



Proven Practices Nomination Form

The Department of Elementary and Secondary Education and SuccessLink continue to collaborate to identify best practices and programs operating in Missouri's public schools. These programs have a positive impact on students and/or teachers. Our goal is to share information on these practices with schools across the state.

This project identifies, recognizes, disseminates, and promotes exemplary and innovative practices which have been developed and successfully implemented in Missouri. Schools receiving the Proven Practices Award will serve as a resource for the state, and the practice is awarded a \$2,000 honorarium.

TO QUALIFY:

1. A *Proven Practice* must have been in place **for at least two full years** before the nomination date.
2. The *Proven Practice* must show **clear evidence of success** in addressing the particular need addressed by the practice.
3. The *Proven Practice* must have capacity for replication to other districts and application or potential application to a wide audience.
4. The *Proven Practice* must be aligned with the Missouri School Improvement Program Standards.

____ School District Contact Person

Telephone Number Fax Number E-Mail Address

School Address City Zip

Proven Practice Title: _____ Principal's Signature: _____

MSIP Standard(s) Addressed (list number code such as 6.1 and/or 9.6): _____

Additional Standard(s): _____

Target Population(s) served (check all that apply from each column):

GRADE LEVEL

- ____ Pre-Kindergarten
- ____ Elementary grade(s)
- ____ Middle grade(s)
- ____ Secondary grade(s)

LEARNERS

- ____ Students (number _____)
- ____ Teachers (number _____)
- ____ Parents (number _____)
- ____ Other (_____)

IMPACT

- ____ District-wide Project (all buildings)
- ____ Building-wide Project (# of bldgs. _____)
- ____ Classroom Project (# of classrooms _____)
- ____ Other (_____)

Year Proven Practice was first implemented: _____ (*Practice must have been in place for at least two full years to be considered.*)

Application Deadline: Must be postmarked or delivered by April 15, 2009

SuccessLink
915 Southwest Blvd., Suite N
Jefferson City, MO 65109
Contact us at 1-888-636-4395 or www.successlink.org

Please complete the cover page and attach it with the responses to the following items.

Practices chosen will become a resource for the state of Missouri! Educators submitting the application should be prepared to field inquiries and lend assistance to school districts requesting information on replicating the practice.

Narrative: Please respond to each of the following items, limiting your response to 10 pages. The scoring guide is attached.

- 1. Overview:** Provide a complete overview of the practice. Include specific activities, sequence of activities, and responsibilities of key stakeholders.
- 2. Stated Need(s):** Explain the need(s) addressed by the practice, how they are supported by local data and are aligned to the district and/or the school's improvement plan.
- 3. Goals and Objectives:** Show how the goals and objectives clearly address the stated need(s) and result in measurable change. Goals and objectives are SMART (Specific, Measurable, Attainable, Realistic, and Time-bound) and relate to MSIP and/or other appropriate standards.
- 4. Implementation Plan:** Provide a complete and clear implementation plan. Include a specific timeline, description of the key strategies and activities, and the roles and responsibilities of the key stakeholders.
- 5. Evidence of Success:** (DOUBLE VALUE) Provide clear evidence that the practice had a positive effect in addressing the need(s). Please consider the following areas: demographics, perceptions, student learning, and school processes. Explain the methods, tools, and the approach(es) used to gather this evidence. A helpful resource is *Data Analysis for Comprehensive Schoolwide Improvement* by Victoria L. Bernhardt.
- 6. Explanation of modifications:** Provide a clear explanation of any modifications needed to implement the practice with various special populations. Special populations include students who have the following: (A) cognitive/academic/behavioral challenges; (B) language or cultural differences; and/or (C) physical challenges.
- 7. Reflection:** Reflect on the practice implementation. Describe what worked well with the practice, what may have worked more efficiently if conducted differently, and provide key pieces of advice to someone who wished to implement the practice.
- 8. Cost of Program:** Provide detailed information on the cost of implementing the program during its initial year and then during each subsequent year.

