Schools earning the Welcoming Schools Seal of Excellence (SOE) will demonstrate, with documentation, the following benchmarks:

1. **Policies and Procedures**
   Policies/Regulations/Procedures are in place and enumerated to include all aspects of diversity. This may be done on local, district, and/or state levels.
   
   **Documentation example:** Submit policies and procedures for review.
   
   **Sample policies for consideration:** Anti-bullying/harassment, non-discrimination, dress code, restroom access, usage of non-gendered language.

2. **Leadership Team**
   Welcoming Schools Leadership Team is established or integrated into an existing committee. The Leadership Team will include a cross section of the school community including administration, classroom teachers, non-instructional staff and possibly family members. The team will meet monthly during the academic year.
   
   **Examples of established committees:** Social Emotional Learning, Equity/Diversity, Professional Development, etc.
   
   **Documentation examples:** Submit names of committee members and sample meeting agendas, meeting schedule and/or minutes.

3. **Staff Development**
   School staff must complete the following Welcoming Schools Modules:
   
   - Creating LGBTQ Inclusive Schools
   - Embracing Family Diversity
   - Creating Gender Inclusive Schools
   - Preventing Bias-Based Bullying
   - Supporting Transgender and Non-Binary Students
   - School Practices with an Intersectional Lens
   - Welcoming Schools Law and Policy Review
   
   Staff development sessions will take place over a period of 1-3 years and must be delivered by an authorized Welcoming Schools Facilitator.
   
   **Documentation example:** Sessions have been reported by the Welcoming Schools Facilitator into the Welcoming Schools data reporting system.

4. **Planned Lessons or Activities**
   Annually, every student in the school must be provided with a minimum of three Welcoming Schools lessons, books, or activities as a part of the structured curriculum.
   
   **Documentation examples:** Identify selected lesson plans or books, share samples of student work, provide reflective statement by classroom teachers, provide video of student activity or classroom speaker, etc.
5. **Bulletin Boards/Newsletters**

School will have ongoing public displays (bulletin boards, newsletters, and artwork portraying Welcoming Schools' themes such as “Love Makes a Family”, “Be Who You Are” or “Ally Superheroes”.

**Documentation examples:** Pictures of the artwork or display.

6. **Family Nights**

School will host, minimally, one Family Night, for family members/community sharing the Welcoming Schools approach through panels, movie nights, book readings, and information sessions.

**Documentation examples:** Event flyer, session evaluations, pictures, videos, or agendas.

7. **Books and Resources**

Books from Welcoming Schools bibliographies are publicly available to all students in the library/media center and classrooms.

**Documentation examples:** Photos of books on shelves, students reading books

8. **School Climate Assessment**

A Welcoming Schools Climate Assessment will be used to gauge the success of developing a more inclusive school by working with the Welcoming Schools Program.

**Documentation examples:** Pre- and post-assessments and reports.

9. **Additional Artifacts**

Demonstration of larger community-based support for this effort.

**Documentation examples:**
- Documentation of Welcoming Schools Training being provided to non-instructional and support staff.
- Establish a Diversity Club or GSA
- School concerts/assemblies promoting Welcoming Schools themes.
- Integration of the Welcoming Schools approach with other social and emotional learning and/or bullying prevention efforts in the school.