

# NDSCA 2018-2019 ACE Application Cover Sheet

Deadline is December 10<sup>th</sup>, 2018

One application is needed for each school applying for the North Dakota School Counselor Association Award of Counseling Excellence (ACE).

School Name:  
Grade Level(s):  
School Enrollment:  
School Address:  
District Name:

Person(s) Completing Application (include contacts for each counselor):

Email:  
Phone:  
Printed Name(s): \_\_\_\_\_  
Signature(s): \_\_\_\_\_

Building Principal Name:

Email:  
Phone:  
Printed Name: \_\_\_\_\_  
Signature: \_\_\_\_\_

District Superintendent Name:

Email:  
Phone:  
Printed Name: \_\_\_\_\_  
Signature: \_\_\_\_\_

Local Newspaper Name:

Address:

## **Submission:**

Submit one electronic copy (PDF or Word document) to the Professional Awards Chairperson:

Gloria Odden at [Gloria.Odden@k12.nd.us](mailto:Gloria.Odden@k12.nd.us) by December 10, 2018.

## ACE Application Components:

1. Vision
2. Mission Statement
3. School Counseling Program Goals
4. Student Standards
5. Annual Agreement
6. Advisory Council
7. Calendars
8. Core Curriculum: Action Plan and Lessons
9. Core Curriculum: Results Report
10. Small-Group Responsive Services
11. Closing-the-Gap Results Report
12. Program Evaluation Reflection

# NDSCA Award for Counseling Excellence (ACE)

## Required 12 Components

### **1. Vision Statement**

The school counseling vision statement communicates what school counselors want to see in the future for the school community related to student achievement and other outcomes. It aligns with the school and district vision statements and is informed by the school counseling program's beliefs.

The school counseling vision statement:

- a. Describes a future world where the school counseling goals and strategies are being successfully achieved
- b. Outlines a rich and textual picture of what success looks and feels like
- c. Is bold and inspiring
- d. States the best possible student outcomes that are five to 15 years away
- e. Is believable and achievable

See **pages 21–24** of “The ASCA National Model: A Framework for School Counseling Programs (third edition)” for more information about school counseling program beliefs and vision statements.

#### **Items to Include for # 1:**

1. A list of the school counseling program's beliefs.
2. A copy of the school and district's vision statements (if available). Note: If your school/district does not have a vision statement, please indicate in a narrative.
3. **School counseling program's vision statement**

### **2. Mission Statement**

The school counseling mission statement provides the focus and direction to reach the vision, creating one focus in the implementation of the comprehensive school counseling program.

The school counseling mission statement:

- a. Aligns with the school's mission statement and may show linkages to district and state department of education mission statements
- b. Is written with students as the primary focus
- c. Advocates for equity, access and success of every student
- d. Indicates the long-range results desired for all students

See **pages 24–25** of “The ASCA National Model: A Framework for School Counseling Programs (third edition)” for more information.

#### **Items to Include for # 2:**

1. A copy of the **school counseling mission statement**

### **3. School Counseling Program Goals**

Develop three program goals based on the ASCA National Model, program audit, crosswalking tool, and needs assessment. The school counseling program goals are specific and measurable and promote improved student achievement, attendance or behavior. These goals can address schoolwide issues or closing-the-gap issues for a smaller group of students. The goals may address academics, attendance or behavior through one or more of the three domains (academic, career and/or personal/social development) as appropriate based on the school's data.

See **pages 25-28** of “The ASCA National Model: A Framework for School Counseling Programs (third edition)” for more information.

#### **Items to Include for # 3:**

1. Three **school counseling program goals**
2. **Narrative** (details listed below)

#### Narrative for # 3:

The narrative should address the following:

- a. how the goals were developed
- b. how they address student learning and/or student inequalities
- c. how they are founded in data

### **4. ASCA Mindsets & Behaviors for Student Success: K-12 College and Career Readiness for Every Student**

The ASCA Mindsets & Behaviors for Student Success: K-12 College and Career Readiness for Every Student describe the knowledge, skills and attitudes students need to achieve academic success, college and career readiness and social/emotional development. The selected mindsets and behaviors align with school counseling program goals and are likely to have an impact on student outcomes related to program goals.

