**GLOBAL SCHOOLS FIRST**

**LEVEL 1: COMMITMENT**

**WELCOME TO LEVEL 1 OF YOUR GLOBAL SCHOOLS FIRST (GSF) JOURNEY!**

Global Schools First (GSF) is a unique program for assessing your school’s approach to global citizenship education. It is unique because:

1. It is based on a **whole-school approach**. We encourage you to look at all parts of your school to understand how global citizenship education is embedded into the school environment. Collaboration among teachers, school leaders, and other members of the school community, and the inclusion of diverse perspectives, is essential.
2. It is specifically for **primary schools** serving children within the age range of approximately 5-12 years.

In Level 1 of Global Schools First, you will work with a school team to demonstrate your primary school’s commitment to global citizenship education. If your team successfully completes Level 1, your school will receive the **Global Schools First Certificate of Commitment**. This recognition signifies that your school is committed to preparing your students for a global world through a whole-school approach to global citizenship education.

**INSTRUCTIONS FOR COMPLETING LEVEL 1**

This document will guide you through the steps necessary for completing Level 1. Please type all responses in this document and email the completed document, along with your supporting evidence (see Step 4, Part C), to globalschoolsfirst@acei.org.

One of your first steps will be to form a **3-5-person team from your school**—the Global Schools First Team (see Step 2). This team will work together to complete Level 1. **All steps in Level 1 should be completed collaboratively with your Global Schools First Team**.

**Deadline**: There is no deadline for submitting the Level 1 application. However, we recommend that you try to complete all components **within 3 months** from when you entered the Global Schools First program.

**Program Fee:** As a pilot school, your program fee has been waived. Please note that we hope you will share your thoughts about the program with us to improve it for the future.

**Please contact CE International’s Global Schools First Director at** [**globalschoolsfirst@acei.org**](https://aceiorg-my.sharepoint.com/personal/hgibson_acei_org/Documents/globalschoolsfirst%40acei.org) **if you have any questions about Level 1 or how to apply.**

**STEPS FOR COMPLETING LEVEL 1**

In Level 1, you will complete the following steps:

|  |  |
| --- | --- |
| **STEP 1** | Form your Global Schools First Team  |
| **STEP 2** | Read the Level 1 documents (3) |
| **STEP 3** | Complete the Understanding Global Schools First Checklist |
| **STEP 4** | Complete the Level 1 Assessment (4 parts)Part A: EssayPart B: Whole-school Approach Survey Part C: Supporting Evidence (5 pieces)Part D: Additional Information (optional) |
| **STEP 5** | Complete the School Information Form (including principal or headteacher signature) |
| **STEP 6** | Submit your completed application and evidence to ACEI at globalschoolsfirst@acei.org. |

**A NOTE FROM CHILDHOOD EDUCATION INTERNATIONAL:**

**OUR COMMITMENT TO YOU**

At Childhood Education International (CE International), we support education for global citizenship as it is a core component of quality education. We believe that bold, pioneering schools—like yours—will lead the way in developing innovative solutions to the most critical education challenges.

But we don’t expect you to do it alone. That’s why, along with asking you to declare your commitment, we want to make sure you understand ours.

As you embark on the GSF journey, we pledge to support and cheer you on throughout the process. When you need a helping hand, we will provide timely responses to your questions and direct you to supplementary resources when needed. We are committed to your success, and we are committed to you.

**STEP 1: FORM YOUR GLOBAL SCHOOLS FIRST TEAM**

The Global Schools First (GSF) Team is a dedicated group of teachers and school leaders who lead the GSF process for your school. In Level 1, your GSF Team will work collaboratively to complete all components of the Level 1 application.

Serving on the GSF Team requires having the necessary time and commitment to assess how global citizenship education is approached within your school. Team members should give serious consideration to their ability to be actively involved throughout the entire GSF assessment and application process, which usually takes 1-2 months.

