



HIGHER ORDER THINKING SCHOOLS APPLICATION - FY 2009

Deadline: March 12, 2008

Send completed application to: Bonnie Koba, HOT Schools Program,
Connecticut Commission on Culture & Tourism, One Constitution Plaza, 2nd Floor, Hartford, CT 06103

APPLICANT INFORMATION

Federal Employer ID # _____
School Name _____
Street Address or Location _____
Mailing Address (if different) _____
City/State/Zip _____
Telephone _____ Fax _____
Website _____
Name of Principal _____
Telephone or Extension _____ E-mail _____

LEGISLATIVE INFORMATION (OBTAIN FROM TOWN CLERK OR WWW.VOTE-SMART.ORG)

U.S. Representative's Name _____ District # _____
State Senator's Name _____ District # _____
State Representative's Name _____ District # _____

SCHOOL INFORMATION

Please provide the following information in the space provided below:

Number of classroom teachers in school projected for 2008-09: _____

How many **classrooms** do you expect to house for 2008-09: _____

Please indicate the **total number of students** you project for 2008-09: _____

Please indicate number of students by ethnicity:

_____ American Indian/Alaskan Native _____ Asian/Pacific Islander _____ Hispanic
_____ Black, not Hispanic _____ White, not Hispanic _____ Multi-Racial

SIGNATURE

The undersigned certifies that all of the information provided in this Higher Order Thinking Schools Grant Application Package is true and correct to the best of his or her knowledge.

Authorized Signature _____ Date _____

Printed Name _____ Title _____

FOR OFFICE USE: App # _____

APPLICATION TEAM

To be completed by Principal:

The following members of our school community are principal contributors to this application:

Name of Superintendent _____

Name of Principal _____

Classroom Teachers: *(one representative per grade level)*

Name of Classroom Teacher _____ Grade Level _____

Name of Parent _____

Name of Music Specialist _____

Name of Visual Art Specialist _____

APPLICATION NARRATIVE**PRINCIPAL'S SECTION**

School Name: _____

Principal Name: _____

Please respond to the application questions using the following format. You must repeat the criterion, the question and its number before your response. All questions must be in the order they appear in the application form. Your response may not exceed 8 pages in a minimum 11-point type with 1" margins on all sides. Please number your pages.

CRITERION ONE:**DEMONSTRATED ORGANIZATIONAL COMMITMENT (40%)****Organizational Commitment**

HOT Schools is a whole school reform initiative that requires commitment from the entire school community.

1a-1c. Describe your organizational commitment to transforming your school into a democratic, child-centered, arts-infused learning environment. In writing your response, please address the following:

1a. School Commitment

- the **planning process** that led to this application
- the **professional development** your school has experienced in the past two years and what you anticipate undertaking in the next two years (include **staff commitment** to attending professional development on their own time)
- other **school reform initiatives** underway in your school
- how you support **collaborative planning** at your school
- how you will facilitate the **systematic planning of integrated arts curriculum and instruction**

1b. District commitment

- the **alignment between the school's strong arts program goals and the policies and practices established by the central office** and board of education
- the ways in which instruction, curriculum, and assessment **align with state standards in visual and performing arts**
- how the district supports **collegial leadership initiatives** that promote positive school climate
- the **relationship between board and central office policies and school-level decision making**
- the **policy, plan, and corresponding budget** that supports district-wide arts programs

1c. Community Commitment

- **efforts to advocate for** (including the fiscal resources necessary to maintain and enhance) **quality arts opportunities for every child**
- how you will build support for this project, and the arts in general, with **parents and community members** (include how they will be involved in the planning process)
- ways in which you will partner with arts and community **cultural organizations** to design and implement high quality, standards-based strong arts and arts integrated learning experiences for all students

2. What do you perceive to be the greatest strength your school brings to participating in the HOT Schools Program?

3. What do you perceive to be your biggest challenge in succeeding as a Higher Order Thinking School?

4. How will you plan to sustain the program at the end of the grant period?

APPLICATION NARRATIVE (CONT'D) - PRINCIPAL'S SECTION

CRITERION TWO:

STRENGTH OF DISCIPLINE BASED ARTS PROGRAMS (20%)

Strong Arts

In HOT Schools, the arts are rigorous academic subjects each with their own sequential comprehensive curricula that convey knowledge not learned through studying other academic disciplines. Strong arts programs foster the development of higher order thinking skills including critical thinking, independent judgment, and creative problem solving. Strong arts provide stimulating vehicles for students to communicate their ideas.

