

# TEAM High School

Teaching Educational Academics Meritoriously

## Application Form

Office Use:

Current WHS Student: Yes No

Do you participate in: Running Start ☐ Cascadia TECH ☐ Co-enroll WHS ☐

Live outside of the Woodland School District: Yes No CT

Thank you for your interest in TEAM High School, Woodland's alternative high school. We have included an application for the student and parent to complete. In the application, the student is asked to explain why they are interested in our alternative program. This will be treated confidentially. The student and parent will also sign a contract. We ask that you read this carefully as we take it seriously.

Please return your completed application to Deena Capen, our District Registrar. Deena's office is located in our Business Services Office at 800 Third Street, Woodland, WA 98674.

Once your application is received you will be contacted by a TEAM staff member to schedule an intake interview. Interviews are held weekly, and a parent/guardian is required to attend.

Please contact **Deena Capen, District Registrar at 360 841-2707** if you have any questions.

\_\_\_\_\_  
Principal's Signature of Acceptance

\_\_\_\_\_  
Date

\_\_\_\_\_  
Anticipated Enrollment Date

Woodland Public Schools does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. Inquiries regarding compliance procedures may be directed to the School District's Title IX Officer,

# TEAM High School Application and Registration Form

## Student Information

Student Name \_\_\_\_\_ Male Female Other (circle one)

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Birthdate \_\_\_\_\_ Grade \_\_\_\_\_

Student Cell Phone \_\_\_\_\_

Does the student live outside of Woodland School District? **YES NO**

**Note:** If you live outside of the WSD, please include an unofficial copy of your transcript with your application.

Is the student enrolled in special education courses / have an IEP? **YES NO**

Does the student have a current 504 Plan? **YES NO**

Interested in co-enrollment with WHS, CTA, and/or Running Start? (explain below)

\_\_\_\_\_

Has the student ever been suspended or expelled? YES NO

If the answer is yes, please explain:

\_\_\_\_\_

Is the student currently involved in juvenile court proceedings? \_\_\_\_\_

Name of most recent school attended: \_\_\_\_\_

School district of that school: \_\_\_\_\_

City and state of that school: \_\_\_\_\_

## Parent/Guardian Information

Name(s) of Parent(s)/Guardian(s) at above address

\_\_\_\_\_ Cell Phone \_\_\_\_\_

\_\_\_\_\_ Cell Phone \_\_\_\_\_

Email Address(es) \_\_\_\_\_

Which Parent should be contacted first?: \_\_\_\_\_

Preferred method of contact (circle one):      phone call      text      email

## Emergency Contact Information

If we are unable to contact the parent(s)/guardian(s) in an emergency, whom should we call?

Name \_\_\_\_\_ Phone \_\_\_\_\_

Relationship \_\_\_\_\_

Name of Health Care Provider \_\_\_\_\_

As the parent/guardian of the above student, I authorize the release of all educational records from his/her previous school(s). Also, I attest to the accuracy of the above information. I understand that if the above information is incorrect or inaccurate, it will most likely result in the delay or denial of admission into TEAM High School, and/or the inappropriate educational placement of the student.

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Relationship to Student \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

### Authorization for **Emergency Procedures**

If the parents/guardians and authorized health care provider named on this form cannot be reached at the time of an emergency, and if immediate observation or treatment is urgent in the judgment of the school authorities, I authorize and direct the school authorities to send my child/ward (properly accompanied) to the hospital or doctor most easily accessible. I understand I will assume full responsibility for the payment of any services rendered or charged.

Parent/Guardian Signature \_\_\_\_\_

## TEAM Hours of Availability

These are normal hours that students may attend TEAM, however, hours are subject to change. Any weekly changes will be communicated to families via TalkingPoints

Day	Time
Monday	Closed to students except co-enrolls 1:30-3:00
Tuesday	8:00am – 5:00pm
Wednesday	8:00am – 4:00pm
Thursday	8:00am – 5:00pm
Friday	8:00am – 5:00pm

**Student Statement**

Student needs to complete the following:  
What are the reasons you have either dropped out or want to leave the regular school program and/or want to enroll in an alternative school program?

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

What will help you be successful in school? Be as specific and detailed as possible.

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

## Parent/Guardian Statement

Please explain why you believe TEAM High School is a better option for your child than their current situation.

[illegible]

If there are specific educational or behavioral concerns we should know about your child, please give us details that would be helpful in supporting your student.

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and extend across the width of the page. There are no margins, text, or other markings on the paper.