See <https://schoolcounselor.org/asca/media/asca/home/MindsetsBehaviors.pdf> for the list of The ASCA Mindsets & Behaviors for Student Success: K-12 College and Career Readiness for Every Student.

A template of the “ASCA Mindsets & Behaviors: Program Planning Tool” can be found on this web site: <https://schoolcounselor.org/asca/media/asca/RAMP/M-BProgramPlanningTool.pdf>

#### **Items to Include for # 4:**

1. A completed mindsets and behaviors planning tool
2. A narrative analyzing how you will use these results from the mindsets and behaviors planning tool to improve your comprehensive counseling program.

### **5. Annual Agreement**

Annual agreements outline the organization and focus of the school counseling program. These agreements ensure formal discussion between the school counselor and administrator about the alignment of school counseling program goals with the goals of the school as well as increase an administrator's understanding of a comprehensive school counseling program.

Include an annual agreement for **each** school counselor. The percentages of time may vary with individual assignments. Schools **must use** the annual agreement template provided in the ASCA National Model.

A template of the “**Annual Agreement**” can also be found on this web site:

<http://www.ascanationalmodel.org/learn-about-ramp/ramp-application-templates>

The annual agreement:

- a. Is created and signed by the school counselor and supervising administrator within the first two months of school

- a. Reflects the school counseling program’s vision, mission and program goals
- b. Lists the school counselor’s specific responsibilities within the school counseling program, such as student caseload and program components or activities
- c. Identifies areas for professional development for the school counselor

See **pages 46–47** and pages **64–65** of “The ASCA National Model: A Framework for School Counseling Programs (third edition)” for more information.

**Items to Include in #5:**

1. A completed **annual agreement** (one for each school counselor)
2. **Narrative** (details listed below)

Narrative for # 5: The narrative addresses how the annual agreement was developed and reflects on the discussion with the administrator. It provides a rationale for the school counselor’s use of time based on the school’s data and provides an explanation of how the decision to distribute duties among the school counseling staff was made.

## **6. Advisory Council**

The advisory council is a representative group of stakeholders (e.g. parent, staff, community, administration, etc.) selected to review and advise on the implementation of the school counseling program.

To receive a four or higher, the advisory council must be solely focused on the school counseling program. If advisory council is part of an existing school committee, then the score cannot be higher than a three. The advisory council must be school-specific and should not be created solely for the purposes of applying for RAMP or ACE.

See **pages 47–48** of “The ASCA National Model: A Framework for School Counseling Programs (third edition)” for more information.

**Items to Include in #6:**

1. **A list of the advisory council members and their stakeholder positions.**
2. An **agenda** from at least one meeting.
3. The **minutes** from the meeting for which agenda is provided.
4. **Narrative** (details listed below)

Narrative for # 6: The narrative addresses how the advisory council was developed and how the council guides the program.

## **7. Calendars**

School counselors develop and publish calendars of school counseling events to inform students, parents, teachers and administrators of what, when and where school counseling activities will be held.

**Items to Include in #7**

1. The **school counseling annual calendar** for the most recently completed or current academic year, including the most important school counseling activities and events for the year for the entire school counseling program.

See **pages 56–57** of “The ASCA National Model: A Framework for School Counseling Programs (third edition)” for more information.

## **8. School Counseling Core Curriculum Action Plan and Lessons Plans**

The school counseling core curriculum action plan provides details as to how the school counselors will efficiently and effectively deliver the school counseling program and includes activities that will help the school counseling program achieve desired results.

### **Items to Include in # 8:**

1. The **school counseling core curriculum action plan** for the school counseling program. You must use the template found on **page 69** of the ASCA National Model.
2. Three **lesson plans** for activities (one per domain to include personal/social, career and academic) from the school counseling core curriculum action plan. You **must** use the ASCA lesson plan template found on **page 72** of the ASCA National Model.

Templates of the “**School Counseling Curriculum Action Plan**” and “**Lesson Plan**” can also be found on this web site: <http://www.ascanationalmodel.org/learn-about-ramp/ramp-application-templates>

See **pages 53–56, pages 69, 72 and 85** of “The ASCA National Model: A Framework for School Counseling Programs (third edition)” for more information.

