

COMPLETION GUIDE FOR THE SUCCESS AWARD

A- INTRODUCTION

The SUCCESS AWARD process (hereafter referred to as SUCCESS) is intended to recognize school buildings or school districts in the State of Missouri that have demonstrated full implementation of the Missouri Comprehensive Guidance Program that, in turn, has resulted in demonstrable positive impact on students.

The content for the SUCCESS is based upon Missouri School Improvement Program (MSIP) Guidance Standards and the Missouri Comprehensive Guidance Program.

Receiving the SUCCESS designation for full implementation will:

- recognize fully implemented comprehensive guidance programs within the community as well as across the state;
- publicize the role of comprehensive guidance in school accountability;
- encourage continuing improvement of comprehensive guidance programs;
- educate others within the local community and across the state about what comprehensive guidance programs do to help students succeed.

B- DECIDING TO APPLY

Application and consideration for the SUCCESS award is voluntary. Application may be made by either a building or a district. Decisions on application may be aided by analysis of the results from a required completed Internal Improvement Review (IIR). Analysis showing a high level of implementation of the Missouri Comprehensive Guidance Program in the building/district would strongly support the decision to apply for the SUCCESS.

If the decision is made to apply for the SUCCESS, please carefully follow the directions and requirements in this Guide

Submission of required documents does not automatically guarantee that a building/district will receive recognition. SUCCESS will be based on scores given by a team of reviewers. Please see the *Basis for Scoring* section of this guide.

Each section of **SUCCESS** must receive a score indicating that it met or exceeded expectations as shown in Part G of this document. All applicants must follow guidelines listed within this guide. Submissions will not be returned for “re-writes” or corrections.

C- SUBMISSION OF DOCUMENTS

The following documents must be submitted for consideration by the review team:

- One copy of the SUCCESS Award application

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- One copy of the completed SUCCESS Narrative
- All required Artifacts listed in the SUCCESS Completion Guide

In order to facilitate the review process, please **e-mail an electronic copy** of the completed **SUCCESS Narrative** and **electronic copies of all required Artifacts** listed in this Completion Guide to John Robbins at john.robbins@dese.mo.gov .

In addition, send a **completed, signed SUCCESS application form** to:

John Robbins, Supervisor, Guidance and Placement Services
Division of Career Education
Department of Elementary and Secondary Education
205 Jefferson, PO Box 480
Jefferson City, MO 65102

DEADLINE FOR SUBMISSION IS: JUNE 30, 2010.

An e-mail or phone call will be made to the "Contact Person" acknowledging receipt of materials. Due to the nature of the evaluation process, it will not be possible to answer queries on the status of the application and SUCCESS. Winners will be notified by **September 30, 2010** and awards will be presented at the MSCA Fall Conference in November, 2010.

D- THE FOLLOWING GENERAL CRITERIA APPLY TO THE SUCCESS NARRATIVE:

1. The narrative must be no more than two pages front and back in length. Use the template in Word format posted on the web. Delete the content listed before completing the narrative; it is placed in the document template to help you to present required information.
2. Text **must** be in the Arial font. Size for text within the body of the document **must** be 10 pts. The size of text within the graphs **must** be at least 8 pts. Please make sure that your text is legible for all narrative sections.
3. Each acronym needs to be spelled out at least one time. Avoid the use of educational jargon.
4. Those submissions with more than **two** typographical and/or grammatical errors, and/or with the incorrect font and size **will not** be considered.
5. The **SUCCESS** Narrative must have a consistent "voice" and format throughout.

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6. Graphs illustrating program impact **must** be included; Keep graphs simple – focus on one concept per graph. The graphs should be easy to read and have an explanation in the narrative that connects the comprehensive guidance program to the results shown by the graph.
7. Sections that **must** be addressed in your **SUCCESS** Narrative are as follows:
1. Administrator Statement
 2. Overview of Program
 3. Curriculum
 4. Individual Planning
 5. Responsive Services
 6. System Support
 7. Program Impact
 8. Plans for Program Improvement

E- REQUIRED ARTIFACTS TO SUBMIT

The following artifacts must be submitted electronically as part of the **SUCCESS** process:

Board Policy on the Comprehensive Guidance Program

Completed Internal Improvement Review Document Summary Page (IIR-Page 21) with a completed action plan(IIR-Page 23) for at least one area chosen for improvement (Evidence of System Support activities and impact of program on relevant student outcomes)

A copy of a completed results based project (Evidence of System Support activities and impact of program on relevant student outcomes)

Student Referral Process Procedure documentation and no more than one page noting the different kinds of area resources that may be utilized (Evidence of Responsive Services Implementation)

Time/Task Analysis results and narrative that describes how/when conducted (Evidence of amount of counselor time devoted to the guidance program)

2008-09 Counseling Calendar including dates for classroom presentations and (for High School only) dates for annual review of Personal Plans of Study (Evidence of Guidance Curriculum and Individual Planning Implementation)

Results of the latest Guidance Planning Survey (Old Needs Assessment Survey) (Evidence of Guidance Curriculum Implementation)