5. On the chart below, please indicate the number of arts specialists in your school and the number of days per week that they are in your school

	Art Teacher(s) No. _____	Music Teacher(s) No. _____	Dance Teacher(s) No. _____	Theater Teacher(s) No. _____	Other Teacher(s) No. _____
Number of days per week					

6. On the chart below, please indicate the number of minutes of arts instruction per week students in each grade receive.

Grade	Visual Arts	Music	Dance	Theater	Other
K					
1					
2					
3					
4					
5					
6					
7					
8					

7. How often do your music, art, and physical education teachers teach in your building on the same day?
8. What is the current level of annual school funding, including discretionary funds (but excluding PTO and salaries/benefits) for arts in education programs and activities (i.e. residencies, field trips, etc.)?
\$ _____
9. What plans, if any, do you have to increase arts learning for students?

APPLICATION NARRATIVE (CONT'D) - PRINCIPAL'S SECTION**CRITERION THREE:****EXPERIENCE IN INTEGRATING THE ARTS INTO NON-ARTS CURRICULUM AND IN THE USE OF OUTSIDE PROFESSIONAL ARTISTS IN THE CLASSROOM (20%)****Arts Integration**

Hot Schools integrate the arts across disciplines, creating arts rich environments that enhance and reinforce the power of the arts in learning. Arts integration reinforces learning in all disciplines by empowering students to make connections and synthesize relationships among ideas.

10. Please give examples of how the arts are used to facilitate learning in your school. In this section indicate how arts integration strategies are developed in your school (if they are). If you are not currently intensively involved with arts integration activities, please indicate how you would create planning opportunities for classroom teachers and arts specialists to develop these strategies.

11. Is there an integrated planning team in your school?

Yes No *If yes, please describe (include who is on the team, and frequency and duration of meeting time).*

11a. Do arts specialists plan collaboratively with regular classroom teachers?

Yes No *If yes, please indicate how.*

11b. Do arts specialists plan collaboratively with other arts specialists?

Yes No *If yes, please indicate how.*

11c. Do multi-grade level teachers plan collaboratively?

Yes No *If yes, please indicate how.*

12. Have staff worked with teaching artists? If so, please describe the process and how it has affected instruction in your school.

CRITERION FOUR:**IMPLEMENTING A DEMOCRATIC SCHOOL CULTURE (20%)****Democratic Practice**

HOT Schools cultivate a school culture in which purposeful activities support choice, participation, connection and contribution to celebrate the unique voice of each member of the school community

13. Describe how your school celebrates and validates the voice of the child.

14. What experience has the school had in asking teachers to shape new learning approaches, curriculum, or strategies to celebrate and validate the voice of the child? Describe how teachers have worked, how their work has been supported by the administration, by the district, and how the work they have done has been used throughout the school and district.

ALL CRITERIA:

15. Please state why you think your school should be selected for the HOT Schools program.

16. Please address your school's potential for growth in each of the four criteria.

17. What kind of short and long-term results/gains would you expect from your school's involvement in this program over five years?

Completed by _____ Date _____
Principal Signature

APPLICATION NARRATIVE (CONT'D)

CLASSROOM TEACHER SECTION

One teacher from each grade level must complete this section with input from all grade-level colleagues. Make additional copies for your teachers to complete.

School Name: _____

Teacher Name: _____ Grade Level _____

Please respond to the application questions using the following format. You must repeat the criterion, the question and its number before your response. All questions must be in the order they appear in the application form. Your response may not exceed 8 pages in a minimum 11-point type with 1” margins on all sides. Please number your pages.

CRITERION ONE:

DEMONSTRATED ORGANIZATIONAL COMMITMENT (40%)

Organizational Commitment

HOT Schools is a whole school reform initiative that requires commitment from the entire school community. Describe staff’s commitment and ability to transform your school into a democratic, child-centered, arts-infused learning center. In writing your response, please address the following:

1. Describe your **understanding** of a democratic, child-centered, arts-infused learning environment and your and your colleagues **commitment** to creating this culture for your school.
2. Explain how the school and district support **staff involvement in leadership initiatives** and **decision making**
3. Indicate the greatest **challenge** you face in becoming engaged in whole school reform through the arts. What is the greatest asset you bring to transforming your school into a HOT School?
4. Please name or define **resources** that you could organize, coordinate, or produce that would assist with the successful implementation of this program.

