Certification Homestretch

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Presenters

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Webinar Agenda

- Certification & DS Star Requirements

- Updating & Re-submitting Applications

- Tips for Success

- Submitting a Digital Schools Star Application

- Technical Assistance/Questions

Certification & Digital Schools Star Application Overview

- Online application for certification has 3 rounds of submissions and reviews

- Districts and schools submit applications, but certification and Digital Schools Star are **only awarded to schools**

- **Digital Schools Star**:

  o *Districts and schools complete requirements as part of the certification application*

  o *Only schools submit separate Digital Schools Star application (single action with checklist) in the final round of the certification cycle*

District and School Coordination

DISTRICT

- Points from district actions **flow down to all** participating schools in the district

- Certification is awarded at the **school level**
- Digital Schools Star is awarded at the **school level**

2021 Certification Cycle

- **January 15** – Initial Application Deadline
- Late February – Reviewer Comments
- **March 26** – Second Submission
- Early May – Reviewer Comments
- **June 21** – Final Application Submission
- Early August – Certified Schools Notified
- **October** – Certified Schools Celebration

https://www.sustainablejerseyschools.com/certification/
2021-certification-cycle/

Unity Charter School – 2020 Silver

Winslow Twp Middle School – 2020 Silver

Levels of Certification

150 Bronze

- Green team
- 2 out of 14 priority actions
- Actions completed in 6 of 22 categories

350 Silver

- Green team
- 3 out of 14 priority actions
- Actions completed in 8 of 22 categories

https://www.sustainablejerseyschools.com/certification/certification-overview/

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Going for a Digital Schools Star?

Be sure to complete the following requirements as part of your certification application:

- Complete at least **7 Digital Schools actions** in the **3 Digital Learning categories.** Of the 7, **5 must be Foundational actions.**

- Complete at least **3 Student Learning actions** with **digital learning focus.** *Pre K-3 schools with fewer than 3 grades need only complete one such action per grade level.*

- Complete at least **1 School Culture and Climate action** with a digital learning focus.

With the completion of the mandatory Green Team action, you may not need to complete additional actions to earn both bronze certification as well as a Digital Schools Star.

https://www.sustainablejerseyschools.com/actions/digital-schools-program/digital-schools-star-recognition/#open/action/108

Digital Schools Star Fact Sheet

↓

To meet the Digital Schools Star requirements, in addition to submitting your Sustainable Jersey for Schools certification application, you must complete:

- A minimum of 7 actions
- At least 5 of the 7 must be from the **Foundational Actions** highlighted in **red**
- At least 1 of the 7 must be from each category

Successfully complete at least three of the **Student Learning actions**. To meet Digital Schools Star requirements, the submissions must address lessons delivered in a remote digital or hybrid learning environment. Schools serving **only** PK – 3 students with **fewer than 3 grade levels** are only required to complete one Student Learning action per grade level. For example, a school with only kindergarten and 1st grade classes would be required to complete two Student Learning actions.

Successfully complete at least one of the **School Culture and Climate (SCC) Actions**. To meet the Digital Schools Star requirements the submission must include steps taken to address the challenges associated with a remote digital or hybrid learning environment.

Document the completion of these actions in your Digital Schools Star application.

ACTION TYPES: 🏛 DISTRICT ONLY 🏠 SCHOOL ONLY	POINTS
Category – Digital Learning Leadership	**POINTS**
District Commitment to Digital Learning (Certification Priority) 🏛	**10-15**
Community Engagement (District or School Action)	10
District Professional Development Plan 🏛	**10**
Equitable Access to Digital Learning (Certification Priority) 🏛	**10-15**
Category – Digital Learning Practices	
Authentic Application of Digital Learning Tools and Content 🏠	10-15
Digital Citizenship (Certification Priority) 🏛	**10**
Personalized Learning and Growing Independent Learners 🏠	15
Professional Growth and Collaboration 🏠	**15**
Category – Digital Technology Access	
Data Safety and Security Policy 🏛	**10**
Digital Device Life Cycle Management 🏛	10
Infrastructure 🏛	**10**
Support for Digital Teaching and Learning 🏛	**20**
Student Learning Actions	**POINTS**
Education for Sustainability Integrated Unit 🏠	10-50
Education for Sustainability Pre-Kindergarten 🏠	5
Education for Sustainability Kindergarten 🏠	5
Education for Sustainability 1st Grade 🏠	5
Education for Sustainability 2nd Grade 🏠	5
Education for Sustainability 3rd Grade 🏠	5
Education for Sustainability Grades 4-12 Arts 🏠	5
Education for Sustainability Grades 4-12 Career and Technical Education 🏠	5
Education for Sustainability Grades 4-12 English Language Arts 🏠	5
Education for Sustainability Grades 4-12 Health 🏠	5
Education for Sustainability Grades 4-12 Math 🏠	5
Education for Sustainability Grades 4-12 Science 🏠	5
Education for Sustainability Grades 4-12 Social Studies 🏠	5
Education for Sustainability Grades 4-12 Technology 🏠	5
School Culture and Climate (SCC) Actions	**POINTS**
Inclusive Environments Where All Can Thrive 🏠	10
School Culture and Climate Needs Assessment 🏠	20
Social Emotional Learning 🏠	10