**Your school’s GSF Team should include 3-5 members,** with **at least one school leader,** such as a Principal, Assistant Principal, Headteacher, or other lead administrator, **and two teachers.** Teams may also include other members of the school community, such as education support professionals (e.g., librarians, school counselors, teaching assistants), students, parents and community members. These individuals should know your school very well and be invested in school success.

**YOUR SCHOOL’S GLOBAL SCHOOLS FIRST TEAM**

List your school’s Global Schools First Team members below. Remember you must have **at least 3 team members**! Please note that Team Member 1 will also be the Team Coordinator. This is the person who will communicate, as needed, with CE International’s Global Schools First Director. This individual will also responsible for submitting the completed application to ACEI. This person might be, but does not have to be, your school leader. You may select a teacher or other individual to be the Coordinator for your team.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Name** | **Role/Position** **in Your School** | **Has he/she read the 3 documents listed in Step 1? (Yes/No)** |
| **Team Member 1/ Team Coordinator** |  |  |  |
| **Team Member 2** |  |  |  |
| **Team Member 3** |  |  |  |
| **Team Member 4** |  |  |  |
| **Team Member 5** |  |  |  |

**STEP 2: READ LEVEL 1 DOCUMENTS**

All members of your Global Schools First Team (see Step 1) should read the [Level 1 Guide](https://acei.org/wp-content/uploads/2019/11/GSF-Level-1-guide-v2.pdf).

**STEP 3: UNDERSTANDING**

**GLOBAL SCHOOLS FIRST CHECKLIST**

To ensure that your GSF Team will thrive on the Global Schools First journey, please read the following statements together with your team, discuss them together, and check off those that apply:

[ ]  We understand that Global Schools First is an assessment and recognition program for our whole school. It is not a classroom curriculum or a professional development opportunity for individual teachers.

[ ]  All members of our GSF Team have read the Level 1 Guide.

[ ]  Our GSF Team comprises 3-5 individuals and includes at least 1 school leader and 2 teachers.

[ ]  We have full support from our principal/headteacher for our school’s participation in GSF. We understand that because GSF focuses on the whole school—and not just one classroom—it is essential that school leadership approves and ideally participates in the process.

[ ]  We understand that our school will be required to pay a program fee for both Level 1 and, if we advance, for Level 2. (Read more about the program costs in the "Getting Started" guide.)

[ ]  We understand that CE International will not conduct a site visit of our school, therefore it is our GSF Team’s responsibility to provide honest and accurate responses that can be supported with evidence, throughout all parts of the GSF process.

[ ]  We understand that the process to achieve recognition from GSF will require a significant time commitment from all members of our GSF Team, **especially if we advance to Level 2.**

[ ]  We are aware that the estimated time to complete **Level 1 is 1-3 months**, and the estimated time to complete **Level 2 is 3-6 months.** (These are estimated times.)

[ ]  We understand that as we advance to Level 2, we will continue to work together as a team to complete a comprehensive assessment of how global citizenship education is embedded into all aspects of our school. The Level 2 assessment will require our team to provide detailed responses in English and submit evidence that documents our school’s practices.

**STEP 4: LEVEL 1 ASSESSMENT**

The Level 1 Assessment is the starting point for your GSF Team to begin reflecting on your school’s approach to global citizenship education. There are four parts to the Level 1 Assessment.

1. Essay
2. Whole-school Approach Survey
3. Supporting Evidence
4. Additional Information

These assessment activities are intended to serve as a guide for your GSF Team’s journey of reflection, learning, and growth. Therefore, as with all steps in the Global Schools First process, **your GSF Team should complete these activities together.**

**What’s the difference between the Level 1 and Level 2 Assessments?**

The Level 1 Assessment is a foundation for the more in-depth Level 2 Assessment. Your aim in Level 1 is to demonstrate a basic level of commitment to global citizenship education. Therefore, you do not need to take into account everything your school is doing to promote global citizenship in the Level 1 Assessment.

