



STATE PERSONNEL DEVELOPMENT GRANT  
OKLAHOMA

**2018-19**

## APPLICATION

For Participation in



**OKLAHOMA TIERED INTERVENTION SYSTEM OF SUPPORT**

A Multi-Tiered System of Support for Addressing Academics and Behavior

## RISING SCHOOLS COHORT 1

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Please submit this form via email to [Bethan.Langlois@sde.ok.gov](mailto:Bethan.Langlois@sde.ok.gov) or via fax (405) 522-1590 when complete. Applications must be received by 12:00 p.m. on **April 25, 2018**.

### Part 1: BASIC INFORMATION

School Name: \_\_\_\_\_

School District: \_\_\_\_\_

School Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_, Oklahoma Zip Code: \_\_\_\_\_

Name of School Principal (or primary administrator): \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Name of District Superintendent: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Name(s) of Person(s) Completing Application: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

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## Part 2: DEMOGRAPHICS

### DISTRICT:

Check which best describes your district: Urban  Suburban  Rural

Please select the size of your district:

- 1 to 249 students  250 to 499 students  500 to 999 students  
 1,000 to 2,999 students  3,000 to 8,999 students  9,000 students and above

### SCHOOL SITE:

Total student population at school site: \_\_\_\_\_

Percentage of students on free/reduced lunch at school site: \_\_\_\_\_

Percentage of students on Individualized Education Programs (IEPs) at school site: \_\_\_\_\_

Percentage of English Language Learners (ELLs) at school site: \_\_\_\_\_

Languages spoken by two largest groups of ELLs at school site: \_\_\_\_\_

Total administrative staff at school site: \_\_\_\_\_

Total certified staff (not including administrators) at school site: \_\_\_\_\_

Total non-certified staff at school site: \_\_\_\_\_

Grade levels served at your school site: \_\_\_\_\_

*(Recipients of this grant commit to receiving services through the OTISS Rising Schools Program for Kindergarten through Third Grade. Including other grade levels is optional.)*

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## Part 3: KEY PERSONNEL

### OTISS RISING SCHOOL SITE COACHES

An essential element of effective OTISS implementation is that each school has two “OTISS Rising School Site Coaches.” They are the primary contacts who enthusiastically guide and promote the implementation process in the school. The site coaches are members of the school’s OTISS Rising School Team. One of the site coaches should be someone who is at the site on a daily basis.

**It is critical for the primary administrator to be an active participant in OTISS implementation; however, it is highly recommended that they assign other staff members as the site coaches.**

## Who will serve as the OTISS Rising School Site Coaches for your school?

Name: \_\_\_\_\_ School Position: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Home/Mobile Phone: \_\_\_\_\_

Work E-mail: \_\_\_\_\_ Home E-mail: \_\_\_\_\_

Summer Mailing Address: \_\_\_\_\_

Name: \_\_\_\_\_ School Position: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Home/Mobile Phone: \_\_\_\_\_

Work E-mail: \_\_\_\_\_ Home E-mail: \_\_\_\_\_

Summer Mailing Address: \_\_\_\_\_

## OTISS RISING SCHOOL TEAM

Effective OTISS implementation requires the development and ongoing involvement of a team. This OTISS Rising School Team consists of a school principal or primary administrator, site coaches and a representative sample of staff (e.g., general and special education teachers at various grade levels, support staff, counselors. We strongly suggest each team have at least one parent.

The OTISS Rising School Team is charged with guiding OTISS implementation and utilizing reliably gathered school data to drive decision-making regarding academic and behavioral support. The OTISS Rising School team must have the authority to make school-wide decisions. In addition, this team may also be charged with developing specific supports for those students who are not responding to school-wide interventions and supports, for behavior and/or academics.

## OTISS RISING SCHOOL TEAM ROSTER

The OTISS Rising School Team should consist of a minimum of five members, including the school principal, site coaches, faculty (i.e., general and special education teachers, support staff, counselors, school psychologists, parents and student representatives. The following representatives will serve on our school's OTISS Rising Schools Team if we are selected as an OTISS Rising School site:

1. Name: \_\_\_\_\_ School Position/Affiliation: \_\_\_\_\_

2. Name: \_\_\_\_\_ School Position/Affiliation: \_\_\_\_\_

3. Name: \_\_\_\_\_ School Position/Affiliation: \_\_\_\_\_

4. Name: \_\_\_\_\_ School Position/Affiliation: \_\_\_\_\_

5. Name: \_\_\_\_\_ School Position/Affiliation: \_\_\_\_\_

6. Name: \_\_\_\_\_ School Position/Affiliation: \_\_\_\_\_

**7. Name:** \_\_\_\_\_ **School Position/Affiliation:** \_\_\_\_\_

**8. Name:** \_\_\_\_\_ **School Position/Affiliation:** \_\_\_\_\_

**9. Name:** \_\_\_\_\_ **School Position/Affiliation:** \_\_\_\_\_

**10. Name:** \_\_\_\_\_ **School Position/Affiliation:** \_\_\_\_\_

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## Part 4: SITE READINESS

Sites requesting support as an OTISS Rising School must demonstrate their readiness to implement OTISS with fidelity by responding to the questions below.

