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**Continuing TAP School Application**

**Note: Applications are due to** [**Nicole.Honore@la.gov**](mailto:Nicole.Honore@la.gov) **by Friday, May 18, 2012**

**Signed application documents are due by May 25th**

Cover Page: School Profile

|  |  |  |
| --- | --- | --- |
| School Name: | | Year in TAP: |
| **Demographics** | | |
| Grade Levels Served (check all that apply):  PK  1  2  3  4  5  6  7  8  9  10  11  12 | | |
| **Please use numbers from the fall of 2011 for the following: SPS: AYP Status:** | | |
| Check appropriate description: Literacy School  Reading First School  Title I School | | |
| Number of Students: | | |
| Number of Administrators: | Number of non-certified instructional staff (e.g., Teacher Aides): | |
| Number of classroom teachers: | | |
| Total Number of Certified Staff(Administrators, media, counselor, teacher, etc.)**:** | | |
| Percentage of students eligible for Free/Reduced Lunch:      **%** | | |
| Percentage of students receiving ESL services:      **%** | | |

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## Principal Commitment Form

A major element of success is the commitment of school principal, school leadership team, and instructional staff to the implementation of TAP with fidelity to the model. As a first step in re-establishing commitment, principals must agree to lead and participate in all aspects of TAP implementation. *The completed Principal Information and signature below indicate understanding, support for, and agreement to the following TAP activities.*

*As principal, I will:*

1. Serve as the head of the school leadership team and, in that capacity, schedule regular leadership team meetings and guide the team in analyzing student data, developing a school academic plan, monitoring cluster group operations, and fostering inter-rater reliability.
2. Participate in ongoing reflective practice that will identify specific areas of refinement and plan appropriate adjustments for improvement.
3. Update and forward revised cluster and leadership team schedule(s) to the assigned Executive Master Teacher.
4. Create, in collaboration with the leadership team, a school assessment plan that includes formalized benchmarking and fosters teachers’ use of ongoing formative assessments.
5. Become and maintain the status of certified TAP Evaluator and personally evaluate each teacher at least once a year using the *TAP Instructional Rubric.* Utilize and monitor the Comprehensive Online Data Entry (CODE) management system to identify trends in teacher evaluation scores and inter-rater reliability.
6. Subscribe to and utilize the online TAP Training Portal with the leadership team and staff to provide additional training opportunities for staff that address identified needs.
7. Utilize SAS value-added scores and reports to inform decisions regarding teacher effectiveness.
8. Work in a collaborative and cooperative relationship with the TAP Executive Director and State Executive Master Teachers to enhance the school’s implementation.
9. Communicate student progress to all appropriate constituencies.
10. Foster relationships with community agencies and parents in support of the program.
11. Identify needs in teacher professional development and school curriculum, and gather resources and solutions to address these needs.
12. Advertise and fill vacancies on the School Leadership Team in a timely manner.
13. Attend TAP Principals’ Networking and Support meetings and other trainings provided by the Louisiana Department of Education and/or NIET.
14. Support the participation of the Master Teachers in state Master Teacher Networking and Support meetings, the TAP National Conference, and TAP Summer Institute.
15. Support TAP Master and Mentor teachers in all aspects of their work.

|  |  |  |  |
| --- | --- | --- | --- |
| **Principal Information and Signature** | | | |
| Mr.  Ms.  Mrs.  Dr. | Name: | | Email: |
| Years at the School: | | Total years as principal at any school: |
| School address: | | | District: |
| School Phone: | | School fax: | School website: |
| City: | | State: | ZIP Code: |
| Signature: | | | Date: |

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## District Commitment Form

A key element of success is the commitment of the district superintendent and the central office support staff to the Louisiana TAP System model. The purpose of this commitment is to ensure continued, faithful implementation of the four key elements of TAP™ at the identified school(s) during 2012-2013*. The completed LEA Superintendent Information and signature below indicates his/her agreement to the following:*

*The LEA will:*

1. Remain dedicated to the overall goal of the TAP system – to increase instructional capacity and raise student achievement;
2. Commit to hiring effective candidates to participate in and support all TAP activities;
3. Implement the TAP system with fidelity to the model as measured annually by TAP School Reviews;
4. Assist the school(s) in its efforts to establish ongoing support for and commitment to all four TAP elements – Multiple Career Paths; Ongoing Applied Professional Growth Opportunities; Instructionally-Focused Accountability; and Performance-Based Compensation;
5. Promote and participate in the specific activities listed in the TAP guidelines;
6. Identify an individual at the district office to serve as the TAP District Contact person for purposes of communication regarding this effort;
7. Complete budgets in a timely manner as requested;
8. Adopt consistent policies across participating TAP schools that align with a coherent and integrated strategy for strengthening the educator workforce, including the use of data and evaluations for professional development and retention and tenure decisions;
9. Explore and lead efforts to identify and secure funding sources to support continued full implementation of TAP in the targeted school(s);
10. Identify funds to provide performance-based compensation paid to teachers; and
11. Immediately report to the State TAP Director any inability to fulfill any LEA TAP responsibilities.

*In return for the LEA’s participation, the LDoE will:*

1. Assign specific staff (Executive Master Teacher) to provide technical assistance on TAP implementation to the LEA through site visits, training on TAP, email communication, and phone support;
2. Serve as a resource to the LEA during 2012-2013; and
3. Host TAP trainings and Master/Mentor teacher meetings.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Superintendent Information and Signature** | | | | | |
| Mr.  Ms.  Mrs.  Dr. | Name: | | | Email: | |
| Phone: | | | Fax: | |
| Address: | | | | | |
| City: | | State: | | | ZIP Code: |
| District TAP Contact Person Name: | | | Email: | | |
| Amount of Master Teacher Addendum: | | | Amount of Mentor Teacher Addendum: | | |
| Per Teacher Amount in Performance Pay Incentive Pool: | | | | | |
| Superintendent Signature: | | | | | Date: |