

**Students: Please read through this packet THOROUGHLY. Complete the applicable student areas and have your parent/guardian fill out the applicable parent/guardian areas.**

- **Completed applications** should be returned to your counselor, or to the TLC at 1110 Shakopee Town Square Mall, Shakopee, MN 55379.
- **Questions?** Call 952-496-5982, fax 952-496-5985, or visit [www.shakopee.k12.mn.us/tlc](http://www.shakopee.k12.mn.us/tlc)

**Enrollment Process**

<b>Students enrolled in the Shakopee School District</b>	<b>Students NOT enrolled in the Shakopee School District</b>
<ol style="list-style-type: none"> <li>1. Discuss your interest in the TLC with your school’s guidance counselor. They will discuss your eligibility and submit a referral on your behalf.</li> <li>2. Complete and submit a TLC application. You may submit your application to your guidance counselor or send it directly to the TLC (1110 Shakopee Town Square Mall).</li> <li>3. Once your application has been reviewed, accepted, and space is available, the student/family will be contacted to schedule an intake meeting.</li> <li>4. Parents/guardians are required to attend the student’s intake meeting. Exceptions will be made on a case-by-case basis.</li> </ol>	<ol style="list-style-type: none"> <li>1. Enroll in the Shakopee School District by completing new student enrollment forms by going to the district website (<a href="http://shakopee.k12.mn.us/enroll">shakopee.k12.mn.us/enroll</a>) or by clicking on this <a href="#">LINK</a>.</li> <li>2. Complete and submit a TLC application directly to the TLC (1110 Shakopee Town Square Mall).</li> <li>3. Once your application has been reviewed, accepted, and space is available, the student/family will be contacted to schedule an intake meeting.</li> <li>4. Parents/guardians are required to attend the student’s intake meeting. Exceptions will be made on a case-by-case basis.</li> </ol>
<p><b>Please Note:</b></p> <ul style="list-style-type: none"> <li>● Students who have an Individualized Education Plan (IEP) must have a TLC consideration meeting with their case manager and TLC staff to ensure the TLC is an appropriate placement for their learning needs.</li> <li>● Only fully completed applications will be processed.</li> <li>● The TLC often has a waitlist for student enrollment. Application submission does not guarantee immediate placement.</li> <li>● Please contact the TLC with any questions regarding completing the TLC application: 952-496-5982</li> </ul>	

**Eligibility criteria** for high school students (age 21 & under), per Minnesota Statute 124D.68 (interested students must meet at least one of the following to apply):

- Performs substantially below the performance level for pupils of the same age
- Is behind in satisfactorily completing coursework or obtaining credits for graduation
- Is pregnant or is a parent
- Has been assessed as chemically abusive and/or dependent
- Has been excluded or expelled
- Has been referred by a school district staff member for enrollment in a nontraditional program
- Has been a victim of physical or sexual abuse
- Has an assessed mental health condition
- Has experienced homelessness within the six months before applying to the TLC
- Speaks English as a second language or has limited English proficiency (LEP)
- Has withdrawn from school or been chronically truant
- Is being treated at a hospital in the metro area for a life-threatening illness

## Helpful Information

### How the Tokata Learning Center is different from a traditional high school:

- Smaller class sizes
- Extended class times for more in-depth learning and teacher contact
- More individualized attention and personalized instruction
- Little to no homework in regular classes, provided students follow teacher instructions
- Continual Learning Plan for each student that creates a custom path to graduation and success
- Independent study options for students who learn well in this capacity
- Schedule flexibility, allowing us to create a plan for students to start later, end earlier, attend fewer days, and so on, provided students complete all work required (this schedule must be approved before starting at the TLC)