## Contract to Attend TEAM High School

My signature below indicates that I agree to the following terms of attendance at TEAM High School:

1. I will attend TEAM High School at least 1 hour per week in the TEAM High School building. This number may be increased if the teachers see I am falling behind.
2. I will complete a minimum of 29 hours of homework time each week.
3. Even if I am unable to attend school, I will complete my Google Classroom check-in, and I will make up the time missed.
4. I understand that any absences and time missed must be made up in a timely manner.
5. Transportation to and from TEAM High School is my responsibility.
6. I will not enter any other school campus in the district without specific permission from a staff member at TEAM High School or a staff member from the campus I am entering.
7. I accept full responsibility for my actions, attitude and behavior and will do my best to maintain a learning atmosphere at TEAM High School. This includes showing respect for everyone and not being involved in inappropriate behavior during my educational experience at TEAM High School.
8. The TEAM High School staff will do its best to help me achieve my goals and expectations. If I am unable or unwilling to keep the terms of this contract, it will be grounds for disciplinary action and/or removal from the TEAM program.
9. If the principal writes two discipline referrals in one given year on a student, the student may be withdrawn for the remainder of the school year or longer from TEAM High School.
10. I understand that I will graduate with TEAM High School whether I am a full-time **or** a part-time co-enrolled student at TEAM.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

# **STATEMENT OF UNDERSTANDING**

In accordance with the Alternative Learning Experience Implementation Standards, *reference WAC 392-121-182 (3)(e)*, prior to enrollment parent(s) or guardian shall be provided with, and sign, documentation attesting to the understanding of the difference between home-based instruction and enrollment in an alternative learning experience (ALE).

Provided on the front and back of this form are summary and narrative descriptions of the difference between Home-based Instruction and an ALE. Please read these descriptions and sign below.

## **Summary Description**

### **Home-Based Instruction**

- Is provided by the parent or guardian as authorized under RCW 28A.200 and 28A.225.010.
- Students are not enrolled in public education.
- Students are not subject to the rules and regulations governing public schools, including course, graduation, and assessment requirements.
- The public school is under no obligation to provide instruction or instructional materials, or otherwise supervise the student's education.

### **Alternative Learning Experience: TEAM High School**

- Is authorized under WAC 392-121-182
- Students are enrolled in public education either full-time or part-time.
- Students are subject to the rules and regulations governing public school students including course, graduation, and assessment requirements for all portions of the ALE.
- Learning experiences are:
  - Supervised, monitored, assessed, and evaluated by certificated staff.
  - Provided via a written student learning plan.
  - Provided in whole, or part outside the regular classroom.

### **Part-time Enrollment of Home-Based Instruction Students**

Home-based instruction students may enroll in public school programs, including ALE programs, on a part-time basis and retain their home-based instruction status. In the case of part-time enrollment in ALE, the student will need to comply with the requirements of the ALE written student learning plan, but not be required to participate in state assessments or meet state graduation requirements.

I have read the summary and detailed descriptions of home-based instruction and alternative learning experience provided and I understand the difference between home-based instruction and the alternative learning experience program in which my child is enrolling.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Name: \_\_\_\_\_

## **Narrative Description of the Differences Between Home-Based Instruction and public-school Alternative Learning Experiences**

Home-based instruction is authorized under Revised Code of Washington (RCW) 28A.225.010 and RCW 28A.200. When a parent or guardian has filed a 'declaration of intent to provide home-based instruction' with the district and is meeting the requirements for home based instruction stated in RCW 28A.225, the student is eligible to receive home-based instruction. Students receiving only home-based instruction are not enrolled in public education, and they do not have to comply with the rules and regulations regarding public schools. Since the student is not registered or enrolled in the public school system, the school district is under no obligation to provide instruction or instructional materials for these students. Home-based instruction students are not required to participate in any district or state testing and/or assessments. Additionally, home-based instruction students are not eligible for graduation through a public high school unless they meet all of the graduation requirements established by the state, district, and the local high school. This includes earning the Certificate of Academic Achievement.

### **Part-time enrollment**

Home-based instruction students may have access to ancillary services and may enroll in a public-school course, such as an alternative learning experience program, on a part-time basis where space is available. Part-time enrollment is defined as being less than full-time enrollment. In these cases, the student is responsible for maintaining acceptable attendance and meeting all course and school requirements. For an alternative learning experience, this will mean meeting the requirements of the written student learning plan. The student continues to be considered a home-based instruction student when enrolled **part-time** in a public school setting. Therefore, except for the individual class requirements, school and district attendance rules, and school behavior policies, the limitations and restrictions noted in the paragraph above are in force.

### **Full-time enrollment**

A student enrolling **full-time** in a public-school alternative learning experience program is **not** receiving home-based instruction, even if the parent or guardian has filed a 'declaration of intent to provide home-based instruction' with the school district. The student is considered a public-school student and is subject to all the rules and regulations governing the actions of all public-school students. This includes, but is not limited to, attendance, meeting course requirements, graduation requirements, and assessment requirements. Full-time students are eligible for graduation from a public high school upon meeting all of the school, district, and state requirements.