Sample Personal Plan of Study (PPS) used within the district. The PPS should provide evidence of being built around a career path/or career cluster. (Evidence of Individual Planning Implementation)

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F-ADDITIONAL ASSISTANCE

When working on the narrative, it might help to consult the latest edition of the Missouri Comprehensive Guidance Program Manual. It has been posted on line at <http://missouricareereducation.org/curr/cmd/guidanceplacementG/mcgp.html>

If you have any questions or concerns with regard to any part of the SUCCESS Award process, please feel free to contact John Robbins at john.robbins@dese.mo.gov or George Sesser at sesser@ucmo.edu

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G- BASIS FOR SCORING

SECTION 1=ADMINISTRATOR STATEMENT

<u>3</u> Exceeds Expectations	<u>2</u> Meets Expectations	<u>1</u> Minimally Meets Expectations	<u>0</u> Does Not Meet Expectations
Outstanding evidence of support for the comprehensive guidance program	Adequate evidence of support for the comprehensive guidance program	Minimal evidence of support for the comprehensive guidance program	Little or no evidence support for the comprehensive guidance program

SECTION 2=GUIDANCE PROGRAM OVERVIEW

Key Question to be answered:

What is the organizational framework of your district's comprehensive guidance program?

<u>3</u> Exceeds Expectations	<u>2</u> Meets Expectations	<u>1</u> Minimally Meets Expectations	<u>0</u> Does Not Meet Expectations
Outstanding evidence of structural and program components contained in the comprehensive guidance program	Adequate evidence of structural and program components contained in the comprehensive guidance program	Minimal evidence of structural and program components contained in the comprehensive guidance program	Little or no evidence of structural and program components contained in the comprehensive guidance program

SECTION 3=CURRICULUM

Key Question to be answered:

How does your comprehensive guidance program provide guidance content in a systematic way to all students in your district?

<u>3</u> Exceeds Expectations	<u>2</u> Meets Expectations	<u>1</u> Minimally Meets Expectations	<u>0</u> Does Not Meet Expectations
Outstanding evidence of curriculum implementation is presented for the comprehensive guidance program	Adequate evidence of curriculum implementation is presented for the comprehensive guidance program	Minimal evidence of curriculum implementation is presented for the comprehensive guidance program	Little or no evidence of curriculum implementation is presented for the comprehensive guidance program

SECTION 4=INDIVIDUAL PLANNING

Key Question to be answered:

How does your comprehensive guidance program assist students in planning, monitoring and managing their academic, personal/social and career development?

<u>3</u> Exceeds Expectations	<u>2</u> Meets Expectations	<u>1</u> Minimally Meets Expectations	<u>0</u> Does Not Meet Expectations
Outstanding evidence of individual planning implementation is presented for the comprehensive guidance program	Adequate evidence of individual planning implementation is presented for the comprehensive guidance program	Minimal evidence of individual planning implementation is presented for the comprehensive guidance program	Little or no evidence of individual planning implementation is presented for the comprehensive guidance program

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SECTION 5=RESPONSIVE SERVICES

Key Question to be answered:

How does your comprehensive guidance program assist students experiencing concerns with their academic, personal/social, or career development?

<u>3</u> Exceeds Expectations	<u>2</u> Meets Expectations	<u>1</u> Minimally Meets Expectations	<u>0</u> Does Not Meet Expectations
Outstanding evidence of responsive services implementation is presented for the comprehensive guidance program	Adequate evidence of responsive services implementation is presented for the comprehensive guidance program	Minimal evidence of responsive services implementation is presented for the comprehensive guidance program	Little or no evidence of responsive services implementation is presented for the comprehensive guidance program

SECTION 6=SYSTEM SUPPORT

Key Question to be answered:

How is your comprehensive guidance program managed and supported within your district?

<u>3</u> Exceeds Expectations	<u>2</u> Meets Expectations	<u>1</u> Minimally Meets Expectations	<u>0</u> Does Not Meet Expectations
Outstanding evidence of system support implementation is presented for the comprehensive guidance program	Adequate evidence of system support implementation is presented for the comprehensive guidance program	Minimal evidence of system support implementation is presented for the comprehensive guidance program	Little or no evidence of system support implementation is presented for the comprehensive guidance program

SECTION 7=PROGRAM IMPACT

Key Question to be answered:

In what way(s) has your comprehensive guidance program had a positive impact upon the success of students within your district?

<u>3</u> Exceeds Expectations	<u>2</u> Meets Expectations	<u>1</u> Minimally Meets Expectations	<u>0</u> Does Not Meet Expectations
Outstanding evidence of guidance program impact	Adequate evidence of guidance program impact	Minimal evidence of guidance program impact	No evidence of guidance program impact

SECTION 8=PLANS FOR IMPROVEMENT

Key Question to be answered:

What has been targeted for improvement in your comprehensive guidance program next year and how will that improvement assist in helping students to achieve success?

<u>3</u>	<u>2</u>	<u>1</u>	<u>0</u>
Outstanding evidence of plans for program improvement	Adequate evidence of plans for program improvement	Minimal evidence of plans for program improvement	No evidence of plans for program improvement