If your school chooses to advance to Level 2, you will have the opportunity to provide more detailed explanations and evidence demonstrating how global citizenship education is integrated throughout your school. Please note that you will also be able to re-use your work from the Level 1 Assessment (including evidence submitted) in Level 2.

**Part A: Essay**

Please provide a brief summary of your school's approach to global citizenship education. (400 words or less)

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| --- |
|  |

**Part B: Whole-School Approach Survey**

The 20 statements that follow reflect what global citizenship education might look like throughout five different areas of your school. Together with your GSF Team, read each statement and discuss the degree to which it reflects your school’s current practices. Please check the box by each statement that your team feels best applies to your school. It’s important that you consider each statement as it applies to your entire school—and not just one classroom or a few teachers.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **This statement…** | **…does not reflect our school.** | **…somewhat reflects our school.** | **…reflects our school.** |
| **CheersSchool Culture** *The quality and character of school life, as well as the physical space within the school* |
| 1 | Global citizenship themes are part of our mission, values, or education philosophy statement. | [ ]  | [ ]  | [ ]  |
| 2 | We organize schoolwide initiatives to promote global understanding. | [ ]  | [ ]  | [ ]  |
| 3 | Our school environment (e.g., resources, displays, etc.) celebrates human differences and includes examples of people from different cultures and backgrounds. | [ ]  | [ ]  | [ ]  |
| 4 | We encourage sustainability practices and policies (e.g., recycling, waste reduction, energy saving) aimed at protecting the planet and its resources. | [ ]  | [ ]  | [ ]  |
| 5 | We create inclusive spaces and maintain a climate in which all children feel welcome, safe, and comfortable being themselves. | [ ]  | [ ]  | [ ]  |
| **School Leadership** *Professional development, instructional leadership, and modeling GCED values* |
| 6 | Our school leaders ensure staff are equipped to deliver global citizenship education by providing professional development and instructional support on global themes and international understanding. | [ ]  | [ ]  | [ ]  |
| 7 | Our school leaders encourage and model global citizenship in their everyday work and interactions with members of the school community. | [ ]  | [ ]  | [ ]  |
| **This statement…** | **…does not reflect our school.** | **…somewhat reflects our school.** | **…reflects our school.** |
| **Teaching & Learning***Instructional content, resources, and activities* |
| 8 | We nurture children’s growing sense of self and encourage appreciation of differences by supporting an awareness of the unique identities of others within the school, community, nation and world. | [ ]  | [ ]  | [ ]  |
| 9 | We are committed to supporting children to recognize the value understanding diverse perspectives of others and collaborating with others to reach mutual understanding | [ ]  | [ ]  | [ ]  |
| 10 | We build students’ social-emotional skills, such as kindness, compassion, and empathy. | [ ]  | [ ]  | [ ]  |
| 11 | We link our standard curriculum with global issues, to develop a sense of global interconnection. | [ ]  | [ ]  | [ ]  |
| 12 | We create opportunities for students to gather information from a wide variety of sources, examine the information critically, and make informed choices. | [ ]  | [ ]  | [ ]  |
| 13 | We encourage and provide opportunities for students to identify and take action to create a more peaceful, just, and sustainable world. | [ ]  | [ ]  | [ ]  |
| **Home and School Partnership** *Communication between home and school and family involvement and support*  |
| 14 | We work together with families, teachers, administration and students themselves to see and celebrate each child as an individual. | [ ]  | [ ]  | [ ]  |
| 15 | Family members understand our school values, goals, and what students are learning so they can support our work from home. | [ ]  | [ ]  | [ ]  |
| 16 | We encourage families to foster students’ critical thinking and creativity, helping to build their identity as changemakers. | [ ]  | [ ]  | [ ]  |
| **This statement…** | **…does not reflect our school.** | **…somewhat reflects our school.** | **…reflects our school.** |
| **Community Interactions***Local and Global connections – field trips, community service, virtual, travel*  |
| 17 | We actively seek opportunities in our local community and beyond to give students the chance to interact with diverse ideas, opinions, cultures, and situations. | [ ]  | [ ]  | [ ]  |
| 18 | We provide opportunities through individual interactions for students to develop a sense of global belonging and shared humanity. | [ ]  | [ ]  | [ ]  |
| 19 | We help students link issues and actions at the local level with global impacts and vice versa. | [ ]  | [ ]  | [ ]  |
| 20 | Students are encouraged to participate in civic action for a better world – using local, national, and global forums. | [ ]  | [ ]  | [ ]  |

