



School by School...Child by Child

Launching and Growing Your Public School Partnership

A School Partnership Handbook

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Contents

Why Law Firm/Public School Partnerships?	4
From Courtrooms to Classrooms	4
Partnerships Connect Law Firm Volunteers With Children's Needs	5
Partnerships Are Good for Law Firms	6
Building Partnerships	7
Getting Started and Sustaining the Relationship	7
We Choose Elementary	8
Junior High Works for Us	8
Partner With a D.C. High School	9
Getting Organized	9
Recruiting Volunteers	11
Kick-Off Activities	11
Making It Work	12
Use Your Partnership Network	12
Communicating With Your School	13
Helping Students Learn	14
Tutors + Students = Partners in Learning	14
Reed Smith Drive Restocks Library	15
Firms Get Creative With Book Drives	15
Law Firm Volunteers Encourage Reading	15
Building Futures	17
Variations on the Power Lunch	17
Elementary Students Come to the Firm	17
Junior High Students Visit Role Models	18
Career Day Sponsors and Resources	18
On Groundhog Day, Students Shadow Law Firm Employees	18
Saturday Career Prep, Summer Hires, Permanent Jobs	19
Summer Career Workshop	19
Sharing Special Days	20
Student-Created Cards Popular with Children of All Ages	20
December Holiday Celebrations	20
Halloween Activities	21
Outings Bring New, Enriching Experiences	22
Partnerships Do Many Other Things	23
Brief Descriptions of a Dozen Other Activities	23

Photo on previous page: While waiting his turn to select his own book, a young student from Cleveland Elementary School plays a game with Brian Sklar from Holland & Knight. The law firm works with Reading is FUNdamental to organize three book distribution events each year for its partner school.

Why Law Firm/Public School Partnerships?

From Courtrooms to Classrooms

For over 30 years, the Washington Lawyers' Committee for Civil Rights and Urban Affairs has been mobilizing the legal community of this city into a powerful force for equal opportunity. The Committee's record of impressive court victories against discrimination is only part of the story. Our organization has long recognized the importance of education in achieving equality of opportunity.

In 1980, the Committee helped establish Parents United, which soon became the information resource parents depend on for practical, up-to-date information about the operation of the school system. The Committee has also continued to act as counsel for Parents United as it presses its claims for adequate public school funding, improved school facilities, and other needed educational reforms.

Also in 1980, the Committee took the lead in a special program designed to provide private sector matching grants to parent organizations at several local schools. Former First Lady Barbara Bush provided significant encouragement and support for this work.

The Committee's mobilization of law firms to bring more than litigation skills to achieving equality of opportunity expanded in the nineties. In 1993, the Committee helped Steptoe & Johnson establish a partnership with Raymond Elementary School. Strong support from former First Lady Hillary Rodham Clinton helped increase the number of law firm/public school partnerships to more than 20 by 1998. Today, the Committee's Public Education Legal Services Project (PELSP) coordinates the work of more than 30 partnerships. These partnerships are improving public education school by school, child by child.

Activities carried out by law firm/school partnerships range widely from art competitions to zoo field trips. Many firms paired with elementary schools make tutoring and mentoring the centerpiece of their partnerships. Others concentrate on career education and career preparation. Enjoyment is an important element for all partnerships. Holiday parties and student-created art for holiday cards as well as outings and field trips are favorites for both law firm volunteers and students. This handbook describes these and many other rewarding activities.

The Public Education Legal Services Project supports the law firm/public school partnerships through the **PARTNERS UNLIMITED BULLETIN BOARD** newsletter, a video presentation that law firms can use to encourage attorneys and staff to participate in partnership activities, and partnership coordinators' meetings. Our newsletter and partnership coordinators' meetings have made it possible for law firms to learn from the experiences of their peers and to replicate successful activities and projects. We invite you and your firm to adopt some of these activities for your partnership and to develop projects that can become models for other partnerships.

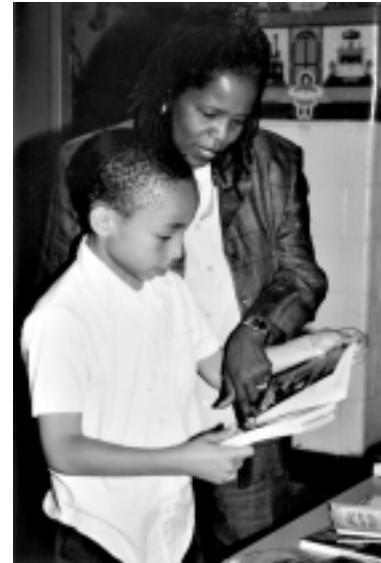


Photo: A student who participates in a special reading program involving volunteers from Arent, Fox, Kintner, Plotkin & Kahn shows the book he has picked out to Iris Toyer, who directs the Law Firm/Public School Partnership Program for the Washington Lawyers' Committee.

Partnerships Connect Law Firm Volunteers With Children's Needs

Portrait of Need

The numerical profile of children in the District of Columbia Public Schools reveals a picture of academic, economic, and cultural need. In spite of modest improvements in recent years, the academic achievement scores of far too many students raise concerns about their future success.

Approximately 79,000 children in the city attend publicly-funded schools. Over half are in elementary schools, and nearly 30 percent of these young students live in Wards 7 and 8 east of the Anacostia River.