Reviewer Feedback

- Reviewers read the submissions and provide feedback. Actions are marked "Approved" or "Must Revise."
  - Must Revise feedback will summarize what needs to be addressed to have the action approved.
  - Feedback is at the bottom of the action submission page or top of the application.
- Feedback on Not Approved actions from a previous submission can be found by clicking "Show Archived Comments" at bottom of action submission page.

Reviewer Feedback

No feedback has been published.

˅ Show archived comments

55 PUBLISHED COMMENTS
0 UNPUBLISHED COMMENTS
82 ARCHIVED COMMENTS

District Application Overview

Click "Details and history" to see:

! Test District B (Camden) Certification Application

Status: AWAITING UPDATES
Reviewer Feedback: 7 comments

[Details and history] [Help] [View School Applications]

View school applications: District users can view the applications of their schools

Current Status This application is **AWAITING UPDATES**	AWAITING UPDATES
Application History This applicant has applied **0** times	
Reviewer Feedback	7 PUBLISHED COMMENTS 0 ARCHIVED COMMENTS

Current status: Awaiting Updates applications have been reviewed and can be submitted again

Check on reviewer feedback

Help: links to *Application User Guide* and *Master Action Tracking Spreadsheet*

School Application Overview

Click "Details and history" to see:

! Test School C (Camden) Certification Application

Status: AWAITING UPDATES
Reviewer Feedback: 7 comments

[Details and history] [Help]

Current Status This application is **AWAITING UPDATES**	AWAITING UPDATES
Application History This applicant has applied **0** times	
Reviewer Feedback	7 PUBLISHED COMMENTS 0 ARCHIVED COMMENTS
Digital Schools Star Application	IN PROGRESS VISIT APPLICATION
District Application ! Test District B	IN PROGRESS VISIT APPLICATION

Get help: links to *Application User **Guide** and **Master Action Tracking Spreadsheet***

Current status: Awaiting Updates means the application has been reviewed and unlocked. It should be updated before being submitted for another review.

Check on reviewer feedback: Once you have submitted your application it has been reviewed

Go to Digital Schools Star application

Visit District application: School users can view the application of their district

Calculating Points

Use the **Action Totals** counter in right column to track your point totals.
The counter defaults to show total of Completed and Approved points. In school applications it also defaults to show points from both the district and your school application.

View point totals for actions with different statuses by checking the desired boxes under Search Actions

Action Totals
(Completed, Approved)

○ DISTRICT   ○ SCHOOL   ● BOTH

Required	🏅 1/1
Priority	🏅 2/14
Total Points	🏅 200/1360
Categories	🏅 9/22
Total Actions	🏅 17/104

Search Actions

Type in a word(s) to identify all actions with that word(s) in the title

To identify actions by status, check the desired box or boxes below. The Action Totals box at right will also reflect only those actions selected. Click on the Clear Search button to return to the full action listing.

☐ Planned   ☑ Completed   ☑ Must Revise   ☐ Not Approved   ☑ Approved   ☐ Expired

Click a box below to open all the actions with that attribute. Clear Search before selecting a different box.

