Schools of Character Guide

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I. GETTING STARTED

Build your team. Prior to completing your application online, you'll want to assemble a team that will collect and reflect on the information. This will help you put together an excellent application and give you a snapshot of where you are on your character journey and where you want to go.

Plan out your artifacts. For each of the *11 Principles*, we ask you to provide evidence of your implementation through artifacts, which must be PDF or Microsoft Word documents. You'll have an opportunity to include links to web pages or videos in the "Additional Evidence" section.

Conduct your self-assessments early. Self-assessments are sent and managed through the website. Make sure you leave your responders enough time to complete the assessment before your submission.

Remember the character limits are set as a maximum. You do not have to use all of the characters to provide the information necessary. Also, note that spaces do count as characters in our system.

Compile your data early on and provide as many years as you can. In the data portion, you must provide at least 1 year of data for test scores, behavioral

statistics and school climate surveys. For the other years, you may use "n/a" to fill required fields if you don't have additional data.

II. INFORMATION YOU'LL NEED TO PROVIDE

- A narrative of your character story: your history and areas of improvement

- Your school's implementation of the *11 Principles of Effective Character Education*

- Visual evidence (aka artifacts) of your character initiatives

- Academic, behavioral and climate data

- Testimonials of stakeholders

The application opens during the summer before the designation year. The 2020 Schools of Character cycle opens summer 2019. The application then closes the **first week in December**. In order to complete the application, you must submit a fee of $250 for the state level review. If your school must use a purchase order, we recommend beginning that process early, so that you may pay for the application with a check. You may also use a credit card. If you use a purchase order, there will be a $25 fee for processing.

State Schools of Character are announced the last week of January 2020. State reviewers will examine the application, but in most cases, won't provide a site visit. Once a school has been designated as a **State School of Character which lasts 5 years**, the school will be invited to apply for a National School of Character using the same application provided. In order to submit the application for national review, a fee of $250 must be provided. Again, we accept purchase orders, but you must pay an additional $25 processing fee. We will assign a national evaluator to visit your school/district either virtually or physically.

National Schools of Character will be announced mid-May 2020.

III. TIMELINE

August 1, 2019	Schools of Character application open.
December 6, 2019	Application closes at 11:59 P.M. EST
December 2019 — January 2020	State level reviews of applications.
January 28, 2020	State Schools of Character announced.
February — April 2020	National review.
May 2020	National Schools of Character announced.
June 2020 — May 2021	Recognition and outreach. • All applicants receive feedback on their applications by the end of June. • National Schools of Character receive recognition at Character.org's National Forum in Washington, DC in October 2020. • The Schools of Character Summit at the National Forum will include information on outreach and mentoring opportunities.

IV. DOWNLOADS

- Download the 2019 Application PDF
- Download the 2019 Re-certification PDF
- Download Evaluator Checklist
- Download the 11 Principles Capsule Summary

- Download the Evaluator Score Guide

V. OTHER WAYS TO INTERACT WITH THE SOC PROCESS

Free Access
The application will be available year-round for anyone who wants to access it for staff development. The application can be useful to reflect on the team's progress in implementing the 11 Principles. Explore the 11 Principles of Character Education with staff and other stakeholders.

Mock Audit
This option is for schools that may not be ready for designation but would like robust, professional feedback on their overall program. Schools complete the application with their team, submit a $250 fee and receive written feedback with a score sheet. This option will also be available year-round, and we will provide feedback on a rolling basis.