A third of the children in the District's publicly-funded schools live in households with incomes below the federal poverty line. A child living with a single mother who earns \$11,646 or less lives in such a household, and it is a typical one for these public school students; 40 percent live with single mothers. Another 23 percent live with single fathers, grandparents, other relatives, foster parents or in institutions. Seventy-three percent of the city's public school children are eligible for free or reduced cost lunch.

Many District of Columbia students lack much more than material advantages. They need role models, adults to read to them and help with their lessons. And they need to experience the world beyond their school and neighborhood. In approximately 40 District of Columbia Public Schools, these critical needs are being addressed through activities with their law firm partners. But there are over 100 public schools that have not yet been paired with a law firm, and the principals at many of these schools are waiting for an interested firm to come forward.

School partnership activities make a difference. The students' enthusiasm and affection show attorneys and staff how important they are in the lives of the children in their partner schools. Law firm volunteers are rewarded by the chance to observe personal growth as well as the academic progress of both individual students and their partner schools.

The experiences of law firm volunteers reflect recent research that documents the positive impact of tutoring and mentoring "at-risk" children and youth. According to a study of six Oregon schools where groups of first graders were tutored by volunteers, the students who were tutored performed significantly higher on achievement tests than the students who were not tutored.¹ Students involved in structured mentoring programs as well as those who reported having a relationship with an adult the student could trust were found to be less likely to engage in such high risk behaviors as drug use and carrying weapons.² In the nearly 40 schools with law firm partners, at-risk students have the chance to form relationships with caring adults they come to trust. Attorneys and staff at your firm can also make a difference. Contact Iris Toyer at the Washington Lawyers' Committee about becoming a school partner.

¹ Viadero, Debra, "Volunteer Tutors Found to Improve Student Reading." *Education Week*, December 13, 2000.

² Beier, Sharon R., MD, and others, "The Potential Role of an Adult Mentor in Influencing High-Risk Behaviors in Adolescents." *Archives of Pediatric and Adolescent Medicine*, April 2000.

Partnerships Are Good For Law Firms

While the many benefits to students and staff provided by a partnership program can be easily identified and, in some instances even quantified, the benefits to the law firm are oftentimes overlooked. Though the gains to a law firm from partnering with a local school may not be readily apparent, they are nonetheless real and significant.

Employee morale can have a major impact on productivity, attorney retention, and the general atmosphere. Pro bono legal work is often a factor in job satisfaction among attorneys. However, many attorneys derive a greater level of personal satisfaction from working directly in the community, precisely the type of experience a school partnership can provide.

Of equal value is the effect a school partnership program can have on law firm support staff, whose involvement in pro bono legal work is usually too tangential to be truly rewarding. Needless to say, staff morale plays a vital role in the effective operation of a successful law firm, and partnership programs provide a great morale boost. Support staff members feel more positive about working in an organization with a strong community service program. Furthermore, a partnership program offers an opportunity for attorneys and staff to work together as real colleagues, unlike most of the firm's other work, which is inherently hierarchical.



A school partnership can also help establish a firm's standing as a good corporate citizen, particularly in the District of Columbia, where "lawyering" is the dominant industry. Being a good neighbor through efforts such as volunteering in local schools, promotes a positive image of a firm and can also be a plus for client development purposes.

Barbara Kagan
Public Service Counsel
Steptoe & Johnson

Photo: Sascha Broll, volunteer tutor from McDermott, Will & Emery, and the Bowen Elementary student he tutors enjoy an end-of-the-school-year party together.

Building Partnerships



Getting Started and Sustaining the Relationship

How to Start

- Contact the Washington Lawyers' Committee to discuss or obtain information on what is involved in creating a partnership.
- Get a commitment of support from firm management for your partnership.
- Show the ***PARTNERS UNLIMITED*** video about partnership activities.
- Decide whether the firm would like to partner with an elementary school, middle school, or high school. See pages 7 through 9 for explanations of three different decisions made by different firms.
- Contact Iris Toyer at the Washington Lawyers' Committee who will match your firm with a school.
- Decide who will coordinate the partnership. Some firms find it valuable to have a partner lead the program. Others have associates or support staff take the lead.
- Survey attorneys and staff to find out their interests.
- Set up a meeting with the school's principal, administrative team, and parent representatives to determine the school's needs.
- Ask the school to designate a liaison to coordinate projects with your firm.
- After matching school needs and firm interests, choose partnership activities.
- Publicize the partnership within the firm and recruit volunteers.
- Obtain copies of the school manual and calendar – make note of days off and half-days.
- Meet with the school's liaison to discuss and schedule activities.

Photo: Payne Elementary students at the Payne Elementary/Baker & McKenzie partnership signing program.

We Choose Elementary

By Lisa Dewey and Amy DuVall

Piper Rudnick has a partnership with an elementary school—Bruce Monroe. Before we decided to partner with an elementary school, we surveyed attorneys and staff at the firm. We asked people what age of students they preferred to work with. The responses clearly indicated that the elementary level was right for us.



The arts and crafts projects and other activities that people at Piper Rudnick like to do work best with elementary students. Another activity was our school supply drive. Almost everyone participated in the drive, it was a lot of fun, and it didn't take much effort. The principal, the teachers, and the students were thrilled with all the new supplies. It was a great success with an elementary school, but it would probably not have worked as well with a middle school or high school because there is so much variety in the types of supplies older students need.

Our partnership has been wonderful for the firm and especially for the people involved. A lot of people say it's so difficult to get out of the building and over to the school for an activity. But once they get there, they don't want to leave. And when they get back to the firm, they're so much happier than they were before they left.