CRITERION TWO:

STRENGTH OF DISCIPLINE BASED ARTS PROGRAMS (20%)

Strong Arts

In HOT Schools, the arts are rigorous academic subjects each with their own sequential comprehensive curricula that convey knowledge not learned through studying other academic disciplines. Strong arts programs foster the development of higher order thinking skills including critical thinking, independent judgment, and creative problem solving. Strong arts provide stimulating vehicles for students to communicate their ideas.

5. Please give examples of how the arts are used to facilitate learning in your classroom.
6. Identify steps you take to support your school’s discipline-based arts programs.
7. Describe reciprocal support, if any, between your curriculum and arts specialists’ curriculum.
8. Explain what classroom opportunities, if any, students have to express themselves through dance, music, visual arts, creative writing and theater.

APPLICATION NARRATIVE (CONT'D) - CLASSROOM TEACHER SECTION**CRITERION THREE:****EXPERIENCE IN INTEGRATING THE ARTS INTO NON-ARTS CURRICULUM AND IN THE USE OF OUTSIDE PROFESSIONAL ARTISTS IN THE CLASSROOM (20%)****Arts Integration**

Hot Schools integrate the arts across disciplines, creating arts rich environments that enhance and reinforce the power of the arts in learning. Arts integration reinforces learning in all disciplines by empowering students to make connections and synthesize relationships among ideas.

9. Explain how staff use the arts within the course of their daily teaching to help students understand and make connections between and among concepts and skills across disciplines.
10. Provide an example of how curriculum is structured to foster higher order thinking in students.
11. Tell about the experience you have or would like to have in working with a teaching artist or engaging a community cultural organization in the design and implementation of high quality, standards-based integrated learning.

CRITERION FOUR:**IMPLEMENTING A DEMOCRATIC SCHOOL CULTURE (20%)****Democratic Practice**

HOT Schools cultivate a school culture in which purposeful activities support choice, participation, connection and contribution to celebrate the unique voice of each member of the school community

12. Describe how your classroom celebrates and validates the voice of the child.
13. What experience have you had shaping new learning approaches, curriculum, or strategies to celebrate and validate the voice of the child?
14. In what ways has your school culture supported creative teaching? Describe structures that allow and promote collaborative planning and teaching between and among colleagues and teaching artists.

ALL CRITERIA:

15. Please state why you think your school should be selected for the HOT Schools program.
16. Please address your school's potential for growth in each of the four criteria.
17. What kind of short and long-term results/gains would you expect from your school's involvement in this program over six years?

Completed by _____ Date _____
Teacher Signature

APPLICATION NARRATIVE (CONT'D)**PARENT SECTION**

***One parent must complete this section with input from the parent community. Make additional copies for parents to complete. ***

School Name: _____

Parent Name: _____

Please respond to the application questions using the following format. You must repeat the criterion, the question and its number before your response. All questions must be in the order they appear in the application form. Your response may not exceed 6 pages in a minimum 11-point type with 1" margins on all sides. Please number your pages.

CRITERION ONE:**DEMONSTRATED ORGANIZATIONAL COMMITMENT (40%)****Organizational Commitment**

HOT Schools is a whole school reform initiative that requires commitment from the entire school community. Describe parent commitment to transforming your school into a democratic, child-centered, arts-infused learning environment. In writing your response, please address the following:

1. Outline the **role** of the parent in your school and district. Please include how often the parent group meets and percentage of parents that attend, percentage of parents that attend special school events, effectiveness of communication between school and home, and the extent to which parents are partners in the school community.
2. Highlight any **advocacy** efforts that are spearheaded by parents in your school and district.
3. Describe your **understanding** of a democratic, child-centered, arts-infused learning center and the parents' role in creating this culture for your school.
4. Indicate the greatest **challenge** parents might perceive in becoming engaged in whole school reform through the arts. What is the greatest asset parents bring to transforming your school into a HOT School?
5. Please name or define **resources** that you could organize, coordinate, or produce that would assist with the successful implementation of this program.

CRITERION TWO:**STRENGTH OF DISCIPLINE BASED ARTS PROGRAMS (20%)****Strong Arts**

In HOT Schools, the arts are rigorous academic subjects each with their own sequential comprehensive curricula that convey knowledge not learned through studying other academic disciplines. Strong arts programs foster the development of higher order thinking skills including critical thinking, independent judgment, and creative problem solving. Strong arts provide stimulating vehicles for students to communicate their ideas.