### How the Tokata Learning Center is similar to a traditional high school:

- TLC students must meet the same graduation requirements as Shakopee High School students, and receive a Shakopee High School diploma upon satisfactory completion of graduation requirements.
- Licensed teachers facilitate all coursework.
- The curriculum is designed to be challenging and rigorous while remaining achievable for students.
- Students have a variety of options available to them for elective courses.
- Transportation is available to students who live outside a mile and a half radius of the school.
- Behavioral and attendance expectations help students grow into responsible adults.
- Counselors, chemical health specialists, school psychologists, school resource officers, special services staff, and cultural liaisons are all available to students.
- Students can participate in work study courses to earn credit for working at their jobs.
- Shakopee TLC students are able to participate in programs, events and activities at Shakopee High School with pre approval of the SHS principal, including:
  - Dances (for students enrolled in grades 10-12)
  - Events outside of school hours, such as football games
  - Academic/Athletic and Fine Arts activities
  - Classes

## Tokata Learning Center Programs

The Tokata Learning Center offers two different programming options. Please read the descriptions of both, and then on the next page be sure to indicate which program you are applying for.

### TLC Core Program

In the TLC Core Program, students engage in 2 - 4 self-directed courses at one time. Students follow a four block schedule, attending lab classrooms where they get instructional support from content teachers. In addition, students participate in daily advisory and flex periods. The advisory period is designed to promote positive relationship building and academic goal setting. The flex period is designed to actively engage students in activities that promote social, emotional, and physical well-being. The TLC Core Program provides students with structures and support that promote independent learning and provide students with opportunities for self agency. Students in the Core Program work to meet three-week academic goals. At the end of each three-week term, staff will share student progress updates with students and families, and then will determine if any additional support and/or interventions are necessary to improve student engagement and learning. The first day of each new term is scheduled to be a Remote Learning Day, meaning students will work from home with afternoon virtual check-in requirements.

#### Monday – Friday (Regular) Schedule

8:00 – 8:20	Breakfast
8:20 – 9:30	1 <sup>st</sup> Block
9:35 – 10:45	2 <sup>nd</sup> Block
10:50 – 11:30	FLEX
11:35 – 12:35	Lunch / Advisory
12:40 – 1:50	3 <sup>rd</sup> Block
1:55 – 3:05	4 <sup>th</sup> Block

#### Friday (Early Release) Schedule

8:00 - 8:20	Breakfast
8:20 - 9:10	1 <sup>st</sup> Block
9:15 - 10:05	2 <sup>nd</sup> Block
10:10 - 11:00	3 <sup>rd</sup> Block
11:05 - 12:05	Lunch/Advisory
12:10 - 1:05	4 <sup>th</sup> Block

### TLC Independent Study

We recognize the learning flexibility some students need to navigate life's challenges. The TLC Bridge Program is a flexible learning program that meets the needs of students in unique situations through independent study coursework.

The Independent Study Program is designed to engage students who:

- need an ultra flexible learning option
- are waiting to get enrolled in the TLC Core Program
- have been exited from the TLC Core Program

### TLC Independent Study Requirements

PROGRAM COMPONENTS	TLC INDEPENDENT STUDY COMMITMENTS
Age Requirement	● 16 years of age and older
Academic Requirements	<ul style="list-style-type: none"> <li>● Work on 1 course at a time.</li> <li>● Complete all required content to a level of proficiency (70% +).</li> </ul>
Time Requirements	<ul style="list-style-type: none"> <li>● Students are responsible for attending independent study sessions weekly, which take place from 3:15 - 4:45 PM on Tuesdays, Wednesdays, and Thursdays in the TLC Bridge space.</li> <li>● Students are expected to work on coursework outside of school as much as possible each day (approximately 4 hours).</li> </ul>
Communication	● Communicate in a timely and responsive manner.
Transportation	● No transportation is available for the TLC Independent Study Program.

## Student Questionnaire

**Please be honest** – we want to make sure the Tokata Learning Center is the right fit for you, so that you can get to graduation and your future goals as soon as possible!