### **9. School Counseling Core Curriculum Results Report**

The analysis of the school counseling curriculum results report demonstrates the effectiveness of the program and classroom activities and informs program improvement. The core curriculum results report analyzes one of the lessons highlighted in #8 (School Counseling Core Curriculum Action Plan and Lessons Plans).

Include the completed school counseling core curriculum results report using the template found on **page 114** of the ASCA National Model.

A template of the “**School Counseling Core Curriculum Results Report**” can also be found on this web site:

<http://www.ascanationalmodel.org/learn-about-ramp/ramp-application-templates>

See **pages 101-103**, and **page 114** of “The ASCA National Model: A Framework for School Counseling Programs (third edition)” for more information.

### **Items to Include in # 9:**

1. A completed **school counseling core curriculum results report**
2. Narrative (details listed below)

Narrative for #9: The narrative reflects on the analysis of the effectiveness of the lessons and addresses how the results will inform future school counseling activities.

### **10. Small-Group Responsive Services**

Please provide the following information about a group that you have conducted:

1. **All** of the following information about the group:
  - a. The main purpose of the group
  - b. Grade level(s) of the group
  - c. Length of each counseling session (ex. 30 minutes)
  - d. Number of sessions conducted
  - e. Detailed **lesson plans** for the group (four to 10 sessions) using the ASCA lesson plan template

- f. Assessment tool or description of how you assessed the effectiveness of the groups  
(Ex. Compare 3<sup>rd</sup> quarter to 4<sup>th</sup> quarter grades after a study skills group was conducted)
2. A completed **small-group results report** for one small group using the ASCA small-group results report found on **page 115** of the ASCA National Model.
3. **Narrative** (details listed below)

Templates of the “**Small-Group Results Report**” and “**Lesson Plan**” can also be found on this web site:

<http://www.ascanationalmodel.org/learn-about-ramp/ramp-application-templates>

See **pages 54-56** and **pages 70, 72 and 115** of “The ASCA National Model: A Framework for School Counseling Programs (third edition)” for more information.

Narrative for # 10: The narrative addresses how and why group topics and participants were selected. It also addresses how the group results will inform future school counseling groups. If the school has more than one school counselor, explain how the decision was made for the specific school counselor to deliver this group.

### **11. Closing-the-Gap Results Report**

Closing-the-gap activities address academic or behavioral discrepancies that exist between student groups. Include a closing-the-gap results report that is tied to the school counseling program goals. The **closing-the-gap results report** template is found on **page 116** of the ASCA National Model.

A template of the “**Closing-the-Gap Results Report**” can also be found on this web site:

<http://www.ascanationalmodel.org/learn-about-ramp/ramp-application-templates>

See **pages 104 and 116** of “The ASCA National Model: A Framework for School Counseling Programs (third edition)” for more information.

#### **Items to Include in #11:**

1. **Closing-the-gap results report**
2. **Narrative** (details listed below)

Narrative for #11:

The narrative should address the following:

- a) how the gap was identified
- b) why it was important to address
- c) how the activities and interventions were determined
- d) why they were likely to affect the identified gap.

### **12. School Counseling Program Assessment and Reflection**

Through application of leadership, advocacy and collaboration skills, school counselors promote student achievement and systemic change that ensures equity and access to rigorous education for every student and leads to closing achievement, opportunity and attainment gaps.

Complete a **school counseling program assessment** and analyze how you will use these results to improve your comprehensive counseling program in a brief narrative. Refer to **pages 59-62** of “The ASCA National Model: A Framework for School Counseling Programs (third edition)” for a copy of the **school counseling program assessment** template to complete.

See **pages 1-10** and **page 42** of “The ASCA National Model: A Framework for School Counseling Program (third edition)” for more information.

**Items to Include in #12:**

1. A completed **school counseling program assessment**
2. **Narrative** (details listed below)

Narrative for # 12:

How does your school's comprehensive school counseling program use leadership, advocacy and collaboration to create systemic change for the benefit of students?

*\*Application has been modified from ASCA RAMP application*