6. Please describe your impression of the discipline-based arts programs (visual arts, music, dance, theater) in your school. How do you think the HOT Schools Program could help improve the quality and extent of those programs?
7. Please give examples of how parents support your school's discipline-based arts programs.
8. What percentage of the annual budget does the parent group allocate to strong arts programming in your school?
9. What is the parent organization budget for arts-related activities for 2009-2010? _____
10. What was the parent organization budget for arts-related activities for 2008-2009? _____

APPLICATION NARRATIVE (CONT'D) - PARENT SECTION**CRITERION THREE:****EXPERIENCE IN INTEGRATING THE ARTS INTO NON-ARTS CURRICULUM AND IN THE USE OF OUTSIDE PROFESSIONAL ARTISTS IN THE CLASSROOM (20%)****Arts Integration**

Hot Schools integrate the arts across disciplines, creating arts rich environments that enhance and reinforce the power of the arts in learning. Arts integration reinforces learning in all disciplines by empowering students to make connections and synthesize relationships among ideas.

11. Please give examples of how parents support or could support the ways in which arts are used to enhance learning in your school.

CRITERION FOUR:**IMPLEMENTING A DEMOCRATIC SCHOOL CULTURE (20%)****Democratic Practice**

HOT Schools cultivate a school culture in which purposeful activities support choice, participation, connection and contribution to celebrate the unique voice of each member of the school community

12. What experiences, if any, have you had in helping shape new learning approaches, curriculum, or strategies to celebrate and validate the voice of the child in your school?
13. Explain how the school and district support parent involvement in general, and specifically, ways in which the school and district engage parents in decision making.
14. What do you see as the parent role in a HOT School?

ALL CRITERIA:

15. Please indicate why you think your school should be selected for the HOT Schools program.
16. Please address your school's potential for growth in each of the four criteria.
17. What kind of short and long-term results/gains would you expect from your school's involvement in this program over five years?

Completed by _____ Child in Grade _____
 Parent Signature Date _____

APPLICATION NARRATIVE (CONT'D)**MUSIC SPECIALIST SECTION**

School Name: _____

Music Specialist Name: _____

You may word process your responses to the application questions. You must repeat the criterion, the question and its number before your response. All questions must be in the order they appear in the application form. Your response may not exceed 4 pages in a minimum 11-point type with 1" margins on all sides. Please number your pages.

CRITERION ONE:**DEMONSTRATED ORGANIZATIONAL COMMITMENT (40%)****Organizational Commitment**

HOT Schools is a whole school reform initiative that requires commitment from the entire school community. Describe your commitment and ability to transform your school into a democratic, child-centered, arts-infused learning environment. In writing your response, please address the following:

1. Describe your **understanding** of a democratic, child-centered, arts-infused learning center and your and your colleagues **commitment** to creating this culture for your school.
2. Explain how the school and district support **music specialists involvement in leadership initiatives and decision making**
3. Indicate the greatest **challenge** you face in becoming engaged in whole school reform through the arts. What is the greatest asset you bring to transforming your school into a HOT School?
4. Please name or define **resources** that you could organize, coordinate, or produce that would assist with the successful implementation of this program.

CRITERION TWO:**STRENGTH OF DISCIPLINE BASED ARTS PROGRAMS (20%)****Strong Arts**

In HOT Schools, the arts are rigorous academic subjects each with their own sequential comprehensive curricula that convey knowledge not learned through studying other academic disciplines. Strong arts programs foster the development of higher order thinking skills including critical thinking, independent judgment, and creative problem solving. Strong arts provide stimulating vehicles for students to communicate their ideas.

5. Please describe your music program. Among other indicators of the strength of your music program, please address:
 - a. your use of state and local standards
 - b. your performance policy and practice
 - c. how you encourage individual creative expression within the ongoing curriculum
 - d. whether you teach composition or improvisation
 - e. how you use community artists or arts organizations in your classes
 - f. field trips
 - g. how you assess student understanding of the vocabulary/processes of creating, performing and responding in music
6. Provide an example of how your music curriculum is structured to foster higher order thinking in students.
7. Please indicate your total annual materials/supply budget: \$ _____
8. Please indicate your annual expenditure per pupil on supplies: \$ _____
9. Do you have a dedicated music classroom?
10. Define ways in which you educate parents about your curriculum, and engage parent support for music in your school.

