

Appendix B: Seal of Civic Readiness Application for Educational Entities that Enroll Students from Multiple Districts and Do Not Confer Diplomas for All

Information and Guidance

Overview

This document is intended to provide guidance for educational entities that enroll students from one or more districts, and which do not confer high school diplomas for some (out of district) or all enrolled students, on the creation and submission of the Seal of Civic Readiness +1 Civics Pathway Program Application. This includes but may not be limited to BOCES programs, regional secondary schools, and alternative, special education, early college, and P-Tech programs/schools that enroll students from multiple districts.

Entities wishing to offer a Seal of Civic Readiness Program which would provide the coursework and educational experiences that would allow students to complete the requirements to obtain the Seal of Civic Readiness must do the following:

1. Complete the application as described in this document;
2. Provide a description and documentation of the program to all Superintendents of districts that enroll students in the program;
3. Provide a copy of Appendix C: Application for Districts to Grant the Seal of Civic Readiness to Students who Complete the Seal Program outside of the district to all districts that enroll students in the program; and
4. Collect signed applications from all districts to submit with this application, per the instructions found in this document.

District participation is voluntary; however, please be aware that if a student completes the Seal of Civic Readiness requirements within your program, and if the district does NOT sign the District Application (Appendix C), the district may not award the student the Seal of Civic Readiness.

The District Application (Appendix C) only applies to students participating in the Seal of Civic Readiness Pathway program offered by your entity. If the district wishes to offer the Seal to district students through the district's high schools, they should see Appendix A for instructions on how to apply.

Regulations

[8 CRR-NY 100.5\(i\), New York State Seal of Civic Readiness](#)

- (i) submit an application for approval to the Commissioner, in a form and by a date prescribed by the commissioner, for the school District to participate in the program. Such application shall include a narrative that describes how the district will implement the NYS Seal of Civic Readiness program, including plans for program communications, processes pertaining to student tracking, advisement and evaluation, and timeliness and benchmarks for the program;

- (ii) maintain appropriate records to identify students who have earned a NYS Seal of Civic Readiness. At the end of each school year in which a school District participates in the program, the school District shall submit a report to the commissioner, 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 (iii) of this subdivision; and
- (iii) establish and identify a NYS Seal of Civic Readiness Committee (SCRC).
 - (a) The SCRC shall include, but is not limited to, the following personnel:
 - (1) at least one Social Studies teacher;
 - (2) at least one School Counselor or other staff who will track student progress on earning the Seal; and
 - (3) at least one administrator or other staff member who will serve as the main contact with the Department 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 extra-curricular 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 Pathway 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

District Superintendents or their designees, or CEOs shall submit essential information about the Seal of Civic Readiness +1 Civics Pathway through an application issued through the [SED Monitoring and Vendor Reporting System](#).

Schools/programs must complete all sections and enter answers directly into the application.

NYSED will review plans and may communicate with the applicants if answers are not complete or thorough. The applicant may be required to communicate with NYSED for clarification or additional information. Once any concerns are addressed and properly corrected plans will be approved.

Access to the Survey

To access the SED Monitoring and Vendor Performance System:

- ✓ Go to the [NYSED Business Portal](#);
- ✓ Click on the “Log In” button;
- ✓ Enter your username and password;
- ✓ Click on “SED Monitoring and Vendor Performance System”
- ✓ Click on “Office of Curriculum”
- ✓ Select “Seal of Civic Readiness Application for BOCES, P-Tech, Regional Secondary, Early College, Alternative and Special Education High School Programs”
- ✓ Click on ‘view’ to begin/continue to input information.

The point of contact from the school/program will have automatic access to the plan. They will need to delegate access to the person or persons completing the plan through SEDDAS, the SED Delegated Account System, which manages access to SED web-based applications through the Application Business Portal. Granting these permissions will NOT provide access to any other information in the portal. They are the only individual that has submit/certify rights and will therefore need to submit the plan when it is ready to be reviewed. For questions regarding the entitlement process, please see the [SEDDAS mini guide](#) for entitling users to SED Monitoring.

Timeline

This application will enable a School/Program to offer the Seal of Civic Readiness for all students.

Applicants will be notified of their application status on a rolling basis.

