Best Practices and Sustainability Frequently Asked Questions

1. **Q: How do I submit an application?**

   A: The *Best Practice and Sustainability Submission Process* is outlined below.

   There are many exciting success stories occurring in schools and school districts throughout Kentucky. This is an opportunity for you to identify your best practice and share it with education colleagues. As you complete your best practice submission, please remember to clearly describe your program in terms of the following:

   - What you are doing? (activities)

   - Why you are doing it? (need)

   - What population you are targeting? (who)

   - How you are measuring success? (evaluation)

   - What are the results/outcomes? (impact)

   Answer all the questions as completely as possible and outline successes, lessons learned and resources created. Remember to define all acronyms and check your spelling.

   Overview of the Submission Process:
   - Applicants complete the online form and submit it electronically.
   - The link can be accessed through the Best Practices application.
   - The review process occurs within a two-week period following the submission.
   - A panel of subject matter experts will review and score each submission based on the scoring rubric.
   - Applicants are notified of the results via email.
   - Accepted Best Practice initiatives will be spotlighted on KDE's Best Practice and Sustainability website.

2. **Q: How will my application be evaluated?**

   A: The *Best Practice and Sustainability Evaluation Process* is outlined below.

   Best Practice initiatives will be evaluated through a scoring guide that will focus upon levels that include the following:

- **Beginning** – There is a defined process that may be planned out, but a systematic approach is still needed. Data collection requires further expansion and more evidence is expected refine and inform of next steps.

- **Developing** – Initiative is in the early development stages with a noticeable transition from reacting to problem to improvement. There is an intentional collection and analysis of data with an approach to problem solving that is aligned with other school/district areas.

- **Proficient** – The best practice approach is well deployed and a systematic evaluation and improvement process are evident. There is evidence of routine analysis and reporting of data through an integrated approach that aligns with current and future organizational needs, goals and assessments.

- **Advanced** – An effective systematic approach that is responsive to the strategy is evident. It is well deployed with no significant gaps. Evidence is based on an evaluated approach for improvement that is integrated, repeatable and adoptable.

Feedback – The feedback a school or school district receives will be a detailed, individualized, written assessment of the strengths and opportunities available in the submitted best practice. The evaluation will be completed by a team of educators who will provide suggestions to strengthen program and evaluation activities and to move emerging and promising programs towards a "best practice" that will improve school and district processes and results.

3. **Q: Where is the application website?**
   A: The link can be accessed through the Best Practices application.

4. **Q: What Best Practices have been recognized?**
   A: The Best Practices Spotlight website.

5. **Q: Why should I submit a Best Practice?**
   A: There are several reasons for submitting best practices:

   - **You can share success with your peers.** – This provides an opportunity for you to enhance your program success by sharing challenges and lessons learned with your colleagues.

   - **You can receive recognition.** – Best Practices will be highlighted on KDE's Best Practice and Sustainability website and could be featured in the monthly electronic newsletter *Kentucky Teacher*.

- **Your best practices help to contribute to program replication.** – KDE will help facilitate school and district technical assistance to support program improvement and replication.

- **You can get expert feedback.** – Each submission is reviewed by subject matter experts who offer suggestions to strengthen program and evaluation activities. The feedback a school or school district receives will be a detailed, individualized, written assessment of the strengths and opportunities available in the submitted best practice.