# TEAM High School Information & Procedures

In addition to the Woodland School District Student Handbook, TEAM High School students and teachers will adhere to the following policies and procedures.

## 1. Satisfactory progress:

- a. TEAM counts weeks as Monday through Sunday. Each Mon-Sun week, the student must complete a minimum number of assignments, as well as show progress in every course (pass assessments with a 70% or higher final score). TEAM High School is a mastery learning school- students may not move on to the next section of content in their course until they have earned 70% or above on all assignments in each section. This level may be altered by IEP accommodations. At the end of the course, any notes, supplementary materials, or practice assignments may be turned in to a staff member for extra credit.
  - i. Each student will be assigned due dates in order to complete 6 courses per semester (3.0 credits). Students may conference with their Case Manager to be on a more accelerated pace.
  - ii. Quizzes can be taken at home or at school, although tests and exams can only be taken at TEAM. Labs, Fitness Logs, and other paper assignments must be completed and turned in by 1pm on Friday the week they are due.
  - iii. Each quiz is the culminating assessment of a study section. It should take 2-4 hours for a student to read the entire study section, watch all embedded videos/animations, take notes, complete the practice assignments, answer journal prompts, review the material, and earn a passing score on the quiz.
  - iv. If a student fails an assessment 3 times, they must complete a supplementary assignment (a study guide) given to them by a teacher before the quiz, test, or final is reset. If a student fails the assessment again, the teacher may offer a 5th attempt reset assignment, and/or require a conference. Teachers may take up to two school days to grade a reset. Resets need to be 100% accurate and complete before the student may earn another attempt at the quiz/test/exam.
  - v. The 1<sup>st</sup> week a student does not meet the minimum requirement, they will be placed on an Plan for Improvement (PFI) #1 to make up their due dates, complete additional in-person hours, and show progress in all courses.
  - vi. If a student does not meet the requirements of their 1<sup>st</sup> PFI, they will be placed on an Plan for Improvement (PFI) #2.
  - vii. If a student does not meet the requirements of their 2<sup>nd</sup> IPFI, they will be placed on an Plan for Improvement (PFI) #3.
  - viii. If a student does not meet their PFI for 3 weeks in a row, they will be placed on a three-week Intervention Plan.
  - ix. After three consecutive weeks on an Intervention Plan (IP), if a student has not satisfied the requirements of their IP and wishes to continue at TEAM High School, they will need to attend a meeting with administration, counselors, parent/guardian, and other staff, and be placed on an Academic Contract (AC). If they do not meet the stipulations of their Academic Contract, they may be withdrawn from TEAM for the remainder of the school year and referred to a more appropriate school setting. Students may only be on an Academic Contract once per semester. If they reach a 2nd Academic Contract in a Semester, they will be considered for withdrawal from TEAM.
  - x. Students that are on an Individualized Education Plan (IEP) may have the opportunity to have Satisfactory Progress adjusted to meet their IEP.
  - xi. Weekly Google Classroom Check-In assignments are due by each Friday at 4pm. Turning in these assignments is mandatory for every student every week, and students may not work on Apex until these are submitted and checked by a teacher for accuracy. Failure to turn in a completed check-in will result in an advancement along the unsatisfactory progress track.

## 2. Attendance:

- a. Students are required to attend TEAM High School a minimum of 1 hour per week when school is in session and the student has good academic standing. Students who are on the PFI, IP, or AC track will have an increased in-person attendance requirement.
- b. A student may only check out for a break once per day. If a student returns to campus after a second break, their time will not be logged in the attendance record.
- c. Students are expected to work on assignments remotely (from home, etc.) for 29 hours per week.
- d. Students are required to attend TEAM for at least 1 hour per week, regardless of excused absences.
- e. Even when absent from school for the whole week, all students must make two-way personal contact with a TEAM High staff member each week. This is currently done through a Google Classrooms form.
- f. If a student does not meet the 1 hour weekly attendance minimum, or if they fail to meet other components of weekly satisfactory progress, they may be placed on an improvement plan to attend more weekly hours in-person, and/or referred to the WSD Truancy Specialist.

## 3. Phones:

- a. Phones are not allowed in the TEAM High classrooms. If a phone is brought to campus, it must be checked in with a staff member, who will keep it in a caddy until the student signs out for a break or leaves for the day.
- b. Students may check their phone for missed calls/texts once per hour or less. They may not check their phones while working on tests or exams.
- c. Violation of the phone policy may result in the student being written a referral. Multiple referrals (for any reason) may result in a conference with the student, parent, TEAM staff, and administrators about further disciplinary action, up to and including withdrawal from TEAM High.