☐ Mandatory   ☐ Priority   ☐ District Only   ☐ School Only   ☐ Collaboration

☐ **Digital Schools**

Search Actions   Clear Search

Action Statuses

Onsite Renewable Generation System - Geothermal
- 10 Points — Unplanned ⌄
- 🏠 School Only

Onsite Renewable Generation System - Solar
- 30 Points — Completed ⌄
- 🏠 School Only
- THIS ACTION HAS VARIABLE POINTS: 5 — 40 • LAST UPDATED 02/09/21

● **Digital Learning Leadership** ∧

Community Engagement
- 10 Points — Must Revise ⌄
- ☎ Digital Schools
- LAST UPDATED 02/09/21

Green Infrastructure Assessment & Plan
- 10 Points — Not Approved ⌄
- 🏠 School Only
- LAST UPDATED 08/02/18

Green Infrastructure Installation
- 10 Points — Approved ⌄
- 🏠 School Only
- EXPIRES ON 08/31/21 • LAST UPDATED 08/13/18

● **Student & Community Outreach** ∧

Green Team
- 10 Points — STATUS: EXPIRED
- ⚠ Required
- THIS ACTION HAS VARIABLE POINTS: 10, 15 • LAST UPDATED 08/31/18 • EXPIRED ON 08/31/18

Community Education & Outreach
- 10 Points — Planned ⌄
- 🏆 Priority   🏠 School Only   👥 Collaboration
- LAST UPDATED 07/14/15

Default unless changed by user

Changed by user to indicate the action submission should be reviewed when the application is submitted

Action reviewed in the current cycle and that needs revision to be approved

Credit not awarded in previous application cycle

Approved points count towards certification. Note when points expire.

Previously received credit, but due to shelf life of the action, points are no longer counted in application

Changed by user to indicate it will or has been worked on

Action Information

! Test District B (Camden) Application for Certification

Action Submission: **Professional Development for Sustainability** ← View action description

Directions

Please complete this form to submit this action as part of your application by following these steps:

- Indicate the **requested points** for variable point actions.
- Enter **Description of Implementation**, no more than 300 words.
- Upload supporting documentation.
- Click **Save Action Submission** button at the bottom of the page.
- Once updates are finished, mark the action **Completed** so points are calculated in your point totals to submit the application for certification.
- Click **Save Action Submission** button at the bottom of the page.

Status Current action submission status: **Completed**	Completed ∨ ← Update status
Requested Points Point level requested for this submission	10 ∨ ← select point level if variable point action
Schools working on this action The number of schools in this district who have begun working on this action.	0

If **district application** and a "**both**" action, you will see how many schools in the district are working on the action. Districts should **not change the status** of an action if schools are working on it without consulting the schools first. The district submission will override the schools.

Variable Point Actions

! Test District B (Camden) Application for Certification

Action Submission: Professional Development for Sustainability

Directions

Please complete this form to submit this action as part of your application by following these steps:

- Indicate the **requested points** for variable point actions.
- Enter **Description of Implementation**, no more than 300 words.
- Upload supporting documentation.
- Click **Save Action Submission** button at the bottom of the page.
- Once updates are finished, mark the action **Completed** so points are calculated in your point totals to submit the application for certification.
- Click **Save Action Submission** button at the bottom of the page.

Status Current action submission status: **Completed**	Completed ⌄
Requested Points Point level requested for this submission	10 ⌄
Schools working on this action The number of schools in this district who have begun working on this action.	0

- User selects point value supported by the documentation as part of the submission from the drop down menu
- Reviewer confirms point value selected or changes based on review of the documentation

Description of Implementation

- Input a short summary of what was accomplished and the impact it had or will have on the district and/or school. You may need to edit your narrative based on reviewer feedback.

Description of Implementation

In the text box below, please provide a short summary (300 word maximum) of what was accomplished and the impact it had or will have on the school community. Include relevant references to the uploaded materials. **If updating a previous submission, please remove any outdated or unnecessary information.**

> This is where you describe what you did for this action.

