

# 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 761 Third Street, Woodland, WA 98674 (2<sup>nd</sup> door). Once your application is received you will receive further information on the enrollment process.

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

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Enrollment date

# TEAM High School Application and Registration Form

## Student Information

Student Name \_\_\_\_\_ Male Female

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

Home Phone \_\_\_\_\_ Birth Date \_\_\_\_\_ Grade \_\_\_\_\_

Student Cell Phone \_\_\_\_\_ (Optional) Does the

student live outside of Woodland School District? YES NO Is the student

enrolled in special education courses? YES NO Does the student have a

current 504 Plan? YES NO 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/Guardian at above address

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

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

Email Address \_\_\_\_\_

## Emergency Contact Information

If we are unable to contact a person listed above 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 judgement 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

Day	Time
Tuesday	8:00 – 5:00
Wednesday	8:00 – 5:00
Thursday	8:00 – 5:00
Friday	8:00 – 5:00





## Contract to Attend TEAM High School

1. My signature below indicates that I agree to the following terms of attendance at TEAM High School.
2. I will attend TEAM High School at least 8 hours per week in the TEAM High School building.
3. I will complete a minimum of 22 hours of homework time each week. 4. I will make contact with the TEAM staff if I am unable to attend school for any reason.
5. I understand that any absences must be made up on Monday of the week after I miss, or make other arrangements with the staff. Tardies may be added to make up time.
6. Transportation to and from TEAM High School is my responsibility.
7. 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 you are entering.
8. I accept full responsibility for my action, 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.
9. 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.
10. If the principal writes two discipline referrals in one given year on a student then the student will be suspended for the remainder of the school year or longer from TEAM High School.

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

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

# **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**

#### ***(Name of ALE program inserted here)***

- 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 Enrollment Checkoff List & 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. Each week, the student must earn a minimum of 10 points, 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
  - i. Each passed quiz is worth 1 point, tests are worth 2 points, and final exams are worth 5 points.
  - ii. Quizzes can be taken at home or at school, although tests and exams may only be taken at TEAM.
  - 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 given to them by a teacher before the quiz, test, or final is reset. If a student fails the assessment again, they must sit with the teacher during their 5<sup>th</sup> attempt so the teacher can reconcile any misunderstandings the student has with the section topic.
  - v. The 1<sup>st</sup> week a student does not meet the minimum requirement, they will be placed on an Intervention Plan #1 to make up their points and show progress in all courses.
  - vi. If a student does not meet the requirements of their 1<sup>st</sup> Intervention Plan, they will be placed on an Intervention Plan #2 to make up their points and show progress in all courses.
  - vii. If a student does not meet the requirements of their 2<sup>nd</sup> Intervention Plan, they will be placed on an Intervention Plan #3 to make up their points and show progress in all courses.
  - viii. If a student does not meet their Intervention Plans for 3 weeks in a row, they will be withdrawn from TEAM High School.
  - ix. Students that are on an Individualized Education Plan (IEP) will have the opportunity to have Satisfactory Progress adjusted to meet their IEP.
- b. If a student is withdrawn from TEAM High School Due to not making satisfactory progress, the student has the right to re-enroll and will be placed on a strict academic/attendance contract.
  - i. If the contract is met by the student, they shall remain at TEAM High School. ii. If the student does not meet the contract, they shall be withdrawn from TEAM High School for the remainder of the semester or school year.
  - iii. A student is only allowed to be on one academic re-enrollment contract per school semester.

## 2. Attendance:

- a. Students are required to attend TEAM High School a minimum of 2 hours per day, Tuesday – Friday when school is in session.

- b. Students are required to stay a minimum of 2 hours before leaving campus.
- c. A student may only check out and check back in once per school day. Any additional time will not be logged.
- d. Students may be placed on an Intervention Plan or referred to the WSD Truancy Specialist for failure to meet the 8-hour weekly attendance minimum.
- e. Students must work on assignments remotely (from home, etc.) for 22 hours per week. f. Even when absent from school, all students must make personal contact with a TEAM High staff member by phone or email each week, unless unable to do so by illness, injury, or emergency. Parents may make contact on a student's behalf if the student is unable to do so by illness, injury, or emergency. Please see section 8 "Staff" for contact information.

### 3. Phones:

- a. Phones are not to be visible while in the classroom.
- b. Phones can be used for individual.
- c. Phones calls or texts may be received or sent if the student is at the desk of a staff member.
- d. TEAM High staff may ask the student to place their phone in the office if they phone is being used out of accordance with the policy.

### 4. Highly Qualified Teachers:

- a. Not all teachers at TEAM High School are *Highly Qualified* for each subject they teach. 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 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. Grading Policy:

- a. Final percentages, including all assignments and extra credit, determine course grade entered on transcript.

A 93% and above C 73% - 76.9%  
 A- 90% - 92.9% C- 70% - 72.9%  
 B+ 87% - 89.9% D+ 67% - 69.9%  
 B 83% - 86.9% D 63% - 66.9%  
 B- 80% - 82.9% D- 60% - 62.9%  
 C+ 77% - 79.9 F 59.9% and Below

### 6. Technology Skills:

- a. Almost all of TEAM High School course 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.

**7. Staff:**

Suzy Davis (Instructional Assistant) – (360) 841-2742 / [daviss@woodlandschools.org](mailto:daviss@woodlandschools.org) Suzy has a Bachelor’s degree in History and a paraeducator apprenticeship credential. She is responsible for student attendance check-in/check-out and resetting, unlocking, and excusing assignments in Apex.

Joni Meize (Instructional Assistant) – (360) 841-2695 / [meizej@woodlandschools.org](mailto:meizej@woodlandschools.org) Joni is TEAM High School’s Family Liaison. She helps with Chromebook management, data entry, and unlocking tests in Apex.

Erynne Cushing (Teacher) – (360) 841-2742 / [cushinge@woodlandschools.org](mailto:cushinge@woodlandschools.org) Erynne has a Washington State teaching certificate with an endorsement in Secondary Math. She also has a Bachelors of Science - Business Management from The University of Nevada, Reno and a Bachelors of Science – Mathematics Education (Secondary) from Western Governors University. Erynne is the case manager and advisor for student in grade 11 at TEAM High School.

Jillian Domingo (Teacher) – (360) 841-2743 / [domingoj@woodlandschools.org](mailto:domingoj@woodlandschools.org) Jillian has a Washington State teaching certificate with endorsements in English Language Arts, History, Social Studies, Art, Computer Science, and Business & Marketing. She is a National Board-Certified teacher. Jillian is the case manager and advisor for students in grades 9-10 at TEAM High School.

Elizabeth Vallaire (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, case manager, and advisor for students in grade 12 at TEAM High School.

Principal Dan Uhlenkott [UhlenkottD@woodlandschools.org](mailto:UhlenkottD@woodlandschools.org)

Secretary Brandy Jackson [jacksonb@woodlandschools.org](mailto:jacksonb@woodlandschools.org)

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Parent Signature

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Date

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Student Signature

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Date