Lisa Dewey is Pro Bono Counsel and Amy DuVall is an attorney in the Environmental Practice Group at Piper Rudnick.

Junior High Works For Us

By Angela Harvey and Henning Vent



In the Family Services Division of the Office of Corporation Counsel, we found that working with junior high students provided tangible benefits to the students and an enriching experience to our office's volunteers — in short, a great deal of reward for the effort undertaken. Our partnership with Terrell Junior High worked out well for our office, which has a relatively small pool of volunteers with limited time.

Among our principal activities has been a series of power lunches for a group of approximately 15 students at a stage of their lives when they are making critical choices. During these lunches, people prominent in legal and public policy fields discuss their own life-choices and encourage the students to talk about their hopes and

Top Photo: Tiger (aka Carla Hedwig), from Piper Rudnick, reads at Bruce Monroe Elementary School

Bottom Photo: The Honorable John M. Ferren, Senior Judge of the District of Columbia Court of Appeals, helps Terrell student, Timothy Johnson, try on his robe.

dreams. Those of us who help arrange the lunches come to know the students and see the growth in their attitudes toward the lunches, in their questions, and in their interaction with the hosts. The expenses have entailed little more than the cost of pizza and sodas, and devotion of time for lunch; the experiences have been very heartwarming.

We also have sponsored and helped chaperone a winter holiday party for the entire school that is held in the cafeteria. Hiring a DJ and providing light refreshments takes very little work. Having the boys AND the girls in the cafeteria, at the same time, has made it a very special occasion for the students. None of the other activities that traditionally take place there are coed. Because the students have had a great time, the party has also been very enjoyable for us.

We found the level of interaction with and understanding of these junior high school students matched our capacity to provide pro bono service and rewarded us beyond our expectations. We encourage all to consider a junior high or middle school partnership.

Angela Thornton Harvey is Acting Assistant Senior Deputy Corporation Counsel for Public Protection and Enforcement, and Henning Vent is Senior Counsel with the Office of Corporation Counsel's Abuse and Neglect Section.

Partner With a D.C. High School!

by Jan LeMessurier Flack

Covington & Burling's partnership with Cardozo Senior High School is in its tenth year. Originally selected for its diversity and proximity to the firm, the choice has proved to be an excellent one. Pairing with a high school is a win-win situation; the students benefit greatly by their exposure to a professional workplace while the firm benefits by training some excellent employees.

The Saturday Academy is the centerpiece of our partnership. Approximately 20 students come to the firm

Getting Organized

As your partnership gets underway, it will be necessary to take care of organizational and administrative issues, such as expenses related to partnership activities and accounting for the time that people at the firm spend on these activities. Since these issues can be handled effectively in a number of ways, the choices for your partnership will depend on the culture of your firm.

At Howrey Simon Arnold & White, LLP, as well as several other firms, those responsible for the partnership develop and submit an annual budget to the firm's management committee. However, at Fried, Frank, Harris, Shriver & Jacobson; Foley & Lardner; and other firms, money is requested on a project by project basis. At Howrey, Simon and Pepper Hamilton, staff is assigned a billing number for charging time spent on partnership activities. An informal understanding at Steptoe & Johnson, on the other hand, makes it possible for staff there to spend a combination of personal and "company" time on partnership projects.

(mobility being another advantage of pairing with older students) on Saturdays to learn about the world of work. A number of the firm's summer intern slots are reserved for Saturday Academy participants. Several students have even been hired for full-time employment after graduation.

Many more D.C. high schools are waiting for partners, so sign up for one now!

Jan LeMessurier Flack is coordinator of Public Service Activities at Covington & Burling.



Photo: Cardoza students, Keanna Ismell and Blanca Alvarez, review delivery assignments during their summer employment at Covington & Burling.

Recruiting Volunteers

Be sure that everyone knows that staff is encouraged to participate fully in the partnership. Also, remember that staff can handle leadership roles; most partnership activities do not require legal expertise. Make recruiting a shared responsibility. At Fried, Frank, Harris, Shriver & Jacobson, a different person is in charge of each partnership activity, and being in charge includes responsibility for recruiting volunteers needed to carry out the activity. Take care not to take the contributions of your partnership volunteers for granted. Make sure the firm recognizes their efforts.



Take advantage of opportunities to build and sustain awareness of your partnership throughout the firm. Patton Boggs includes information about its partnership with Francis Junior High School in the firm's regular bulletins. Covington & Burling publishes and distributes newsletters devoted entirely to its partnership with Cardozo Senior High School. Reed Smith Shaw & McClay and Baker & McKenzie feature their partner school in lobby displays.

As Stan Samorajczyk at Akin, Gump, Strauss, Hauer & Feld says, "Contact with the students is addictive." Visits to the firm by students can provide a chance for attorneys and staff who are not yet involved in the partnership to have contact with students from your school. Every year, Fried Frank invites attorneys and the staff to the recognition ceremony it hosts at the firm for students from the School Without Walls who have read 25 or more books. On the day of each month that two classes from Cleveland Elementary School come to Holland & Knight for instruction, attorneys and staff join them for lunch.

Kick-Off Activities

Partnerships begin in a variety of ways. A special assembly, for example, marked the beginning of Baker & McKenzie's relationship with Payne Elementary School. The highlight of the program was the signing of the Partnering Agreement by Principal Dennis Homesley and Nick Coward, the firm's administrative partner. The assembly also featured student speakers and musical performances as well as a sharing of Partnership Hopes and Dreams by the principal and Cheryl Kragnes and David Laing, leaders of Baker & McKenzie's partnership team.

