students. The Middle School After-School Program receives donations from local businesses to support special events and recruits community members to plan and lead program activities.
2. A number of parent-based organizations from among the minority groups within the community, such as School Minority Parent Liaisons, Minority Parents for Excellence in Education, the Hispanic Parents Organization, and the Korean Parents Organization meet monthly throughout the school year. Students, parents, community members and administrative staff use this opportunity to discuss concerns affecting the minority population, as well as the academic success and achievement of minority students.
3. LBSS administration coordinates with the School Minority Parent Liaisons, Minority Parents for Excellence in Education, the Hispanic Parents Organization, the Korean Parents Organization and the teachers who sponsor the myriad of multi-cultural student organizations to sponsor International Night in April of each year. Community members are encouraged to participate in this event, which serves both to celebrate and inform the LBSS community about the student body's rich cultural diversity.
4. LBSS administration and the PTSA inform the community about school programs and events through a variety of venues, including:

- The LBSS website ([www.fcps.edu/LakeBraddockSS](http://www.fcps.edu/LakeBraddockSS)) and school newspapers (*The Bear Facts*, *The Bruin Times*);
  - The PTSA website ([www.lbssptsa.org](http://www.lbssptsa.org)) and newsletter (*Bruin Voices*);
  - High School and Middle School Guidance Department newsletters;
  - The Career Center, which maintains a wealth of information on colleges, scholarship information, college applications, statistics tracking college bound students; and
  - Press releases to local newspapers (*e.g.*, *The Burke Times*).
5. LBSS actively participates in an ongoing Business Partnership, the membership of which includes all schools in the LBSS pyramid and local businesses committed to supporting public education. The Partnership meets monthly to discuss the needs of the schools in the pyramid and potential ways in which the local business partners may help address these needs.
6. LBSS informally solicits support from local businesses. For several years, LBSS has collaborated with local businesses in a variety of ways, including for example:
- Local restaurants host a Teachers Appreciation luncheon for Lake Braddock faculty and staff during May's Teachers' Appreciation week;
  - Local restaurants participate in a "Bite of Braddock", an after-school event featuring many local restaurants serving a variety of local and cultural cuisine.
  - Many local businesses provide financial sponsorships for Lake Braddock's athletic department; and
  - Exxon Mobile partners with Lake Braddock to give \$500 grants to enhance classroom instruction. Exxon Mobil also provides grants to the PTSA based on the number of volunteer hours Exxon Mobil employees provide to the school.

Conversely, the entire LBSS community (staff, students, and parents) support local businesses through advertising and patronage. In addition, students donate artwork and give concerts for business employees.

7. The LBSS PTSA funds mini-grants for teachers each year, which in turn positively impacts student achievement. PTSA mini-grants for the 2007-2008 school year totaled \$8,400, and the PTSA strives to increase the total amount of funding for this program each year. Additionally, during the 2007-2008 school year, the Academic Booster Club will provide \$2,500 in educational assistance to teachers and club sponsors for their student enrichment activities.
8. LBSS administration, teachers, parents, and Business Partners actively participate in the Lake Braddock Community Coalition, which is a community-wide partnership of faith-based organizations, law enforcement, community agencies, local businesses, parents, students, and faculty working to promote a safe and drug free youth.
9. LBSS administration supports the Safe and Drug Free Youth Section of Fairfax County Public Schools, which provides programs to educate students, parents, and the community on the prevention of alcohol, tobacco, other drug use, and violence.
10. LBSS partners with local businesses such as Giant, CVS, Subway, Joanne Fabric, Outback Steakhouse and Burke Healthcare to implement and enhance the school's Community-Based Instruction Program ("CBIP"). The CBIP affords students with disabilities an opportunity to obtain instruction focused on functional life skills and learning in a real world business setting to better prepare them for life after graduation. The actual business environment is considered an extension of the classroom and teachers, counselors and staff perform their instructional and evaluation roles within the context of the business environment provided by the local community businesses. For example:
  - Businesses and organizations have teamed with special education teachers to develop specific on-site jobs for special education students;

- Students travel by bus to their work sites, accompanied by assistants, to learn and perform job skills specific to the job site;
  - Other community trips introduce and allow exposure to social skills vital to independent living as adults;
  - Students with disabilities visit local businesses as part of their course program. These community trips provide valuable experiences for students as they interact with employees, shop for themselves, and learn to manage the daily routines productive citizens; and
  - Community-based instruction is all inclusive and allows student to have hands-on direct learning, which results in positive learning experiences and the development of life skills.
11. Fairfax County Police assigns two officers to the school as part of the School Resource Officer Program. In addition to official duties, they work with students and educate the faculty on a variety of issues.
  12. The Fairfax County Health Department staffs three nurses in the school clinic.
  13. Fairfax County Student Services provides social workers, a psychologist, and other specialists to work in the middle school and high school by providing services and resources for both students and parents.
  14. The PTSA in conjunction with the Northern Virginia Project Graduation sponsors an annual All Night Graduation Party which is an alcohol and drug free party held on the night of graduation. This party promotes parent involvement (over 350 volunteers), LBSS staff, as well as community participation. Local businesses donate door prizes, and other goods and services. The PTSA organizes community fundraisers (such as a mulch sale) through which the community actively supports the project.
  15. PTSA sponsors speakers throughout the year on a variety of topics of interest to LBSS families. For example, the PTSA sponsors a program in the second semester that brings in community organizations to help families learn how to identify and access the many options available to help students and families pay for college, such as scholarships, loans and grants.

16. Through the PTSA Cultural Ambassador Program, LBSS community minority organizations such as the Hispanic Parents Organization and the Korean Parents Organization, provide translation services for the community programs sponsored by the PTSA and LBSS. For example, translation services are provided by these community organizations at the middle school and high school “Back to School Nights”, to ensure that parents receive, in a meaningful manner, relevant information about the school and their child’s experience within the school community.
17. Each year, the PTSA Community Relations/Outreach Committee sponsors a Networking Coffee which is attended by community organizations such as the Fairfax County Police Department, local community organizations, LBSS administrators and PTSA representatives. The various attendees participate in a structured dialogue about the projects and activities that they are engaged in for the benefit of the student population. For example, at the last Networking Coffee, a Fairfax County Police Lieutenant described the Resource Officer Program that parents can access when dealing with difficult family issues. The PTSA Elementary School PTA Liaison spoke to attendees about school programs and practices to assist in making the transition from elementary school to middle school easier for the individual students.
18. The PTSA organized and chairs the “Bruin Board”, which is an organization made up of LBSS administration representatives, as well as representatives from each of the various parent organizations within the school. The group members share information on activities, plans and programs to be offered to the community throughout the school year. The Bruin Board also works directly with LBSS administration in the coordination of the “Bruin Blast”, a before-school opening event that affords parents and students the opportunity to come to the school, become familiar with the school layout, visit classrooms, meet teachers, obtain information about the school day, purchase certain necessary supplies and learn about the various school activities, programs, and clubs available to them to enhance their school experience.
19. The PTSA sponsors a program called “Computers for Bruins” which calls on the community to donate computer equipment to the PTSA. Committee members then refurbish and upgrade the computers and give them free of charge to students that may not otherwise have access to a computer.