**STUDENT - please provide ALL the following information, including answering the questions.**

**Please indicate which program you are applying for:**

- TLC Core Program
- TLC Independent Study Program

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Student Cell Phone Number (used to contact directly about attendance/coursework): \_\_\_\_\_

Student ID Number: \_\_\_\_\_ School Email Address: \_\_\_\_\_

Student Birthdate (MM/DD/YYYY): \_\_\_\_\_ Student Age: \_\_\_\_\_ Student Grad Year: \_\_\_\_\_

Academy: \_\_\_\_\_ Counselor: \_\_\_\_\_

- Check here if the student has an IEP (receives Special Education Services).  
Case Manager: \_\_\_\_\_
- Check here if the student has a 504 plan.
- Check here if the student receives ML (multilingual) services.

**Why are you interested in attending the Tokata Learning Center?**

**What do you need that you're not currently getting to be successful in school?**

**What are your current challenges that prevent you from doing your best in school?**

How important is earning a high school diploma to you (circle one number and/or write it on the line)? \_\_\_\_\_

1            2            3            4            5            6            7            8            9            10

Not Important

Extremely Important

Comments:

How committed are you to earning your high school diploma (circle one number and/or write it on the line)? \_\_\_\_\_

1            2            3            4            5            6            7            8            9            10

Not Important

Extremely Important

Comments:

What are **TWO** to **THREE** commitments you are willing to make to be successful at the TLC?

Please describe any concerns we should know to better help support your learning at the TLC such as social, emotional, psychological, chemical, or academic concerns.

By signing below, I verify that the information I am providing is accurate. I realize that ANY misinformation or lack of information will invalidate my application and/or terminate my enrollment.

Student ID: \_\_\_\_\_ Student Signature: \_\_\_\_\_ Today's Date: \_\_\_\_\_

## Parent Questionnaire

Parent/Guardian Questionnaire for (Student Name): \_\_\_\_\_

**PARENT(S)/GUARDIAN(S), please provide your contact information:**

Parent(s)/Guardian(s) Name(s): \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone Number(s) – Cell: \_\_\_\_\_ Home: \_\_\_\_\_ Work: \_\_\_\_\_

Parent(s)/Guardian(s) Email Address(es): \_\_\_\_\_

Please be detailed. We want to make sure the TLC is the right fit for your student, so that he/she can get to graduation and his/her future goals as soon as possible!

**How do you believe the Tokata Learning Center will be able to better serve your student than a traditional high school?**

**Please describe any concerns we should know to better help support your student's learning at the TLC. Such as: social, emotional, psychological, chemical, or academic concerns.**

## Student Eligibility Criteria & History

Please select any of the following that apply to your student. **\*Your student must meet at least one criterion to attend an ALC.**

- \_\_\_\_\_ Performs below the performance level for pupils of the same age
- \_\_\_\_\_ Is behind in satisfactorily completing coursework or obtaining credits for graduation
- \_\_\_\_\_ Is pregnant or is a parent
- \_\_\_\_\_ Has been assessed as chemically abusive and/or dependent
- \_\_\_\_\_ Has been excluded or expelled
- \_\_\_\_\_ Has been referred by a school district staff member for enrollment in a nontraditional program
- \_\_\_\_\_ Is a victim of physical or sexual abuse
- \_\_\_\_\_ Has an assessed mental health condition
- \_\_\_\_\_ Has experienced homelessness within the six months before requesting a transfer to the alternative learning program
- \_\_\_\_\_ Speaks English as a second language or has limited English proficiency (LEP)
- \_\_\_\_\_ Has withdrawn from school or been chronically truant
- \_\_\_\_\_ Is currently being treated at a hospital in the metro area for a life-threatening illness

**Has the student participated in other alternative learning center(s)/program(s) (e.g., SW Metro, Reflections, Prior Lake Bridges)?**

**Mark one.**

- YES – \*If yes, what center(s)/program(s): \_\_\_\_\_
- NO

**Please sign below to indicate you understand your student is applying to attend the Shakopee School District's Alternative Learning Program. A parent/guardian signature is required if the student is under 18.**

Parent/Guardian Signature: \_\_\_\_\_ Today's Date: \_\_\_\_\_