Several firms, including Patton Boggs and Akin, Gump, Strauss, Hauer & Feld, held receptions for the principals and faculties of their partner schools. The vast majority of partnerships got started, however, when volunteers first became involved in the activities carried out by their firms. According to the attorney who helped launch the Howrey Simon Arnold & White, LLP partnership with Bancroft Elementary, they had to overcome the obstacle of thinking "that we had to have everything planned and every 't' crossed before we could start. We got rid of that idea and started to plunge in and do it." Howrey Simon selected an activity that appealed both to the school and a group of people at the firm—an exterior fix-up and planting. It proved so successful that it's become an annual spring and fall activity for the firm. A fix-up, particularly if people from the school are involved, can be an ideal launching activity. It provides an opportunity to share a rewarding experience with faculty and administrators and to informally gather information about the school's needs.

Photo: Dennis Homesley, Principal of Payne Elementary School, introduces himself at a luncheon for principals and law firm partnership coordinators.

Making It Work

- **Start Small** and make commitments you know you can keep. You can always add programs as your experience and volunteer pool grow.
- **Assign responsibility for different activities to different people in the firm.**
- **Plan activities according to the interest level of your firm** to ensure that you have enough volunteers for each event.
- **Make sure that you and the school liaison are on the same page** when it comes to school needs and expectations.
- **Be Flexible!** Things change at the school and within your firm from year to year. Be ready to adjust your program to changes.
- **Make your volunteer pool as inclusive as possible.** Involve everyone in the firm.
- **Know your partner school's schedule** – This will prevent volunteers from being surprised by changes in the school routine that could interfere with partnership activities.
- **Keep gift-giving to a minimum.** Remember the most valuable thing you can give students is your time and attention.



Use Your Partnership Network

Keep in mind that you're part of a partnership network that can be a valuable resource. If you're wondering how to organize a book drive, essay contest, field trip, etc., you can use the grid on page 25 and call coordinators at other law firms who will be glad to tell you about their experiences with these activities. If you encounter a challenge, and you're not sure how to handle it, the perspective of a colleague at another law firm could be very helpful. You can contact Project Director Iris Toyer at the Washington Lawyers' Committee. There's a good chance she can put you in touch with a law firm that has successfully handled the challenge you're facing.

Photo: Law firm coordinators and school principals compare notes at one of the quarterly meetings convened by the Washington Lawyers' Committee.

Communicating With Your School

Effective communication between law firm volunteers and school staff is essential for a successful partnership. Ways of getting and staying in touch will have to be established at the beginning of each partnership and, in some cases, as each activity is launched. Communicating with your partner school will most likely continue to require more effort than getting in touch with a colleague at another law firm. Keep in mind the effort it takes for a teacher to get to a phone or for an administrator to return your call. Figuring out the best way to reach your school contacts will make a difference. Seek their advice about the best way to reach them.



Coordinators at some law firms find faxes work better than phone messages. In some cases, school faculty frequently use e-mail at the school. In others, they suggest that coordinators use their personal e-mail. Exchanging cell phone numbers facilitates communication between Piper Rudnick and Bruce Monroe Elementary School.



Both Jan Flack of Covington & Burling and Stan Samorajczyk of Akin, Gump, Strauss, Hauer, & Feld stress the importance of initial face-to-face meetings with key people at the school. It helps when the school secretaries have met the people whose messages and faxes they are distributing.

Top photo: At a Washington Lawyers' Committee luncheon for principals and law firm coordinators, a new employee in Fannie Mae's Legal Department greets the former principal of Marie Reed Elementary School, Anita Drayton. On the left is Iris Toyer, who directs the law firm/public school partnerships for the Committee; on the right is Melissa Reese, who coordinates partnership activities for Fannie Mae.

Bottom photo: Stan Samorajczyk, senior partner at Akin, Gump, Strauss, Hauer & Feld, meets with Joan Kelly, Principal of Tyler Elementary School.

Helping Students Learn



Tutors + Students = Partners in Learning

Firms paired with elementary schools frequently make tutoring the centerpiece of their partnerships. The law firm volunteers who help students improve their reading, math, and other basic skills make a difference in the success of their partner schools and in the lives of the children they tutor. Many of the schools where law firms provide tutoring have raised their achievement levels. Bancroft Elementary, for example, where Howrey Simon Arnold & White, LLP has been tutoring for years, was recognized as a school where low-income students are succeeding after the scores of the 2001 standardized achievement tests were announced.

To both law firm volunteers and students, the tutoring means a great deal. As a Fannie Mae attorney explains, “My job involves putting together hundred million dollar deals, and I know they’ll get done whether I’m at work or not. But I’m afraid the student I tutor won’t get the attention she really needs if I miss one of our tutoring days. “A legal secretary at Pepper Hamilton describes her tutoring partnership: “It gives my heart joy to see Carlos’ face light up as I come through the door. When he shows me how he’s improving, it makes us both so excited and proud.”

Along with the rewards of tutoring come challenges for both the tutors and their law firms—transportation is one example. A number of firms have developed ways to minimize the time lost when tutors travel to and from their partner schools. Pepper Hamilton has contracted Capitol Cab to provide transportation to Stanton Elementary. Tutors at several firms are reimbursed for the money they spend on cabs to their partner schools. Swidler Berlin Shereff Friedman arranges for tutors to be driven in one of the shuttle buses operated by the complex where the firm is located.