APPLICATION NARRATIVE (CONT'D) - MUSIC SPECIALIST SECTION**CRITERION THREE:****EXPERIENCE IN INTEGRATING THE ARTS INTO NON-ARTS CURRICULUM AND IN THE USE OF OUTSIDE PROFESSIONAL ARTISTS IN THE CLASSROOM (20%)****Arts Integration**

Hot Schools integrate the arts across disciplines, creating arts rich environments that enhance and reinforce the power of the arts in learning. Arts integration reinforces learning in all disciplines by empowering students to make connections and synthesize relationships among ideas.

11. Please give examples of how the arts are used to facilitate learning in your school. How is your school currently involved with integrating music into core curriculum content areas?
12. Explain the extent to which you integrate other art forms in your classroom.
13. How often do you plan with classroom teachers? How often do you plan with the visual arts specialist? With other arts specialists? Please describe these planning sessions (frequency, topic, etc).
14. Tell about the experience you have or would like to have in working with a teaching artist or engaging a community cultural organization in the design and implementation of high quality, standards-based integrated learning.

CRITERION FOUR:**IMPLEMENTING A DEMOCRATIC SCHOOL CULTURE (20%)****Democratic Practice**

HOT Schools cultivate a school culture in which purposeful activities support choice, participation, connection and contribution to celebrate the unique voice of each member of the school community

15. Describe how your music classes celebrate and validate the voice of the child.
16. What experience have you had shaping new learning approaches, curriculum, or strategies to celebrate and validate the voice of the child?
17. In what ways has your school culture supported creative teaching? Describe structures that allow and promote collaborative planning and teaching between and among colleagues and teaching artists.

ALL CRITERIA:

18. Please state why you think your school should be selected for the Hot Schools program.
19. Please address your school's potential for growth in each of the four criteria.
20. What kind of short and long-term results/gains would you expect from your school's involvement in this program over five years?

Completed by _____ Date _____
Music Specialist Signature

APPLICATION NARRATIVE (CONT'D)**VISUAL ARTS SPECIALIST SECTION**

School Name: _____

Visual Arts Specialist Name: _____

You may word process your responses to the application questions. You must repeat the criterion, the question and its number before your response. All questions must be in the order they appear in the application form. Your response may not exceed 4 pages in a minimum 11-point type with 1" margins on all sides. Please number your pages.

CRITERION ONE:**DEMONSTRATED ORGANIZATIONAL COMMITMENT (40%)****Organizational Commitment**

HOT Schools is a whole school reform initiative that requires commitment from the entire school community. Describe staff's commitment and ability to transform your school into a democratic, child-centered, arts-infused learning environment. In writing your response, please address the following:

1. Describe your **understanding** of a democratic, child-centered, arts-infused learning center and your and your colleagues **commitment** to creating this culture for your school.
2. Explain how the school and district support **visual arts specialists involvement in leadership initiatives and decision making**
3. Indicate the greatest **challenge** you face in becoming engaged in whole school reform through the arts. What is the greatest asset you bring to transforming your school into a HOT School?
4. Please name or define **resources** that you could organize, coordinate, or produce that would assist with the successful implementation of this program.

CRITERION TWO:**STRENGTH OF DISCIPLINE BASED ARTS PROGRAMS (20%)****Strong Arts**

In HOT Schools, the arts are rigorous academic subjects each with their own sequential comprehensive curricula that convey knowledge not learned through studying other academic disciplines. Strong arts programs foster the development of higher order thinking skills including critical thinking, independent judgment, and creative problem solving. Strong arts provide stimulating vehicles for students to communicate their ideas.

5. Please describe your visual arts program. Among other indicators of the strength of your visual arts program, please address:
 - a. your use of state and local standards
 - b. your exhibition policy and practice
 - c. how you encourage individual creative expression within the ongoing curriculum
 - d. how you use community artists or arts organizations in your classes
 - e. fieldtrips
 - f. How you assess student understanding of the vocabulary/processes of creating, performing and responding in visual art
6. Provide an example of how your visual arts curriculum is structured to foster higher order thinking in students.
7. Please indicate your total annual materials/supply budget: \$ _____
8. Please indicate your annual expenditure per pupil on supplies: \$ _____
9. Do you have a dedicated art classroom?
10. Define ways in which you educate parents about your curriculum, and engage parent support for music in your school.