Save Action Submission

Be sure to save action submission at bottom of page after making any changes

Upload Supporting Documentation

Document Title

Enter the name of your document

Choose File | No file chosen | **Attach File**

TYPE	TITLE	UPLOADED ON	DELETE
word	Accessible Communications Report to Board	3/9/2020 at 07:21 PM	✕

Save Action Submission

Select the file from your computer to upload

- *Many types of files can be uploaded, up to 50MB*
- *You can type a new name that describes the document*

Once successfully uploaded the file will appear in the box below

Easily remove files by clicking "X" under Delete

Be sure to save action submission after making any changes

Preparing to Re-submit District Application

- Once you have finished working on an action, mark it as "Completed"
- There are **no** minimum requirements districts must meet to submit an application
- When ready to Submit Application for Review, press the yellow button:
  - Confirm submission pop-up – click Request Review.
  - All users linked to application will receive an automatic email about submission
- Users are locked from editing Approved and Completed actions until review is complete

Action Totals
(Completed, Approved)

Required	0/1
Priority	1/9
Total Points	10/630
Categories	1/22
Total Actions	1/49

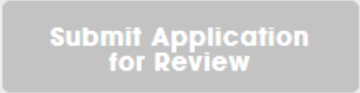**Submit Application for Review**

Confirm Review Request

Please note that once you have submitted the application for review, the application will be locked and you cannot make any changes to your completed actions. Do you want to submit the application now?

Request Review   **Cancel Review Request**

Preparing to Re-submit School Application

- Certification Criteria visible on right hand side
- Action Totals – In school application you can also view points by District, School or Both..
    - District points flow from the District Application
    - District and School points combined determine ability to Submit Application for Review and Certification
- Gray submit button **Submit Application for Review** turns yellow once actions marked "Completed" and "Approved" meet minimum requirements for bronze certification
- Once submitted, Approved and Completed actions are locked from editing until the review is complete

Certification Criteria

Required	1
Priority	2
Points	150
Categories	6

Show requirements for:

☑ BRONZE   ☐ SILVER

Action Totals
(Completed, Revise, Approved)

○ DISTRICT   ○ SCHOOL
● BOTH

Required	1/1
Priority	3/14
Total Points	320/1360
Categories	12/22
Total Actions	24/104

If all completed action submissions are approved, this application will qualify for BRONZE certification.

To achieve SILVER certification, see certification criteria above.

Submit Application for Review

Confirm Certification Request

Once you submit your application for certification, all actions marked approved and completed will be locked from editing. You will not be able to edit these action submissions until your application has been fully reviewed. To proceed and submit your application for certification, please press the "Request Certification" button below.

Request Certification   **Cancel Certification Request**

Yes, You Can Drop Actions
or Add New Actions!

Actions may be dropped and added to application even in the final round of the application cycle.

- If you no longer think you can successfully complete an action then leave it as "Must Revise." Only actions with the status "Completed" will be reviewed when the application is submitted.

- You may add new actions to your application. Input all the required information and mark them as "Completed" before submitting the application.

Why Actions Are Not Approved

Pitfall	How to Overcome
Action documentation completion date is outside the shelf life of the action	Review the Introduction and "What to Submit" sections of the action to find the shelf life of eligible activity and documentation (i.e. how old can they be and still qualify to earn points). Only submit documentation that falls within this period. Remove outdated documentation from previous submissions
Proper documentation not submitted	Ensure that the documentation uploaded fulfills the requirements outlined in "What to submit"
Misinterpretation of Action Goals or Submitting under Wrong Action (check for new actions)	Closely read the "What to Do" and "What to Submit" portion of the action to ensure that what you plan to submit is in line with the intent of the action. Re-check even if action had been previously approved since requirements may have changed.
Seeking credit for same initiative under more than one action	Any initiative may only be submitted under one action, even if it fulfills the requirements of more than one action. Review the entire application to spot duplication
Failure to conduct outreach/education component required for many actions	Read beyond the action's title, paying close attention to the What to Do" and "What to Submit" sections
Failure to complete the prerequisite action	Check the Introduction and the "What to Submit" section for

Digital Schools Star Recognition Tips

- Description of Implementation – please describe process, not just results

- Do not include student names in any documentation

- Make sure all links are public in all submitted documents

- Community Engagement communication samples
  - if submitting as a district, use district evidence
  - If submitting as a school, use school evidence

- Personalized Learning – only one of the three required sample Personalized Student Learning Plans can be a Student Intervention Plan

- Professional Growth - do not submit entire Individual Professional Development Plans with teachers identified, 10 sample goals in one document are sufficient

Digital Schools Star Recognition Tips

School Culture & Climate Actions

- Inclusive Environments Questionnaire
  - Respond to #4, 5, 6 & 7 with digital learning information
- School Culture & Climate Needs Assessment
  - What to submit #3 – Include digital learning in Action Plan
- Social Emotional Learning Integrated Unit
  - Respond to Questionnaire #7

Student Learning Actions

- EfS Integrated Unit – respond to Questionnaire #7
- All other EfS Actions – respond to Questionnaire, #5

Be Ready for the Limelight!