Providing support to the tutors is an important element in tutoring programs. Brian Friel, partnership coordinator at Swidler Berlin, periodically uses the shuttle bus trips to and from Adams Elementary as an opportunity for him to share information with the tutors and for them to share experiences and lessons learned with one another. Howrey Simon Arnold & White, LLP has monthly lunches for tutors. At Foley & Lardner, coordinator April Ferguson acts as a liaison between the law firm volunteers who tutor and the teachers at Wilkinson Elementary.

Continuity is a critical issue for law firms involved in tutoring. With busy attorneys and staff, situations that make it impossible to get to scheduled tutoring sessions are likely to arise. To minimize the negative impact of these situations on students, law firms have back-up systems to ensure that all tutoring sessions are covered by law firm volunteers.

Photo: Bala Sundarajan from Arent, Fox, Kintner, Plotkin & Kahn with young readers from Randle Highlands Elementary School.



Reed Smith Drive Restocks Library

by Saroj Singh and Tina Garnett

“Park View Library Needs Our Help!” The word went out to attorneys and staff at Reed Smith in May, and immediately new and slightly used children’s books began to pile up in our offices. Over the summer Saroj spent lunch hours asking area book stores for donations. We were thrilled with the generosity of over 13 book stores and distributors. Reed Smithers also donated 45 books. In September, we delivered over 800 books as well as software and educational CD-ROMs to Park View Elementary.

Saroj Sing and Tina Garnett are secretaries at Reed Smith

Firms Get Creative With Book Drives

Approximately 15 firms have come up with almost as many ways to respond to the urgent need for books at their partner schools. Arnold & Porter observed a recent Halloween with a combination party for the firm’s Children’s Center and an on-site sale of Barnes & Noble books on the wish list of the librarian at Garrison Elementary School. A few months later, Steptoe & Johnson made Valentine’s Day the focus of its book drive; on February 14, the firm delivered “Sweet Treats for the Mind” to Montgomery Elementary School. Book drives at Beveridge & Diamond are an opportunity for attorneys and staff to share favorite childhood books with a new generation at Birney Elementary. A drive that made it possible to give a book to each of the 700 students at Wilkinson Elementary School launched Foley & Lardner’s partnership with that school.

Law Firm Volunteers Encourage Reading

Reading to youngsters is one of the best ways to help them develop their reading ability. Holland & Knight builds on the Reading Is FUNdamental program sponsored by the Smithsonian Institution. Three times a year, Holland & Knight sponsors reading events at Cleveland Elementary School. Each event, developed around a theme, includes a brief,

Photos L/R: Attorneys and staff at Arnold & Porter select books to donate to Garrison Elementary School; Marilyn Kugel from Fannie Mae’s Legal Department tutors a second grader at Marie Reed Elementary School; Students at Cleveland Elementary School select books during a Reading Is FUNdamental program sponsored by Holland & Knight.

informative, and entertaining program; the distribution of books to students; time when the students and attorneys and staff from the firm read the books to one another; and refreshments.

Attorneys and staff from Arent Fox Kintner Plotkin & Kahn and Weil, Gotshal & Manges take part in monthly community nights sponsored by Turning The Page, a local, nonprofit, educational support organization. Community nights begin with a potluck dinner shared by faculty, parents, children, law firm volunteers, and Turning The Page staff. After dinner, the children pick out books, which they share



with a law firm attorney, staffer or other volunteer. While their children are sharing books, the parents take part in a workshop that explores ways to encourage children to read and be enthusiastic about learning.



Other firms with elementary school partners have less structured programs that usually bring reading volunteers to the school on a weekly or bi-weekly basis. Attorneys and staff from Beveridge & Diamond, McKenna Long & Aldridge, and other firms share stories that are personal favorites and books recommended by teachers and reading specialists.

Top Photo: Allen Brown from Arent, Fox, Kintner, Plotkin & Kahn shares a book with Michael at Randle Highlands Elementary School; Bottom Photo: Melanie Gerber from Patton Boggs and Luis Carcamo, the Francis Junior High School student she tutors, explore a book.

Building Futures



“You are a person who matters. What happens to you is important.” That underlying message from all law firms to every student at their partner schools is implicit in every partnership activity. It is also expressed through the power lunches, shadowing and career days, and the other activities many firms undertake to help students prepare for their futures.

Variations On The Power Lunch

The Power Lunch is an enjoyable connection to the world of work which Reed Smith developed for its partnership with Park View Elementary School. And it is an example of a partnership activity developed by one firm that has taken a new and different life after being adopted by another group of lawyers.

Elementary Students Come To The Firm

by Elizabeth Carder, Esq.

Our power lunches at Reed Smith are easy to do and they benefit the firm as much as the kids at Park View Elementary. During February and March, we bring the fifth grade, which is the graduating class, over to the firm in groups of 10 to 12. They have a tour of our Washington office and we introduce them to the various jobs at the firm. We stress the education that is needed for individual jobs, because we want the students to understand the connection between what they are doing in school and the variety of career opportunities available in a law firm. Each student is paired with a buddy from the firm—a secretary, a messenger, a lawyer, a paralegal, someone from the library, the receptionist. During their pizza lunch, each child and his or her firm buddy get to know each other. Toward the end of the lunch, everyone from the firm as well as the students make a report on his or her buddy.

We also give the students who come book bags with dictionaries, calculators and other “goodies” geared to the 3Rs. For our Reed Smithers who participate, the power lunch is the best part of their day. It’s terrific for morale.