Proven Practices Scoring Guide

Name of Program _____

Criteria	Below Basic (0 points)	Basic (1 point)	Proficient (2 points)	Advanced (3 points)
Overview	<ul style="list-style-type: none"> Overview is hard to understand and unclear. Activities, sequence of activities, and responsibilities of stakeholders are unclear or not provided. 	<ul style="list-style-type: none"> Overview is vague and portions of the program are unclear. Some activities, sequences, or responsibilities are not clearly stated. 	<ul style="list-style-type: none"> Overview provides a clear description and sequence of activities, responsibilities of key stakeholders, and overall effect of the practice. 	<ul style="list-style-type: none"> Overview provides a clear description and sequence of activities, responsibilities of key stakeholders, and overall effect of the practice. Overview is especially concise and provides outstanding clarity.
Needs	<ul style="list-style-type: none"> Needs are not stated. 	<ul style="list-style-type: none"> Needs are vague and not supported by data. Needs are not aligned to the district or building's School Improvement Plan. 	<ul style="list-style-type: none"> Needs are clearly stated and supported by data. Needs are aligned to the district or building's School Improvement Plan. 	<ul style="list-style-type: none"> Needs are clearly stated and supported by data. Needs are aligned to the district or building's School Improvement Plan. Needs are especially significant and pervasive in schools.
Goals and Objectives	<ul style="list-style-type: none"> Goals and objectives are not SMART (Specific, Measurable, Attainable, Realistic, and Time-Bound) or are missing. 	<ul style="list-style-type: none"> Goals are SMART. Goals and objectives are partially aligned with MSIP or other appropriate standards. 	<ul style="list-style-type: none"> Goals are SMART. The goals and objectives are clearly and closely aligned with MSIP or other appropriate standards. 	<ul style="list-style-type: none"> Goals are SMART. The goals and objectives are clearly and closely aligned with MSIP or other appropriate standards. Goals and objectives are clearly and frequently articulated to all stakeholders.
Implementation Plan	<ul style="list-style-type: none"> Implementation plan is incomplete or missing. Relationship to goals and objectives is hard to find. Plan cannot be implemented as prepared. 	<ul style="list-style-type: none"> Implementation plan is aligned to the goals and objectives. Plan can be followed, but some additional explanations are necessary to implement. 	<ul style="list-style-type: none"> Implementation plan is aligned to the goals and objectives. Plan can be easily followed, is complete, and ready for implementation. 	<ul style="list-style-type: none"> Implementation plan is aligned to the goals and objectives. Plan is easily followed, is complete, and ready to implement. Plan provides timelines, step-by-step procedures, and details that are exceptional.

Criteria	Below Basic (0 points)	Basic (1 point)	Proficient (2 points)	Advanced (3 points)
Evidence of success (Double Value) demographics, perceptions, student learning, and school processes	<ul style="list-style-type: none"> There is no clear evidence that the practice had a positive effect in addressing the needs. 	<ul style="list-style-type: none"> There is limited evidence that the practice had a positive effect on the needs. The evidence of success was gathered using only one type of data. 	<ul style="list-style-type: none"> There is clear, compelling evidence that the practice had a positive effect on the needs. The evidence of success was gathered using multiple, appropriate methods in a systematic approach. 	<ul style="list-style-type: none"> Needs were significantly addressed by implementing this practice. The evidence of success was gathered using appropriate multiple data in a systematic approach.
Modifications	<ul style="list-style-type: none"> There is no explanation of implementation with various special populations. 	<ul style="list-style-type: none"> Modifications needed to implement the practice with special populations were partially explained. 	<ul style="list-style-type: none"> Modifications needed to implement the practice with various populations were clearly explained and were multifaceted. 	<ul style="list-style-type: none"> Innovative adaptations for various populations were successfully implemented. Modifications needed to implement the practice with various populations were clearly explained and were multifaceted.
Reflection	<ul style="list-style-type: none"> Reflection is not included, or evidence and/or examples in the reflection are NOT relevant AND are not explained. 	<ul style="list-style-type: none"> At least one of the pieces of evidence and examples in the reflection is relevant and has an explanation that shows how that piece of evidence supports the school's experience. 	<ul style="list-style-type: none"> All of the examples in the reflection are specific and relevant. Explanations are given that show how each piece of advice supports the school's experience. 	<ul style="list-style-type: none"> All of the examples in the reflection are specific and relevant. Explanations are given that show how each piece of advice supports the school's experience. Innovative, novel suggestions to challenges are given.
Cost of program	<ul style="list-style-type: none"> No detail is provided related to the cost of the program. 	<ul style="list-style-type: none"> Little detail is provided and it is unclear the total cost to operate the practice. 	<ul style="list-style-type: none"> Cost details are provided. Material list is included if appropriate. 	<ul style="list-style-type: none"> Cost details are provided. Material list is included if appropriate Information on potential funding sources is included.