



**California Department of Education  
2015 California Gold Ribbon Schools Program**

**Middle and High School Application Instructions**

<b>GOLD RIBBON SCHOOLS &amp; EXEMPLARY ~ APPLICATION INSTRUCTIONS</b>	
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**ALL APPLICATIONS MUST BE POSTMARKED ON OR BEFORE  
TUESDAY, JANUARY 20, 2015**

<p><b>Mail to the California Department of Education (CDE):</b></p> <p>Cynthia Henninger, Program Coordinator California Gold Ribbon Schools Program California Department of Education 1430 N Street, Suite 5602 Sacramento, CA 95814</p>	<p><u>Gold Ribbon Schools (GRS):</u> One (1) single-sided original and two (2) double-sided copies of completed Application (Part A and Part B)</p> <p><u>Exemplary Program(s):</u> One (1) single-sided original (Part C) and two (2) double-sided copies of completed Exemplary Application (Part A and C)</p>
<p><b>Mail to your County Coordinator:</b></p> <p>Refer to CDE's Web page: <a href="http://www.cde.ca.gov/ta/sr/cs/coordinators.asp">http://www.cde.ca.gov/ta/sr/cs/coordinators.asp</a></p>	<p><u>Gold Ribbon Schools:</u> Four (4) double-sided copies of the completed Application (Parts A and B)</p> <p><u>Exemplary Program(s):</u> Two (2) double-sided copies of the completed Application (Parts A and C)</p>
<p><b>Questions:</b></p>	<p>Contact: Awards Team by phone at 916-319-0842 or by e-mail at <a href="mailto:awards@cde.ca.gov">awards@cde.ca.gov</a></p>
<p><b>Web page:</b></p>	<p>Additional information is on the CDE's California Gold Ribbon Schools Program Web page <a href="http://www.cde.ca.gov/ta/sr/cs/">http://www.cde.ca.gov/ta/sr/cs/</a></p>

**★ UPON NOTIFICATION—SPRING OF 2015★**

<b>Submit Electronically to the CDE:</b>	After being announced as a 2015 California Gold Ribbon School, instructions from CDE will be sent.
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## Middle and High School Application Instructions (General)

### Section One: Application and Formatting Requirements

#### Application Components: Parts A, B, and C

The 2015 California Gold Ribbon Schools (GRS) Application consists of Part A and Part B. Completion of Part C is optional and part of an additional recognition for an Exemplary Program in a specified subject matter area. For the 2015 middle and high school application cycle, there are three (3) Exemplary Programs being offered: Arts Education, Career Technical Education, and Physical Activity and Nutrition Education. Public middle and high schools applying for the 2015 GRS Award can also choose to apply for one or more of the Exemplary Program award(s). Note that a condition for a school to apply for an Exemplary Program requires the school to submit a GRS Program application.

All applications must be completed using the application forms located on the CDE's Web page located at <http://www.cde.ca.gov/ta/sr/gr/>. All application forms must be downloaded and saved to a directory or desktop before data entry.

#### Application Process: Steps 1, 2 and 3

##### Step 1: Written Application

The first step in being recognized as a California Gold Ribbon School is to complete a written application. All applications must be postmarked on or before January 20, 2015, and will be evaluated in early February by a team of educators. Applications that receive a qualifying score will be recommended to move forward to the next step of the application process: Site Validation.

**Note:** Eligibility to apply in 2015 is based upon school interest; schools are being asked to self-nominate. This change in process will be used for 2015 (public secondary schools) and 2016 (public elementary schools) while California's schools are transitioning to a new state assessment and accountability system.

##### Step 2: Site Validation

Step two of the process is to validate the details and implementation of the standards-based program/practice/strategy as described in the school's application. After the nominations have been reviewed by the State Superintendent, the CDE Awards Team will notify County Coordinators of schools being recommended for a Site Validation visit. Schools moving forward can expect to be contacted by their County Coordinator in early February to begin preparations for their visitation team. Conversely, schools whose applications do not receive a qualifying score will be notified by the Awards Team prior to scheduling of nominated schools.

##### Step 3: Electronic Submission of Gold Ribbon Narratives & School Photo

Upon successful completion of both evaluation steps, the State Superintendent announces the recipients of the 2015 California Gold Ribbon Schools Award and the 2015 Exemplary

Programs awards. Typically this occurs in early April and includes information about regional celebratory events. At that time, the schools will be instructed by CDE to electronically upload their Model Program. The sections of the application to be uploaded include School Summary, Model Program Narrative, and one (1) digital photograph to the CDE Web page. Uploading the Model Program information is the final requirement of the evaluation process. The electronic submission will directly populate the CDE's Signature Practice Web page, which is a searchable resource for schools and educators to locate promising programs, practices and strategies. Instructions on how to upload the documents will be sent in the spring.