Photos L/R: Gordon Schatz, Reed Smith attorney, talks with a Park View Elementary student at one of the Power Lunches the firm hosts for Park View students; Michael Bonanno, Covington & Burling’s Security Manager gives Cardozo students an interactive lesson in evidence gathering; The D.C. Fire Department comes to Francis Junior High School for the Career Day sponsored by Patton Boggs.

Elizabeth Carder is a partner at Reed Smith, and she coordinates the firm's partnership activities at Park View Elementary School.

Junior High Students Visit Role Models

Power lunches for students from Terrell Junior High School are held in the offices and conference rooms, of important members of Washington's legal and public policy community. These lunches, arranged by the D.C. Office of Corporation Counsel, have given older students opportunities to talk to former Deputy Attorney General Eric Holder, Court of Appeals Chief Judge Annice Wagner, Corporation Counsel Robert Rigsby, Domestic Relations lawyer Marna Tucker, and other leaders from the White House, Superior Court, etc.

Career Day Sponsors And Resources

Patton Boggs and the D.C. Office of Corporation Counsel organize career days for junior high students. In May, Patton Boggs traditionally sponsors a career day for Francis Junior High School. For a recent career day, the firm arranged for people from a wide range of professions to visit the school. Service personnel from the U.S. Air Force, Army, Marines, and Navy came in uniform. The D.C. Fire Department brought a truck. Other careers represented included nurse midwife, architect, and artist. In prior years, career days at Patton Boggs emphasized the variety of jobs involved in running a law firm.

The D.C. Office of Corporation Counsel/Terrell Junior High School Partnership also hosted a May Career Day for the students at that school. The program included presentations by Assistant Corporation Counsels and the opportunity for students to take the part of clients in a role-playing session. It also included presentations by volunteers from a cosmetology school, a radio station, and an aerobics program as well as the D.C. Fire and Metropolitan Police Departments.

Career days are appropriate for schools at all levels. Fried, Frank, Harris, Shriver & Jacobson regularly participates in the annual career event at the School Without Walls. Not only do attorneys and staff from Levine Sullivan & Koch take part in career day at Reed Cooke Elementary, but by also recruiting their spouses and friends, this small firm is able to give students a varied picture of the world of work.

On Groundhog Day, Students Shadow Law Firm Employees

Covington & Burling and Patton Boggs use Groundhog Day to show students at their partner schools what it is like to work at a law firm. Every year students from Cardozo Senior High School and Francis Junior High spend February 2 at the two firms. For both groups of students, the day includes a tour of the firm, brief partner presentations, and several hours of one-on-one shadowing.

Saturday Career Prep... Summer Hires...Permanent Jobs

The focus of Covington & Burling's partnership with Cardozo Senior High School is preparing students for their future. And its centerpiece is the Saturday Academy. For the past 10 years, from October through May, 15 to 20 Cardozo Senior High School Students have spent their Saturdays at the firm. While the program includes enjoyment and enrichment, the emphasis is on career preparation. There are workshops in spelling and proofreading skills, resume writing, filling out applications, telephone skills, appropriate dress, and interviewing.

Every spring, Saturday Academy students apply for summer jobs at Covington & Burling. Last spring five Cardozo students spent their summer working in space maintenance and the mail center at the firm. Today, the firm has six full-time employees who are Cardozo alumni; several of these employees are also Saturday Academy alums. Fried, Frank, Harris Shriver & Jacobson also provides internships and summer employment for students at the School Without Walls.

Summer Career Workshop

For over five years, Howrey Simon Arnold & White, LLP has sponsored a summer career workshop for 20 fifth graders at Bancroft Elementary School. The program combines classroom instruction with field trips to observe a variety of careers in action.



Photo: Eric Holder, the Deputy Attorney General, with Terrell junior high students, faculty, and Principal Dr. Bevadine Z. Terrell at Terrell - Office of Corporate Counsel Power Lunch.

Sharing Special Days

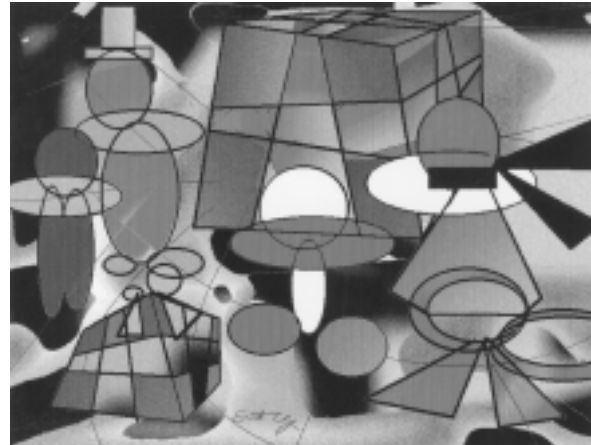
Student-Created Cards Popular With Children Of All Ages

More and more firms get into the holiday spirit by sending cards featuring art created by students at their partner schools. With most partnerships, the art is selected through a student competition. At Swidler Berlin Shereff Friedman, the competition is among the students in an Adams Elementary School class tutored by attorneys and staff at the firm. Several years ago, the winning art was a snowman



who emerged from the imagination of third

grader Tony Macmillan. After Tony's art was selected, the attorneys and staff who tutored students in his class came to the school with other firm volunteers for a pizza and book party. Every student in the class who competed received a copy of a book about a snowman. During the party, students and law firm volunteers read the book together.