Structure of the Guidance

The following pages outline the specific information that schools/program will be required to enter in the SED Monitoring system survey. Guidance is provided in italics below each question. The questions below provide a framework for planning and provide relevant information to support the development of a Seal of Civic Readiness +1 pathway program. Responses should be thorough. A more comprehensive plan is a best practice that will serve schools/program well for planning and implementation with stakeholders.

Section I – Questions 1-4

1. Last name/First name
NYSED will consider this person to be the point of contact for questions about the application
2. Type of school/program.
A drop-down menu will appear. Please select one of the following categories: BOCES, P-Tech, Early College, Regional Secondary, Special Education, Other
3. Official job title of applicant completing this form
Write in your official title
4. Projected number of students who will earn the Seal by June
Estimated number of students who will be able to earn all six points on the Seal by June

Section II – Questions 5-13

5. Provide a detailed description of the goals for the school/program.
Your narrative may include information about:
 - *Improving participation in experiential learning*
 - *Expanding access for all students to acquire and use the knowledge, skills, mindsets, and experiences to attain civic readiness*
 - *Promoting a relationship of trust, cultural responsiveness, and respect between school/program and families*
6. Provide a detailed narrative that describes how the school/program will implement the Seal of Civic Readiness program, including timeliness and benchmarks for program.
Your narrative may include information about:
 - *Building the capacity of educators and administrators*
 - *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*
 - *Professional development related to the Civic Readiness Initiative*
 - *Resource allocations in place to support the Civic Readiness Initiative*
 - *Approaches to accommodate diverse learning styles and language proficiencies*
7. Provide a detailed description of the school/program communication plan that has been developed to aid in the implementation the Seal of Civic Readiness.
Your narrative may include information about:
 - *Communication plan that targets students, staff, community, and other stakeholder groups*
 - *Goals and objectives for the Civic Readiness Initiative are clearly defined, actionable and serve as the foundation for communication and engagement efforts*
 - *A well-maintained social media presence utilizing the #NYSCIVICSSEAL*
 - *A plan to build awareness and to strengthen civics education that align with the [Definition of Civic Readiness.](#)*

- *A plan to sustain and grow parent and community stakeholder engagement*
8. Provide a detailed description of the school/program student tracking process that has been developed to aid in the implementation the Seal of Civic Readiness.
Your narrative may include information about:
- *Development and maintenance of a data system that will enable all applicable points counted towards the Seal for each student.*
 - *The local Seal of Civic Readiness Committee should determine if retroactive points will be allowable and how that information will be collected if applicable*
 - *Determine whether to build or buy a data management system*
 - *Clearly articulate system requirements relative to user needs*
 - *Evaluate the accessibility and consistency of the student tracking process*
 - *Plan and stage the implementation of the data system.*
9. Provide a detailed description of the school/program advisement and evaluation plans, policies, and procedures that have been developed to aid in the implementation the Seal of Civic Readiness.
Your narrative may include information about:
- *Collection of formal and informal feedback to measure success to improve communications and engagement activities*
 - *Processes in place to adjust the program based on data analysis*
 - *Plan for awarding points is rigorous and consistent*
 - *Processes to measure and evaluate District Civic Readiness goals and action steps to attain goals.*
 - *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*
10. Provide a detailed narrative that describes how the school/program connects to [NYSED's Diversity, Equity and Inclusivity Initiative](#).
Your narrative may include information about:
- *Preparing all students to become actively engaged citizens*
 - *Respecting diversity to meet the physical, social, and emotional needs for all*
 - *Creating an environment where all feel safe, supported, and valued*
11. Please read the regulations:
a. [8 CRR-NY 100.5\(i\), New York State Seal of Civic Readiness](#)
12. Please go to the [Office of Standards and Instruction's Civic Readiness Initiative website](http://www.nysed.gov/curriculum-instruction/civic-readiness-initiative) (<http://www.nysed.gov/curriculum-instruction/civic-readiness-initiative>) and review the following materials:
- The Seal of Civic Readiness
 - The Definition of Civic Readiness
 - The Civic Capstone Project

13. Attach a completed District Application Form (Appendix C) for every participating district. It is the responsibility of the entity applying to offer the Seal Program to collect this completed application from all participating districts and upload the completed forms in their NYSED application.