**Part C: Supporting Evidence**

An important part of any assessment is providing evidence that shows that your responses are an accurate reflection of what is taking place in your school. Please provide one of each of the **5 types of evidence**, as listed in the table on p. 11, demonstrating how global citizenship education is integrated throughout your school.

Evidence can come in many different forms including, but not limited to, school documents, lesson plans, photos, videos (max. 3 min), websites, project reports, and written or visual student work.

**Please follow these guidelines for submitting evidence:**

* All evidence should be submitted digitally. You may submit the documents via email, Google Drive, or Dropbox, or you may provide web links in the table if the evidence is accessible on your school website.
* In order to review your evidence, the review team must be able to easily locate and clearly identify your supporting documents. Please provide a **brief description** of the piece of evidence you have selected in the table on p. 12.
* Please also include the following information in all **file names** and provide the file name in the table on p. 11.

1) your school name

2) a brief description (e.g., mission statement, video of international day, for example, etc.)

3) Type of Evidence (e.g. Mission, Curriculum, School Initiative, etc.)

* **Examples** for writing the evidence description in the table on p. 12:

|  |
| --- |
| **Description of Evidence & File Name** |
| Description of global education in Sunshine’s curriculum File name: Sunshine curriculum\_Curriculum.docSee also: [www.sunshineschool.com/curriculum](http://www.sunshineschool.com/curriculum) (see section on global education) |

**Part C: Supporting Evidence (cont.)**

Please submit the 5 types of supporting evidence listed in the table below. Provide a description and file name for the evidence in the second column of the table. See p. 10 for guidelines on submitting evidence.

|  |  |
| --- | --- |
| **Please provide the following items as supporting evidence:** | **Description of Evidence & File Name/url** |
| **Mission****Evidence 1:** Copy of school mission, values, or education philosophy statement that mentions global understanding, global citizenship, or related ideas |  |
| **Curriculum****Evidence 2:** Description of how the school curriculum supports global understanding and global citizenship (max. 150 words, please submit as a separate document) |  |
| **School Initiative****Evidence 3:** Evidence of a school initiative that promotes global understanding |  |
| **Professional Development****Evidence 4:** Evidence of a professional development opportunity for teachers or school leaders that is related to global issues, global understanding, or cultural awareness |  |
| **Diversity and Inclusion****Evidence 5:** Evidence of a schoolwide policy, initiative, or approach that supports tolerance, respect for diversity, or inclusion |  |

**IMPORTANT:** Please **do not submit more than 5 pieces of evidence** with your Level 1 application! If your school advances to Level 2, you will be able to provide additional pieces of evidence then.

**Part D: Additional Information (optional)**

You may provide additional information on what global citizenship education looks like at your school. This section is not required, but you may use it to provide any clarifying information or showcase additional practices. (200 words or less)

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**STEP 5: SCHOOL INFORMATION FORM**

**General Information**

|  |  |
| --- | --- |
| **School Name** |  |
| **Address** |  |
| *(City)* | *(State/Province)* | *(ZIP/Postal Code)* |
| **Country** |  | **Phone Number** |  |
| **Website** |  |

**Global Schools First Team Coordinator Details**

Enter the information for your GSF Team Coordinator, who will serve as the liaison for all communications to and from CE International. This person might be, but does not have to be, your school leader. You may select a teacher or other individual to be the Coordinator for your team.