A number of other firms also send cards with artwork created by students at their partner schools. Cards sent by Arent Fox Kintner Plotkin & Kahn; Holland & Knight; Howrey Simon Arnold & White, LLP; Pepper Hamilton; Reed Smith; Steptoe & Johnson; and Weil, Gotshal & Manges feature the creativity of elementary students.

However, the art on the cards from Dickstein, Shapiro, Morin & Oshinsky and Fried, Frank, Harris, Shriver & Jacobson, is the work of high school artists.

December Holiday Celebrations

The first December holiday season Arent Fox Kintner Plotkin & Kahn shared with its partner school, Randle Highlands Elementary, featured a multicultural theme. Attorneys and staff made presentations about Chanukah, Kwanzaa, and traditional Christmas celebrations and brought refreshments to the classrooms. Another highlight of the season for both the law firm and Randle Highlands was the performances of the Arent Fox glee club at the school. When students from Tyler Elementary School came to Akin, Gump, Strauss, Hauer & Feld for a party, they made ornaments for the firm's holiday tree.

Photos L/R: Holiday card for Reed Smith, created by a fourth grader at Park View Elementary School; Holiday card for Fried, Frank, Harris, Shriver & Jacobson, created by Erik Uy, a student at the School Without Walls High School.

Pepper Hamilton observes the December holiday season by giving gifts to each classroom. These are gifts that benefit all the students, such as a globe or an educational game the children can play after their work is finished. Attorneys and staff at Steptoe & Johnson are surrogate Santas for families connected with Montgomery Elementary School that cannot afford gifts for their children. This has become such a popular activity that the firm has developed a special computer program to keep track of Santa assignments.

The partnership that the Greater Washington Area Chapter of the National Bar Association's Women Lawyers Division, known as GWAC, has with Malcolm X Elementary School makes it possible for GWAC to bring a holiday treat to the Washington Center for Aging Services. Every year GWAC takes fifth and sixth grade girls from Malcolm X to the Center for holiday caroling.

A holiday party for Terrell Junior High School has become a tradition for the D.C. Office of Corporation Counsel. The party features light refreshments, a DJ, and a rare opportunity for the school cafeteria to be the scene of coed activity.

Covington & Burling's annual holiday party traditionally features music by the Cardozo High School Concert Choir. At the party, the firm's attorneys and staff are joined by the school principal and several teachers as well as the Cardozo students who participate in the Saturday Academy, the centerpiece of the law firm's school partnership.

Halloween Activities

Firms paired with elementary schools share Halloween experiences. Volunteers from Fannie Mae's Legal Department take part in an annual event at the Marie Reed Learning Centers. Every Halloween, the entire school, students and faculty alike, parade in costume around the large Adams Morgan block that includes the school. A party in every classroom follows the parade. During the party, volunteers from Fannie Mae wheel a good humor cart filled with ice cream and miniature pumpkins from classroom to classroom.

A recent party on Halloween at Baker & McKenzie for Payne Elementary students featured the art and social studies activity of making masks. The party was also one of the firm's mentoring activities.



Photo: Sue Golden from Fannie Mae's Corporate Legal Department and a young fairy from Marie Reed Elementary School are ready to march in Marie Reed's annual Halloween parade.

Outings Bring New, Enriching Experiences

The outings that law firms arrange for their partner schools are special occasions for everyone who participates. For the students, it's almost always a first—whether it's going to MCI Center for a Wizards game, a theatrical performance, or a ride on a boat. And for the law firm volunteers, it's the chance to see these experiences with eyes that are fresh and full of wonder.

During the 2000-01 school year, Foley & Lardner responded to the school system's reduction in funds for field trips by making outings an activity for the firm's partnership with Wilkinson Elementary School. One of the most memorable was a performance of "James and the Giant Peach" at the Public Playhouse. This was not only the students' first theatrical performance, it was also the first time they observed someone interpreting a performance with sign language, and this fascinated them. Their chaperones were fascinated with how quiet and still third graders could be when they were totally enthralled by a dramatic production.



Akin, Gump, Strauss, Hauer & Feld took students, parents, and faculty from Tyler Elementary School to a Wizards basketball game at the MCI Center. Everyone had a great time. The occasion provided an opportunity for people from the firm to get to know the school's principal, teachers, and parents. The firm also provided funds for buses to take Tyler students on six other field trips during the 2000-01 school year.

The six-year partnership between the GWAC and the sixth grade girls from Malcolm X Elementary School involves monthly field trips. GWAC volunteers have taken the students they tutor to the Kennedy Center, the Newseum, the Capitol Children's Museum, the Baltimore Aquarium, and the Blacks in Wax Museum.

Outings and field trips are also effective activities for older students. The D.C. Office of Corporation Counsel has taken students to basketball games and ballet performances. A favorite spring event for attorneys and staff from Williams & Connolly and students from Dunbar High School is a hike up Old Rag Mountain.

Photo: Oliver Garcia and Melissa Weiland (standing), Williams & Connolly attorneys, and Dunbar Senior High School students take a break during their hike up Old Rag Mountain.

Partnerships Do Many Other Things



Brief Descriptions of a Dozen Other Activities

Spruce-Ups: Almost every law firm has been involved in painting, carpentry, wiring, landscaping, or gardening at its partner school. Spruce-ups prove to be such great morale boosters for both law firms and schools that they are repeat activities for many firms.

Donation of Equipment and Services: Law firms that are school partners typically check with their schools before discarding anything. For their schools, these firms have been a valuable source of computers and other electronic equipment as well as furniture, copy paper and vital supplies. Law firms also provide services. Sidley Austin Brown & Wood publishes the Thomson Elementary School yearbook. Swidler Berlin Shereff Friedman publishes the parent handbook for Adams Elementary School in both English and Spanish.

