



## WELCOMING SCHOOLS SEAL OF EXCELLENCE BENCHMARKS

---

Schools that are interested in obtaining 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 participate in a minimum of 12 hours of staff development training to include, but not limited to, the following Welcoming Schools Modules:

- Overview of Welcoming Schools
- LGBTQ Inclusive Framework
- Welcoming Family Diversity
- Understanding Gender
- Preventing Bias-Based Bullying
- 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 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.



# Welcoming Schools

A PROJECT OF THE HUMAN RIGHTS CAMPAIGN FOUNDATION

## 5. Bulletin Boards/Newsletters

School will have ongoing public displays (bulletin boards, newsletters, and artwork portraying Welcoming Schools' themes/mission.

**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.