## Formatting Requirements

### Paper, Spacing, and Font

- **Part A** is a locked, fill-in form so that question content and margins may not be altered. The form contains text and numeric fields that appear as small gray shaded boxes for data entry, and are limited to a specific number of characters.
- **Part B** is not locked and will allow the use of bold, italic, and underline font enhancements in the text narrative.
- **Part C** is for an Exemplary Program. Applying for the additional recognition is optional, and Part C may be a combination of fill-in questions and text narrative.

### Requirements for Part A, B, and C:

- **Narrative text** can be either single or doubled spaced—**do not mix**.
- **Narrative text** must be printed on standard 8 ½" by 11" white paper.
- **Margins** must be **at least ¾"** on the right, left, top, and bottom.
- **Font type** and **size** must be **Arial 12** (only exception is labeling of graphics.)

Modification of paper size, margins, font type or font size is not permitted. Applications that fail to follow these formatting requirements may not be reviewed and may be returned to the applicant as incomplete.

## Model Program: Part B

### School Name—upper right-hand corner

Enter the school's name in the upper right hand corner in the gray shaded *school name* box on every page of the application that requests the information. After typing once, copy and paste it into the other pages of the application where "school name" is requested.

## Summary

**Name of Model Program** - Provide a descriptive name for your Model Program that includes "keywords" that would be useful in a Web search.

Complete the remainder of the Summary page by marking the appropriate boxes next to targeted areas for your model program.

## Narrative

The Model Program Narrative must be organized into three (3) sections and labeled as shown below:

Name of Program Model:

1. Description of the Model
2. Implementation & Monitoring of the Model
3. Results of the Model Program

## Space Limitations for Narrative Responses

Space limitations—margins, pages, font type, and font size for both parts A and B will be strictly enforced.

### Requirements:

- School Overview is limited to one (1) page.
- Model Program Narrative is limited to four (4) pages. (*Pagination should adjust as you insert additional pages of text.*)

## Graphic Images

- Uses of tables, charts, and/or photos are **only** allowed in the Model Program Narrative section of the application. The font size for text that appears in these graphic images may be smaller than the Arial 12 required for narrative text; however, the font size must not be smaller than Arial 8.

## Sequence and Pagination

Assemble the completed 2015 Gold Ribbon Schools Application as follows:

### Part A

- |                             |      |
|-----------------------------|------|
| ○ Cover Page                | p. 1 |
| ○ School Information        | p. 2 |
| ○ Directions to Your School | p. 3 |
| ○ School Overview           | p. 4 |

### Part B

- |                           |         |
|---------------------------|---------|
| ○ Model Program Summary   | pp 5-6  |
| ○ Model Program Narrative | pp 7-10 |
| ○                         |         |

### Part C – Optional recognition

- Refer to the specific Exemplary Program application

Note: You can use up to four pages for your Model Program Narrative. Please re-number the pages accordingly.

Applications that do not follow these formatting requirements are at a severe disadvantage when the school's application is being evaluated. The application may not be reviewed and it may be returned to the applicant as incomplete.

## Completing the Gold Ribbon Schools Application – Part A

### Cover Page

#### **Header: Exemplary Education Programs** *(cover page of the Gold Ribbon Schools Application)*

- Mark the appropriate Exemplary Program box(s) if you have applied for one or more of the Exemplary Education programs.

#### **School Name**

- Enter the CDS code for your school. If you are unsure, look it up using the CDE's School Directory Web page: <http://www.cde.ca.gov/re/sd/>.
- Input your school's name as you would like it to be engraved on your award plaque and how you would want it announced to the news media should your school be recognized as a 2015 Gold Ribbon School.
- Throughout the application, enter the school's name in the upper right hand corner of in the gray shaded box where indicated. Be consistent—you can copy and paste.

The cover page requires the signature of the principal and contact information for your district superintendent. The principal signing the document certifies that he or she has reviewed the content of the application and it is complete and accurate. The signature also certifies that the school is in compliance with state and federal laws, guidelines, and regulations.

#### **School Information** *(page 2)*

The School Information page is designed to provide the reviewer with accurate, current-year information about your school. It is informational and is not scored or compared to any other data report.

#### **Directions to Your School** *(page 3)*

The application requests local information to help direct the site validation team to your school; include information on where to park. The site visit will be scheduled by your County Coordinator and typically includes a combination of county office and regional educators.

#### **School Overview** *(page 4)*

The School Overview provides background information and context for the readers as they evaluate the different aspects of your Model Program. It is meant to be a descriptive narrative that provides information about your entire school community, and it provides an opportunity for the school to “highlight” other areas of achievement or challenges not covered in the Model Program.

