



# LAKE BRADDOCK SECONDARY SCHOOL

Virginia Diploma Seal for Excellence in Civics Education

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## Student Application Packet 2018-2019

**BACKGROUND:** The Virginia General Assembly directed the State Board of Education to establish a system for awarding a diploma seal for Excellence in Civics Education. In compliance with the legislation, the Board had to consider criteria for (i) successful completion of history, government, and civics courses, including courses that incorporate character education; (ii) voluntary participation in community service or extracurricular activities; and (iii) related requirements as it deems appropriate. The following criteria was adopted by the Board of Education on June 25, 2003:

**To earn the Virginia Board of Education Diploma Seal for Excellence in Civics Education a student must satisfy each of the following four criteria:**

- 1) Satisfy the requirement to earn a Standard Diploma or an Advanced Studies Diploma; AND
- 2) Complete Virginia and United States History and United States Government courses with a grade of “B” or higher; AND
- 3) Complete 50 hours of voluntary participation in community service or extracurricular activities. Activities that would count include:
  - a) Volunteering for a charitable or religious organization that provides services to the poor, sick or less fortunate
  - b) Participating in Boy Scouts, Girl Scouts, or similar youth organizations
  - c) Participating in JROTC
  - d) Participating in political campaigns or government internships, or Boys State, Girls State, or Model General Assembly
  - e) Participating in school-sponsored extracurricular activities that have a civics focus.

Any student who enlists in the United States military prior to graduation will be deemed to have met this community service requirement.

**AND**

- 4) Have good attendance and no disciplinary infractions as determined by local school board policies. *(NOTE: Good attendance requires a 90% rate, with no unexcused absences, in the senior year. “No disciplinary infractions” means that a student has no VDOE-reported incidents for the past four years.)*

**LAKE BRADDOCK SECONDARY SCHOOL**  
**Student Application for the Virginia Board of Education Diploma Seal**  
**for Excellence in Civics Education**  
**2018-2019**

**Directions to Applicants:** *(Print all information legibly in pen)*

- 1) Complete all sections of the application (Parts I – VI)
- 2) Obtain and attach an unofficial copy of your transcript reflecting your grades through the first semester of your senior year.
- 3) Verify 50 hours of voluntary community service or military enlistment using page three to document information. Make additional copies of this form as needed. You may submit a printed x2VOL transcript to document your 50 hours of voluntary community service.
- 4) This application must be completed no later than **May 24, 2019**.

Date: \_\_\_\_\_

Name of Student Applicant: \_\_\_\_\_

LBSS Student Number: \_\_\_\_\_

Name of Sub School Principal: \_\_\_\_\_

Name of School Counselor: \_\_\_\_\_

Name of Government Teacher: \_\_\_\_\_

**Part I:**

**Verification of Grades** *(please attach a copy of your unofficial grade transcript through the first semester of your senior year)*

Verification of “B” or higher in the following courses:

Virginia/United States History. Final Grade: \_\_\_\_\_

Virginia/United States Government. 1<sup>st</sup> Semester Grade: \_\_\_\_\_

Student's Name: \_\_\_\_\_

**Part II: Verification of Student Volunteer Activity**

Verification of completion of 50 hours of voluntary participation in community service or extracurricular activities. Check all activities that apply:

\_\_\_\_\_ Volunteering for a charitable or religious organization that provides services to the poor, sick or less fortunate

\_\_\_\_\_ Participating in Boy Scouts, Girl Scouts, or similar youth organizations

\_\_\_\_\_ Participating in JROTC

\_\_\_\_\_ Participating in political campaigns or government internships, or Boys State, Girls State, or Model General Assembly

\_\_\_\_\_ Participating in school-sponsored extracurricular activities that have a civics focus.

Students must provide the following information for each activity claimed:

1. Name of organization or volunteer activity: \_\_\_\_\_

\_\_\_\_\_

2. Name of supervisor or sponsor: \_\_\_\_\_

3. Brief description of student's involvement: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

4. Number of hours volunteered: \_\_\_\_\_

Signature of supervisor, sponsor, or recruiting officer: \_\_\_\_\_

Student's Name: \_\_\_\_\_

**Part III: Verification of Good Attendance and No Disciplinary Infractions**

I verify \_\_\_\_\_ has good attendance and no  
*(Name of student)*

disciplinary infractions as determined by local school board policies.<sup>[1]</sup>

Sub School Principal's Signature:<sup>[2]</sup> \_\_\_\_\_

Date: \_\_\_\_\_

**Part IV: Signature of Parent or Guardian**

I am aware of my child's application for the Virginia Diploma Seal for Excellence in Civics Education.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Part V: Verification of Eligibility by Government Teacher**

I certify that the application submitted by \_\_\_\_\_  
*(Name of student)*

is complete and appears to satisfy the criteria for the **Virginia Diploma Seal for Excellence in Civics Education** - *(contingent upon receiving a final grade of "B" or higher in United States Government.)*

Government Teacher's Signature:<sup>[3]</sup> \_\_\_\_\_

Date: \_\_\_\_\_

**Part VI: Student Certification Statement**

I certify all the information provided is complete and correct.

Student Signature:<sup>[4]</sup> \_\_\_\_\_

Date: \_\_\_\_\_

[1] Good attendance requires a 90% rate, with no unexcused absences, in the senior year. "No disciplinary infractions" means that a student has no VDOE-reported incidents for the past four years.

[2] Your sub school principal must endorse your Virginia Civics Seal Application.

Sub School 3 Principal (A – D): Ms. Hampton  
Sub School 4 Principal (E – K): Mr. DiBari  
Sub School 5 Principal (L – Q): Mrs. Hoppock  
Sub School 6 Principal (R – Z): Ms. McNamara

[3] Your government teacher must endorse your Virginia Civics Seal Application.

[4] Your signature certifies this is an accurate record of my academic achievement and service activities. I understand any falsification or misrepresentation of academic achievement and/or service activities will be considered an act of academic dishonesty and will result in parental and administrative notification and possible disciplinary action.

### **Application Checklist**

- ✓ STEP#1 Talk with your government teacher - obtain a Virginia Civics Seal application.
- ✓ STEP#2 Obtain an unofficial copy of your academic transcript (it must include your 7<sup>th</sup> semester grades) from the High School Student Services Office. Enter your final "Virginia/US History Grade" and 1<sup>st</sup> semester "Virginia/US Government Grade" on page 2 of this application.
- ✓ STEP#3 Document your 50 hours of service using page 3 of this application or print a copy of your x2VOL transcript and attach to this application.
- ✓ STEP#4 Obtain the signature of your parent/guardian on page 4 of this application.
- ✓ STEP#5 Obtain the signature of your government teacher on page 4 of this application.
- ✓ STEP#6 Sign this application on page 4.
- ✓ **FINAL STEP** Submit your completed application to your sub school no later than **May 24, 2019**. If your application is endorsed by your sub school principal, it will be forwarded to the High School Student Services Office for awarding of the seal.