Fundraising: Law firms have developed a wide range of ways to raise money for their partner schools. Pepper Hamilton sells the privilege of dressing casually and donates those funds to Stanton Elementary school. Attorneys and staff from Holland & Knight raise funds for Cleveland Elementary by selling Discovery Toys. Howrey Simon Arnold & White, LLP and Patton Boggs collaborated with their school's teachers and parents to create cookbooks sold during holiday seasons. Collecting Giant and Safeway grocery receipts made it possible for the Court of Appeals and Williams & Connolly to obtain needed equipment for their partner schools. Reed Smith holds wine tastings and silent auctions. Baker & McKenzie turned a bake sale with approximately 50 pastries into an auction that raised \$1700 for Payne Elementary School.

Special Foundations: In order to mobilize significant resources for Tyler Elementary School, Akin, Gump, Strauss, Hauer & Feld established a tax-exempt school partnership corporation. Said firm partner Stan Samorajczyk, who spearheaded the formation of the new corporation; "We have a lot of people here who travel; who have young families; who have a lot of commitments. And for one reason or another, they don't have the time this year or this semester to get involved with the school. Now when people say, 'Gee I don't have time to go over to Tyler because of my schedule. What can I do to help?' My answer is, 'Whip out your check book. It's deductible.'"

Photo: Volunteers from Fannie Mae's Corporate Legal Department paint walls and room dividers at Marie Reed Elementary School.

Shortly after setting up the new corporation, Stan Samorajczyk offered it as a model for other law firms with school partners. Covington & Burling used the model to create a tax-exempt corporation that is raising funds for its partner school, Cardozo High School.

Connecting With Parents: Covington & Burling is one of several firms that provide meals for PTA meetings. Dinner and musical entertainment have transformed poorly attended meetings at Cardozo High School into very popular “Family Nights.” At Family Nights, several Covington & Burling attorneys and paralegals are on hand to answer parents’ questions. Akin, Gump, Strauss, Hauer & Feld provides spaghetti dinners for PTA meetings at Tyler Elementary School. Arent Fox Kintner Plotkin & Kahn and Arnold & Porter have sponsored parent workshops on resume writing, the internet, and home-buying.



Peer Mediation: Several law firms have made it possible for young mediators at a number of elementary schools to be trained to provide the leadership necessary to settle minor conflicts that occur on their school’s playground or in the cafeteria or hallways. Peer mediation programs involve several hours of initial training at the beginning of each school year plus brief refresher sessions during the year.

Mock Trials: This activity works with children at all grade levels. When Fannie Mae’s Corporate Legal Department involved students at the Marie Reed Learning Center in the trial of Gold E. Locks for bad manners, which was successful with the elementary students. Jurors from Terrell High School were equally enthusiastic about trying Ms. Locks for multiple felonies. Both her prosecution and defense were handled by legal teams from the D.C. Office of Corporation Counsel. A number of high schools participate in the Street Law Program for high school students sponsored by Georgetown University Law School. This program involves an annual mock trial competition.



Practice-Based Curriculum: Practice groups at several firms are taking their legal expertise into school classrooms. Attorneys and staff in Beveridge & Diamond’s environmental practice group teach a multi-week course to sixth graders at Birney Elementary School. One year, their efforts involved a pollution-reduction project that earned Birney students a commendation from the Clean Air Conservancy. The growing international practice at Akin, Gump, Strauss, Hauer & Feld provided resources for a Global Awareness Project at Tyler Elementary and an end-of-the-school-year international fair.

Top Photo: A young peer mediator at Stanton Elementary School. She and the other peer mediators at Stanton have been trained by and receive continuing guidance from volunteers from Pepper Hamilton.

Bottom Photo: Claire Tebbs from the Chesapeake Bay Foundation shows Potomac River aquatic life to Mateo Davis, a member of Beveridge & Diamond’s environmental teaching team, and 6th graders from Birney Elementary School. The river field trip, provided by the Chesapeake Bay Foundation, is part of the six-week environmental course law firm volunteers teach at the school.

Current Events Rountables: Firms with high school partners sponsor roundtable discussions involving students, faculty, law firm volunteers, public figures and experts. Students share responsibility for planning the roundtables and spend some time preparing for these discussions that cover such topics as election reform and the psychological ramifications of terrorism.

Sharing Talents and Hobbies: Some of the most successful partnership activities are the result of firm volunteers sharing talents and hobbies. Through this sharing, students have enjoyed chess, quilting and poetry workshops.

Mentoring: A law firm such as Williams & Connolly, which is paired with Dunbar Senior High School, has a traditional mentoring project that emphasizes one-on-one relationships and activities. Or the firm can involve a consistent group of volunteers with a consistent group of students on a regular basis. This is the approach taken by Weil, Gotshal & Manges, the GWAC, and others that have partnerships with elementary schools.

Advocacy: Law firms can help their partner schools advocate for adequate school funding. Piper Rudnick, for example, worked with fifth graders from Bruce Monroe on a presentation documenting unmet school needs. The students created a photo display which they used during their testimony on the public school budget.



Photo: Young quilters from Stevens Elementary School pose with the quilt squares they created and their volunteer instructors from McKenna Long & Aldridge. The McKenna volunteers are My-Phuong Tran (second from the left) and Brenda Wilson (back row on the right).