APPLICATION NARRATIVE (CONT'D) - VISUAL ARTS SPECIALIST SECTION**CRITERION THREE:****EXPERIENCE IN INTEGRATING THE ARTS INTO NON-ARTS CURRICULUM AND IN THE USE OF OUTSIDE PROFESSIONAL ARTISTS IN THE CLASSROOM (20%)****Arts Integration**

Hot Schools integrate the arts across disciplines, creating arts rich environments that enhance and reinforce the power of the arts in learning. Arts integration reinforces learning in all disciplines by empowering students to make connections and synthesize relationships among ideas.

11. Please give examples of how the arts are used to facilitate learning in your school. How is your school currently involved with integrating music into core curriculum content areas?
12. Explain the extent to which you integrate other art forms in your classroom.
13. How often do you plan with classroom teachers? How often do you plan with the music specialist? With other arts specialists? Please describe these planning sessions (frequency, topic, etc).
14. Tell about the experience you have or would like to have in working with a teaching artist or engaging a community cultural organization in the design and implementation of high quality, standards-based integrated learning.

CRITERION FOUR:**IMPLEMENTING A DEMOCRATIC SCHOOL CULTURE (20%)****Democratic Practice**

HOT Schools cultivate a school culture in which purposeful activities support choice, participation, connection and contribution to celebrate the unique voice of each member of the school community

15. Describe how your visual arts classes celebrate and validate the voice of the child.
16. What experience have you had shaping new learning approaches, curriculum, or strategies to celebrate and validate the voice of the child?
17. In what ways has your school culture supported creative teaching? Describe structures that allow and promote collaborative planning and teaching between and among colleagues and teaching artists.

ALL CRITERIA:

18. Please state why you think your school should be selected for the Hot Schools program.
19. Please address your school's potential for growth in each of the four criteria.
20. What kind of short and long-term results/gains would you expect from your school's involvement in this program over five years?

Completed by _____ Date _____
Visual Arts Specialist Signature

STAFF BALLOT AND BALLOT ANALYSIS FORMS

The school principal will distribute and collect one completed ballot from each staff member. Use the ballots to complete the Ballot Analysis (next page).

**CONNECTICUT COMMISSION ON CULTURE & TOURISM
HIGHER ORDER THINKING (HOT) SCHOOLS PROGRAM
BALLOT**

Mission: The Higher Order Thinking (HOT) Schools inspire lifelong learning in, about and through the arts, in a democratic community celebrating each child's unique voice.

To work toward becoming a HOT School, a school community engages in a continuous process of working toward school culture change in, about and through the arts. A HOT School sets yearly school-wide goals and objectives in line with the HOT Schools mission. Involvement with the HOT Schools program specifically involves:

- Participating in planning and on-going assessment and evaluation
- Participating in the week-long, residential Summer Institute each year
- Hosting HOT staff and consultant site visits
- Staff attending Peer/Partner In-service Collaboration Days. (Arts specialists attend with a classroom teacher partner (minimum once a year in each discipline)
- Participating in the Mini-Institute (one weekend, annually)
- Parents attending at annual informational parent meetings
- Participating in Principal Meetings - 3 meetings per year plus the Summer Institute
- Selecting a HOT Schools Site Coordinator
- Participating in Site Coordinator Meetings - 3 meetings per year
- Developing and implementing Teacher Artist Collaborations (formerly known as residencies)
- Developing and implementing democratic practice
- Implementing HOT strategies such as Town Meetings and Magical Mailbox
- Participating in year-end reporting

HOT SCHOOLS APPLICATION BALLOT

____ Yes! Let's apply.

____ I'm skeptical but willing to try.

____ No, this approach is not for me.

STAFF BALLOT AND BALLOT ANALYSIS FORMS (CONT'D)

HOT SCHOOLS APPLICATION BALLOT ANALYSIS

To be completed by principal:

Staff ballots revealed the following:

_____ % of staff feel the HOT Schools program is a good fit for our school.

_____ % of staff members are somewhat skeptical but would like to participate in HOT Schools.

_____ % of staff members feel that HOT Schools is not a good fit for our school.

Please finish this thought in one paragraph or less:

Based on ballot results, ...