Once you are certified your information becomes publicly accessible on the website

- Inspire others! Tell a story in your narrative
- Remove sensitive information before uploading your documentation
- Remove irrelevant or outdated documentation
- Only upload parts of documents that are needed (e.g. not the entire policy handbook)
- Name your documents when uploading

Additional Tips

- You may need to combine multiple documents to stay within the 6 document limit

- Save online documents or webpages as PDFs if long term availability is uncertain or access is blocked by password or paywall

District and School Collaboration in Final Round

- Determine at what level "Both" actions will be completed (If an action status is changed from "Unplanned" in the district application, then schools are shut out from doing that action in their applications)

- District applications must be submitted to have actions completed by district reviewed

- District actions **are needed** to complete the requirements for the **Digital Schools Star**

Getting to The Finish Line!

- Focus on completing your **Green Team** action

- **2 Priority Actions** for bronze / **3** for silver

- Review remaining actions to determine which actions you can complete by the final deadline

- Ensure your points are in at least 6 action categories

- Identify the outstanding items needed for each action to meet the submission standard

- Pursue new actions if needed

- Add additional contributors to your dashboard to help with the documentation

Going for a Digital Schools Star?

- Complete the Digital Schools Star requirements in your certification applications – school & district.

- Update **Student Learning** actions and **School Culture & Climate** actions that are approved from a previous cycle with the new digital learning requirements to have them count towards the Digital Schools Star.

- **Schools** – Don't forget to also submit the separate Digital Schools Star application.

Submit Digital Schools Star Application for Review

Submitting the
Digital Schools Star Application

- Complete single action with a checklist then submit application

SUSTAINABLE JERSEY
DIGITAL SCHOOLS
STAR RECOGNITION CHECKLIST

To earn Digital Schools Star recognition, a school must achieve Sustainable Jersey for Schools Certification and successfully complete the required Digital Schools actions as part of their certification application. Complete the following form:

SCHOOL INFORMATION

SCHOOL DISTRICT:

SCHOOL:

SCHOOL GRADE LEVELS:

PERSON COMPLETING THE CHECKLIST

NAME:

EMAIL ADDRESS:

PHONE NUMBER:

STEP ONE: Check the actions below that are currently approved or anticipated to be approved in your Sustainable Jersey for Schools certification application in the current cycle.

To meet the Digital Schools Star requirements you must check:
- A minimum of 7 actions
- At least 1 of the 7 must from each category
- At least 5 of the 7 must be the Foundational Actions highlighted in red

Action Types: 🏛 District Only ⌂ School Only

Category - Digital Learning Leadership	Points	Check
District Commitment to Digital Learning (Priority) 🏛	10-15	
Community Engagement (District or School Action)	10	
District Professional Development Plan 🏛	10	
Equitable Access to Digital Learning (Priority) 🏛	10-15	
Category – Digital Learning Practices	**Points**	**Check**
Authentic Application of Digital Learning Tools and Content ⌂	10-15	
Digital Citizenship (Priority) 🏛	10	
Personalized Learning and Growing Independent Learners ⌂	15	
Professional Growth and Collaboration ⌂	15	
Category – Digital Technology Access	**Points**	**Check**
Data Safety and Security Policy 🏛	10	
Digital Device Life Cycle Management 🏛	10	
Infrastructure 🏛	10	
Support for Digital Teaching and Learning 🏛	20	

Final Certification Application Deadline:

**June 21
at 11:59pm**

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2021 New Jersey Sustainability Summit

Learn more and register: bit.ly/SustainabilitySummit21

Questions?

Sustainable Jersey for Schools is here to help!

Contact Véronique Lambert

at 609-771-3427 or schools@sustainablejersey.com

The webinar and presentation will be posted on the *Webinar Recordings & Presentations* page of our website

https://www.sustainablejerseyschools.com/resources/presentations/webinar-recordings/

See **upcoming events and trainings** on our Events page:

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