Summarize your school's strengths and accomplishments, focusing on what makes your school a unique and successful place. (Omit testimonials about how much your school deserves the award.)

## Completing the Gold Ribbon Schools Application – Part B

### Model Program Summary

The Model Program Summary contains six questions. When completed, it provides demographic and resource background for the Model Program Web search.

### Model Program Narrative

The Model Program can be defined by the implementation of a program(s) or a combination of practices, strategies, events, and activities that have contributed to your school making tremendous gains in implementing academic content and performance standards adopted by the State Board of Education for all students, including English learners. In describing your Model Program, you should include the standards-based activities, projects, strategies and practices your school team has adopted, which can be replicated by other local education agencies. **Refer to the Gold Ribbon Schools Program Application Scoring Rubric** for specific questions being asked under the Narrative sections: (1) Description of the Model; (2) Implementation and Monitoring of the Model, and (3) Results of the Model. Additionally, the Scoring Rubric shows the amount of points possible per section.

The Model Program narrative needs to include a clear and concise, evidenced-based description of a fully executed Program, which can consist of standards-based activities, projects, strategies, and practices that your school has adopted. The Model Program should have been implemented for a minimum of one (1) school year to acquire the necessary feedback and modifications taken to complete the cycle and qualify it as being successful. Any strategy or practice within the model that is not fully implemented can be used if there is sufficient evidence that it can be linked to future success. The narrative needs to include a descriptor of the assessment data that demonstrates the results of the practice, which may include a graph or chart.

**Caution: Do not overload your narrative with too many graphs, charts, and technical data analyses. In the narrative, you can synthesize any earlier data to identify the need for a practice and how you measure progress after implementation, which includes modifying the model for improvement.**

The Model Program Narrative section must be organized into the three (3) sections listed below. Below are additional prompts that may help you further describe each section.

1. Description of the Model (or Rationale/Basis for the Program)
  - a. Describe the “**need**” that the Model Program was designed to address.
  - b. Describe the process and data used to identify the “**need.**”
  - c. Describe the target population.

- d. Explain how and why the Model Program was identified, selected and or developed to address the “**need.**”
  - e. Describe the goals and outcomes of the Program.
2. Implementation and Monitoring of the Model
    - a. Provide a clear and succinct description of the implemented model. The description could include, but is not limited to, process, methodology, key components, participation rates, students, school staff participation, community involvement, infrastructure, action plan, time/scheduling, materials, fiscal resources, leadership, professional development, coordination, and/or communication.
    - b. Describe the implementation process and how the model has evolved over time.
    - c. Describe how the model directly contributes to improving student achievement and/or narrowing the achievement gap.
  3. Results of the Model
    - a. Describe and discuss the monitoring and assessment process used to evaluate the results of the model.
    - b. Describe and discuss the quantitative and qualitative data that demonstrated results for the target population, and include any unexpected outcomes.
    - c. Describe how results are used for continual improvement and to accelerate the impact.

**Schools submitting an incomplete application, or an application of low quality, will not progress in the review process.**

*(See following page for the Instructions on how to submit application packages.)*

## Submitting the Application Package

### Preparing the Application

Prepare one (1) original copy of the application printed single-sided and an additional two (2) copies printed back-to-back. The original and copies must be stapled in the upper left-hand corner and submitted without decorative covers or bindings. Review the copies to make sure that photocopying has not resulted in missing or non-sequential pages.

### Sending the Application

The 2015 Gold Ribbon Middle and High School Application and Exemplary Program Applications (optional) must be submitted as specified below:

#### California Department of Education

Submit one (1) original and two (2) copies of the complete GRS Application and (2) copies of the Exemplary Program application(s). We recommend that you send application package(s) by registered mail, FedEx, UPS, or another method that allows the package(s) to be tracked.

Mail to: Cynthia Henninger, Program Coordinator  
California Distinguished Schools Program  
California Department of Education  
1430 N Street, Suite 5602  
Sacramento, CA 95814

P.O. Box 515006  
Sacramento, CA 95851-5006

#### County Coordinator

Submit four (4) copies of the GRS Application and two (2) copies of the Exemplary Program application(s) to your County Coordinator. To get specific mailing information for your County Coordinator, go to CDE's California GRS Program Web page at <http://www.cde.ca.gov/ta/sr/gr/>.

**All applications must be postmarked on or before Tuesday, January 20, 2015.**



**Questions:** Contact the Awards Team by phone at 916-319-0842 or by e-mail at [awards@cde.ca.gov](mailto:awards@cde.ca.gov).

**Web page:** Additional information is on the CDE's California Gold Ribbon Schools Program Web page <http://www.cde.ca.gov/ta/sr/gr/>.