Principal Signature _____ **Date** _____

SUPERINTENDENT AND PRINCIPAL AGREEMENT FORM

General Program Requirements

- During the 4-year period, the district will honor the school’s involvement outlined in the Program Commitment Requirements Overview (see guidelines - p. 6).
- The **district will make every reasonable effort to keep the principal and/or core leadership team of the school in place** during the four-year term of the program. If a change in leadership is anticipated, the district will keep the HOT Schools staff informed and involved in the process to facilitate a smooth transition to new leadership. In the event of a change in either Principal or core leadership team, the school will be required to submit evidence of a faculty consensus to remain in the program. In the event that both Principal and core leadership team change, the school will be dropped from the Program.
- The district will **honor release time and** opportunities for HOT Schools-designed professional development for staff.
- The district will actively encourage staff to **attend professional development opportunities.**
- The **district will make every reasonable effort to ensure that the level of art and music specialist time** in the HOT school increases over the course of the four-year program involvement to meet or exceed state standards in contact time. Reduction in the level of art, music, dance, theater or other arts instruction will result in the school being placed on probationary status until the level of arts instruction is restored.
- The district **will commit the funds outlined in Program and Fiscal Requirements** (see guidelines - p. 3).

I hereby agree to meet the program requirements listed above to participate in the Connecticut Commission on Culture & Tourism’s HOT Schools Program. I understand that failure to meet the above requirements will result in the school’s placement in a probationary status where funding is reduced or withheld until there is an indication of a recommitment to the goals and objectives of the HOT Schools program. I understand that the Commission’s fiscal commitment to this program is contingent upon continued funding from the State of Connecticut.

Signature

Signature

Superintendent or Designee

Principal

School District

School

Date

Date

PROJECTED FISCAL COMMITMENT FORM

The district will commit to the **financial expenditures over four years** as outlined below. Schools will pay the Commission directly for their fiscal share.

Year 1: \$10 per student
Year 2: \$15 per student
Year 3: \$20 per student
Year 4: \$25 per student

PROJECTED FISCAL COMMITMENT

Year I – school year 2008 - 2009

_____ # of students enrolled x \$10 per student. Estimated district share Year I = _____

Year II – school year 2009 - 2010

_____ # of students enrolled x \$15 per student. Estimated district share Year II = _____

Year III – school year 2010 - 2011

_____ # of students enrolled x \$20 per student. Estimated district share Year III = _____

Year IV – school year 2011 - 2012

_____ # of students enrolled x \$25 per student. Estimated district share Year IV = _____

The district will provide the required materials and supplies for Teacher Artist Collaborations (residencies). The district will incur the costs of substitute teachers for all professional development.

I hereby agree to meet the program fiscal requirements listed above to participate in the Connecticut Commission on Culture & Tourism’s HOT Schools Program. I understand that failure to meet the above requirements will result in the school’s placement in a probationary status where funding is reduced or withheld until there is an indication of a recommitment to the goals and objectives of the HOT Schools program. I understand that the Commission’s fiscal commitment to this program is contingent upon continued funding from the State of Connecticut.

_____	_____
Signature	Signature
_____	_____
Superintendent or Designee	Principal
_____	_____
School District	School
_____	_____
Date	Date

CHECKLIST

Application must include six (6) copies, and one (1) original assembled in the following order:

- Application Form - dated and signed (original signatures in blue ink). Be sure to complete legislative information completely and accurately.
- Applicant Team Form
- Application Narrative - be sure to follow section specific instructions under ‘Application Narrative’ for each contributor that is listed below:
 - o Principal Section - may not exceed 8 pages in a minimum 11-point type with 1” margins on all sides
 - o Classroom Teacher Section - may not exceed 8 pages in a minimum 11-point type with 1” margins on all sides
 - o Parent Section - may not exceed 6 pages in a minimum 11-point type with 1” margins on all sides
 - o Music Teacher - may not exceed 4 pages in a minimum 11-point type with 1” margins on all sides
 - o Visual Arts Specialist - may not exceed 4 pages in a minimum 11-point type with 1” margins on all sides
- Superintendent and Principal Agreement Form - dated and signed (original signatures in blue ink).
- Projected Fiscal Commitment Form - dated and signed (original signatures in blue ink).
- Staff ballot analysis form.

Behind the copy marked “Original,” please add the following:

- Staff ballot (included in application packet) with analysis page on top.
- Support Materials – You may include a separate set of support materials to help tell the story of your school. Support materials may include print, video, or CD graphic presentation; samples of student work; charts, graphs or publications that highlight your narrative, planning process, commitment, etc.
- W-9 Form

SIGNATURE

Signature of Authorized Official _____

Title _____ Date _____