GLENN W. HOFFMANN EXEMPLARY PROGRAM AWARDS

2018-19 GUIDELINES

1. Required application form, two-page program summary and a 50 word highlight of the program must be submitted via e-mail to the Exemplary Program Awards Committee by **Friday, December 7, 2018** at: **execdirector@sccsba.org**.

2. The submitted program, in its essential form, must have been in existence since **September 2016**.

3. Only Association members in good standing may be eligible for awards.

4. Programs must be consistent with a free, public education for all students.

5. A program may be multi-district, district-wide, one school, or one classroom.

6. All participating districts must submit joint program applications jointly.

7. Each district must designate one of the following categories as their primary submission. In addition, districts must designate one additional category per submission. Each application must show measurable evidence of the primary and secondary (to a lesser extent) submission categories:

● Curriculum and Instruction ● Targeted Student Populations ● Technology ● Professional Development ● Family Involvement ● Community Connection ● Accountability and Assessment ● Student Leadership ● Student Wellness ● Student Support Services

8. There may be no winner or more than one winner in a category.

9. Districts filing must be willing to allow program visitation during February and March, 2019, by the Association's Exemplary Awards Committee.

10. A video presentation of successful programs will be presented at the SCCSB Association spring dinner in April.

What Makes a Good Hoffmann Award Submission?

Many times wonderful programs are scored lower because of missed opportunities in completing the application. Take time to look over the form and supporting documents completely before you begin. Here are some things to consider:

Categories: Notice there are both primary and secondary areas to choose. Evaluate your choices based on the focus or program design and the strong evidence that you have. Which one(s) best substantiates the criterion in the category you choose. Points are awarded for both categories.

Narrative: Clearly offer the timeline in which you started to plan. State the need that existed to initiate a change. This can be considered your baseline data. Give the date your new interventions formally began and how many individuals you directly serve. Share how your program offerings and persons served may have changed.

Program Evidence: First of all we need to know the measures you used to assess your progress. Document your baseline data points. What did you hope to achieve? How frequently are you monitoring your program? Have you reassessed using the same metric? Next as your program evolved, did you add new indicators? This data can take on many forms beyond the state tests results. Think about other data points you have. Additionally, either locally created PLC assessments, surveys or other normed assessment tools e.g. Developmental Assets are fine. Let us know your sample size and the rate of return to give us context of your data reporting. Finally there should be enough data to show there is a correlation with this intervention and your students' success and their academic achievement. You should be able to express this with a comparison of your baseline date, your indicators and your most current assessment. Give us an idea of long term impacts.

Replicability /Sustainability: Let us know if you have modeled nationally recognized best practice. Were you able to implement this concept with fidelity or did you make modifications? Is there capacity to extend this to other sites? What have you done or what are you planning to sustain this long term? Finally, if your program has been observed as a model by other districts, tell us.