1. What involvement has your site had with a tiered system of academic supports, such as Response to Intervention (RtI)/Multi-tiered Systems of Support (MTSS)?

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2. What involvement has your site had with a tiered system of behavioral supports, such as Positive Behavioral Interventions and Supports (PBIS)/Multi-tiered Systems of Support (MTSS)?

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3. What evidence can your site produce to demonstrate success with the support system or systems you are currently implementing?

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4. Why is your site interested in implementing OTISS as a Rising School? In other words, why should your site be chosen to receive services?

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5. What changes do you expect to see as a result of implementing OTISS as a Rising School with our support:

a. at your site?

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b. with your staff?

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c. with your students?

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6. Do you currently have a multi-tiered system of support in place in your school?

a. for only academics?

Yes  No

b. for only behavior?

Yes  No

c. for both academics and behavior

Yes  No

If you responded “No” to the above question please skip question 7 and continue to question 8.

7. Do you have a team in place to guide implementation of the multi-tiered system of support?

a. for only academics?

Yes  No

b. for only behavior?

Yes  No

c. for both academics and behavior

Yes  No

If you responded “Yes”, to any of the above, describe the make-up and mission of your team(s):

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8. How do you plan to allocate resources (staff, funding, materials, etc.) to support implementing OTISS?  
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 \_\_\_\_\_  
 \_\_\_\_\_  
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9. How will you involve support staff, parents, transportation representatives, and other key stakeholders in implementing OTISS?  
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 \_\_\_\_\_  
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10. What district initiatives or policies would support implementing a multi-tiered system of support (i.e., RSA Plan)?  
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 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
  
11. Describe your School Improvement Plan and how it aligns with OTISS:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Part 5: ADMINISTRATIVE COMMITMENT (To be completed by the site principal)**

**To document the existence of administrative commitment to the inherent values, activities, and time associated with implementing OTISS with fidelity, please have your site principal initial beside each of the following commitment statements.**

I, as the site principal of this applicant site, agree to:

\_\_\_\_\_ A pre-selection visit to my site by the Oklahoma State Department of Education (OSDE), State Personnel Development Grant (SPDG) staff in order to complete an implementation checklist to determine my site’s readiness or current level of implementing a multi-tiered system of supports.

\_\_\_\_\_ Be a member of the OTISS Rising School Team and participate in team meetings and other OTISS activities on a regular basis.

\_\_\_\_\_ Ensure that communications from the OSDE SPDG staff, the OTISS Systems and Literacy Coaches, and the OK Parent Center Trainers are responded to in a timely manner.

\_\_\_\_\_ Commit to conduct an OTISS team meeting with the OTISS System Coach at least monthly.

\_\_\_\_\_ Commit to support the OTISS Literacy Coach as s/he provides professional development/coaching sessions in evidenced-based literacy practices and conducts observations in classrooms of my participating teachers.

\_\_\_\_\_ Release my faculty from regularly assigned duties when meeting with OTISS Systems and Literacy Coaches. (*Meetings will be scheduled in advance.*)

\_\_\_\_\_ Allocate time and funds in the annual school budget to cover incidental costs associated with maintenance of the OTISS Model, which may include, but not be limited to, substitute teachers for team members attending trainings, travel expenses, materials, and supplies.

\_\_\_\_\_ Send as many OTISS Rising Star team members as possible (at a minimum the OTISS Rising School Site Coaches and an administrator representative) to OTISS Institutes, beginning with the Summer Institute on June 19-21, 2018.

\_\_\_\_\_ Adopt the Oklahoma State Department of Education's OTISS Implementation Guide as my site's model for tiered implementation services and utilize the OTISS tools to assist in ensuring implementation with fidelity.

\_\_\_\_\_ Schedule an OTISS Parent Meeting in collaboration with the Oklahoma Parent Center.

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## **Part 6: SIGNATURES**

The following signatures of the school site's principal, and the school district's superintendent will indicate that this application has been completed and reviewed for accuracy. Signing also indicates that the principal and superintendent understand that SPDG support is contingent upon adherence to the terms/commitments set forth in the application. Failure to do so will result in termination of support.

(Print) \_\_\_\_\_  
**Superintendent**

(Signature) \_\_\_\_\_  
**Superintendent** \_\_\_\_\_  
**Date**

(Print) \_\_\_\_\_  
**Principal**

(Signature) \_\_\_\_\_  
**Principal** \_\_\_\_\_  
**Date**

*If you have any questions about OTISS, or the application process,  
please contact the following.*

**Bethan Langlois, Project Coordinator, SPDG**

Bethan.Langlois@sde.ok.gov

(405) 522-8352

**Applications must be received by 12:00 PM on April 25, 2018.**

**You may submit an application by Facsimile or Email to:**

**Oklahoma Department of Education**

**Attention: Bethan Langlois, Project Coordinator, SPDG**

**Special Education Services**

**2500 North Lincoln Boulevard, Suite 510**

**Oklahoma City, Oklahoma 73105**

**Bethan.Langlois@sde.ok.gov**

**Phone: (405) 522-8352**

**Fax: (405) 522-1590**