## 4. Highly Qualified Teachers:

- a. Not all teachers at TEAM High School are Highly Qualified for each subject they teach. Endorsements currently held by staff can be seen in section 8 ("Staff") below. Please ask if you would like further clarification.
- b. All teachers at TEAM High School are certificated teachers for Washington State.
- c. Upon being hired at TEAM High School, teachers will regularly seek out opportunities for professional development in the areas of alternative education, online learning, cyberbullying, and communication with students. TEAM High School is a member of the Washington Association For Learning Alternatives (WALA). "The Washington Association for Learning Alternatives is a nonprofit corporation for the benefit of all those concerned with providing options in education, public and private, from preschool through post secondary." Teachers will also be expected to attend the fall and/or spring conferences held by WALA to further their professional development as an alternative school educator.

## 5. Subject Limit:

- a. Students will not be given new classes one-at-a-time. New classes are given as a set, usually 5-6 courses at a time. When all classes in a set have been completed, the student will be enrolled in a new set of classes. This may happen at any point in a semester.

## 6. Grading Policy:

Final percentages, including all assignments and extra credit, determine course grade entered on transcript. Grades are only inputted if a course is 100% complete with all assignments passed. Incomplete courses at the time a student withdraws from TEAM receive a W.

A 93% and above  
A- 90% - 92.9%  
B+ 87% - 89.9%  
B 83% - 86.9%  
B- 80% - 82.9%  
C+ 77% - 79.9%

C 73% - 76.9%  
C- 70% - 72.9%  
D+ 67% - 69.9%  
D 63% - 66.9%  
D- 60% - 62.9%  
F 59.9% and below

## 7. Technology Skills:

- a. All of TEAM High School courses are offered via Apex Learning online curriculum. Students are assigned login credentials upon enrollment. Students who attend TEAM need to develop the following skills in order to succeed in this program format:
  - i. Ability to open and use web browser to navigate to Apexvs.com
  - ii. Ability to log in (either by memory or note with username and password) independently or with minimal assistance.
  - iii. Ability to read and understand directions and navigate through hyperlinks, (example: "Click here")
  - iv. Ability to use mouse cursor or accessibility device modification replacing a mouse cursor.
  - v. Ability to use a computer keyboard or accessibility device modification replacing a keyboard.
  - vi. Please make sure that pop ups are allowed and that Flash Player is enabled on any device you use to access Apex.

## 8. Staff:

Mary Ann Sturdivan (Program Specialist) - (360) 841-2742 / [sturdivm@woodlandschools.org](mailto:sturdivm@woodlandschools.org)

Mary Ann has a BSS degree in History. She is responsible for student attendance check-in/check-out, resetting/unlocking tests in Apex, student snacks and several other duties related to record keeping

Jillian Domingo (Certificated Teacher) - (360) 841-2743 / [domingoj@woodlandschools.org](mailto:domingoj@woodlandschools.org)

Jillian has a Masters Degree in Education and a Washington state teaching certificate with endorsements in English Language Arts, History, Computer Science, Art, Business and Marketing, Career Exploration, and Social Studies. She is a National Board Certified teacher. She is the case manager/advisor for students in grades 9-11

Elizabeth Vallaire (Certificated Teacher) - (360) 841-2744 / [vallaire@woodlandschools.org](mailto:vallaire@woodlandschools.org)

Liz has a Washington state teaching certificate with endorsements in Biology, General Science, Middle Level Mathematics, Health/Fitness, and Art. She is the graduation coach and case manager/advisor for students in 12th grade.

Cyndy Grayson (Program Specialist) - (360) 841-2695 / [graysonc@woodlandschools.org](mailto:graysonc@woodlandschools.org)

Cyndy is responsible for family outreach, Chromebooks and technology at TEAM, Athlete Eligibility, Building Safety Manager, Quiet Room management, etc.

Jeff Bockert (Academic Counselor) - (360) 841-2811 / [bockertj@woodlandschools.org](mailto:bockertj@woodlandschools.org)

Mr. Bockert does intake meetings, handles enrollment, does course scheduling for TEAM, and can answer any questions about transcripts, grad maps, courses needed, and graduation requirements such as state testing and the High School and Beyond Plan.

To make an in-person appointment with Mr. Bockert, please visit [this link](#).

Dr. Phil Pearson (Principal) - [pearsonp@woodlandschools.org](mailto:pearsonp@woodlandschools.org)

Suzy Davis (Secretary) - [daviss@woodlandschools.org](mailto:daviss@woodlandschools.org)

_____ Student Name	_____ Student Signature	_____ Date
_____ Parent Name	_____ Parent Signature	_____ Date
_____ Parent Name	_____ Parent Signature	_____ Date