|  |  |
| --- | --- |
| **Prefix** |  |
| **Title** |  |
| **Name** | *(First Name)* | *(Last/Family Name)* |
| **Role in Your School** |  |
| **Email** |  |

**Principal/Headteacher Details**

|  |  |  |
| --- | --- | --- |
| Is the GSF Coordinator named above the principal/headteacher? | Yes[ ]  |  No[ ]  |
| If you answered “No,” please provide your school’s principal/headteacher details below: |
| **Prefix** |  |
| **Principal/ Headteacher Name** | *(First Name)* | *(Last/Family Name)* |
| **Email** |  |

**Tell Us About Your School**

Global Schools First is a program for primary (elementary) schools. The ages typically served by these schools are 5-12 years, however the age range in your primary school may vary. We know that some schools are not only primary but also include upper grades or a secondary level. **Please answer the questions based solely on your primary level school.**

|  |  |  |  |
| --- | --- | --- | --- |
| **What grades and ages does your primary school serve?** | **Grades:****Ages:** | **How many students does your primary school serve?** |  |
| **How many teachers does your primary school have?** |  | **How many staff members does your primary school have?** |  |
| **School Type** | *(Ex. public, private, religious, independent, etc.)* |
| **List other global education awards, recognition, or accreditations received by your school.** |
| **You may provide addition general Information about your school (e.g., student/teacher characteristics, history, etc.) or community (e.g., demographics)? (Optional)** |

**How did you find out about Global Schools First? (select all that apply)**

|  |
| --- |
|[ ]  CE International website |
|[ ]  CE International staff |
|[ ]  Email from CE International |
|[ ]  *Childhood Education: Innovations* publication |
|[ ]  Friend or colleague |
|[ ]  Internet search |
|[ ]  Social media |
|[ ]  Flyer |
|[ ]  Other organization or school |
|[ ]  Other |

**Signature and Permission**

I give permission to the Childhood Education International (CE International) to publish information and materials included in this submission on their web site in order to recognize our efforts and inspire others to integrate global competencies into their schools to nurture global citizenship. I understand that CE International will not publish the names of children, teachers, or other members of the school community without explicit permission. However, the name of my school may be published.

|  |  |  |
| --- | --- | --- |
| **School Name:** |  |  |
|  |  |  |
|  |  |  |
| **School Location:** |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| **Principal/Headteacher’s Signature** |  | **Date** |

**STEP 6: SUBMIT COMPLETED LEVEL 1 APPLICATION TO**

**CHILDHOOD EDUCATION INTERNATIONAL**

Please email your completed Level 1 application and 5 pieces of supporting evidence to CE International at globalschoolsfirst@acei.org. You may also upload your supporting evidence to Google Drive or Dropbox.

**HAVE YOU COMPLETED ALL THE LEVEL 1 STEPS LISTED BELOW?**

|  |  |
| --- | --- |
| **STEP 1** | Read the Level 1 documents (3) (*Did all team members read all three documents?*) |[ ]
| **STEP 2** | Formed your Global Schools First Team |[ ]
| **STEP 3** | Completed the Understanding Global Schools First Checklist |[ ]
| **STEP 4** | Completed the Level 1 Assessment (4 parts)Part A: EssayPart B: Whole-school Approach SurveyPart C: Supporting Evidence (5 pieces)*(Do not submit more than 5 pieces of evidence!)*Part D: Additional Information (optional) | ☐[ ] [ ] [ ]  |
| **STEP 5** | Completed the School Information Form (Remember that your principal or school head, or lead administrator must sign the application)  |[ ]
| **STEP 6** | **Congratulations!** You are ready to submit your Global Schools First Level 1 application (including 5 pieces of supporting evidence) to CE International at globalschoolsfirst@acei.org.  |[ ]

**Please contact CE International’s Global Schools First Director** **globalschoolsfirst@acei.org** **if you have any questions about your Level 1 submission.**