

# Seal of Civic Readiness Application Information and Guidance

## Overview

---

School District participation in The Seal of Civic Readiness +1 Civics Pathway is voluntary. Schools who wish to offer this pathway shall:

- (i) submit an application for approval to the commissioner, in a form and by a date

in a form and by a date prescribed by the commissioner, that includes the number of students receiving the Seal along with relevant data including, but not limited to, the criteria chosen under subparagraph (4)(ii) and of this subdivision;

and identify a NYS Seal of Civic Readiness Committee (SCRC).

The SCRC shall include, but is not limited to, the following personnel:

at least one Social Studies teacher;

- (2) at least one School Counselor or other staff who will track student progress in earning the Seal;

- (3) at least one administrator or other staff member who will serve as the main contact with the Department in order to collect data on school offerings and submit copies of student work to the Department if requested.
- (b) The SCRC shall:
- (1) create a NYS Seal of Civic Readiness plan that includes, but is not limited to, details concerning communications, student advisement, evaluation, and presentation of awards;
  - (2) create a master list of all available courses and extracurricular activities pertaining to the NYS Seal of Civic Readiness program within their high school including, but not limited to dates for required benchmarks throughout the program year;
  - (3) develop a student tracking process, including an application process to be completed by interested students and reviewed by an advisor;
  - (4) review and approve potential service learning, extracurricular and work-based learning experiences, the Middle School Capstone Project if available, Civic Projects and Civics Capstone Projects in accordance with Commissioner's guidelines; and
  - (5) review and evaluate all coursework, assessments, and civic experiential learning completed by each student to ensure criteria for the seal are met.

The method by which NYSED collects information on The Seal of Civic Readiness +1 Civics Pathways is an application through the [SED Monitoring and Vendor Reporting System](#)

### NYSED Goals

The intent of the NYS Seal of Civic Readiness is to encourage the study of civics and civility through experiential learning; certify attainment of civic readiness; provide employers with a method of identifying high school graduates with skills in civics and civility; provide universities with an additional method to recognize applicants seeking admission; prepare students with twenty-first century skills; recognize the value of K-12 Social Studies education in schools as a means to build civic knowledge; empower students as agents of positive social change to redress historical and contemporary oppression and strengthen our diverse democracy. The NYS Seal of Civic Readiness shall be awarded to students who meet the criteria of this subdivision and complete all criteria prescribed by the Commissioner at a New York State high school approved by the commissioner to offer the NYS Seal of Civic Readiness.

## Submission Process

School District superintendents, their designees, will submit essential



6. Is this a public school within the New York City Department of Education? If yes, please do NOT complete this form and instead contact the NYCDOE Civics for All at [civicsforall@schools.nyc.gov](mailto:civicsforall@schools.nyc.gov)

*NYCDOE will oversee all NYCDOE public schools. If you are a NYCDOE public school interested in offering the Seal of Civic Readiness please contact [civicsforall@schools.nyc.gov](mailto:civicsforall@schools.nyc.gov) to receive the appropriate application.*

## Section II – Questions 9-12

7. Provide a detailed description of the goals for the school's program.

*Your narrative may include information about:*

- x Improving participation in experiential learning*
- x Expanding access for all students to acquire and use the knowledge, skills, mindsets, and experiences to attain civic readiness*
- x Promoting a relationship of trust, cultural responsiveness, and respect between schools and families*

8. Provide a detailed narrative that describes how the school will implement the Seal of Civic Readiness program, including timeliness and benchmarks for program.

*Your narrative may include information about:*

- x Building the capacity of educators and administrators*
- x Building culturally responsive instruction and learning environments to support high expectations and rigorous instruction including student led civic engagement that empower students as positive agents of social change*
- x Professional development related to the Civic Readiness Initiative*
- x Resource allocations in place to support the Civic Readiness Initiative*
- x Approaches to accommodate diverse learning styles and language proficiencies*

9. Provide a detailed description of the school's communication plan that has been developed to aid in the implementation of the Seal of Civic Readiness

*Your narrative may include information about:*

- x Communication plan that targets students, staff, community, and other stakeholder groups*

- x *Goals and objectives for the Civic Readiness Initiative are clearly defined, actionable and serve as the foundation for communication and engagement efforts*
- x *A well-maintained social media presence utilizing the #NYSCIVICSSEAL*
- x *A plan to build awareness and to strengthen civics education that align with the [Definition of Civic Readiness](#).*
- x *A plan to sustain and grow parent and community stakeholder engagement*

10. Provide a detailed description of the school's student tracking process that has been developed to aid in the implementation of the Seal of Civic Readiness

*Your narrative may include information about:*

- x *Development and maintenance of a school wide data system that will enable all applicable points counted towards the Seal for each student.*
- x *The school level Seal of Civic Readiness Committee should determine if retroactive points will be allowable and how that information will be collected if applicable*
- x *Determine whether to build or buy a data management system*
- x *Clearly articulate system requirements relative to user needs*
- x *Evaluate the accessibility and consistency of the student tracking process*
- x *Plan and stage the implementation of the data system.*

11. Provide a detailed description of the school's advisement and evaluation policies, and procedures that have been developed to aid in the implementation of the Seal of Civic Readiness

*Your narrative may include information about:*

- x *Collection of formal and informal feedback to measure success to improve communications and engagement activities*
- x *Processes in place to adjust the program based on data analysis*
- x *Plan for awarding points is rigorous and consistent*
- x *Processes to measure and evaluate District Civic Readiness goals and action steps to attain goals.*
- x *A responsive services component on behalf of student with disabilities, English Language Learners, students experiencing homelessness and/or housing insecurity to ensure their ability to earn a Seal of Civic Readiness*

12. Provide a detailed narrative that describes how the school's program connects to [NYSED's Diversity, Equity and Inclusivity Initiative](#)

*Your narrative may include information about:*

x *Preparing all students to become actively engaged citizens*

x