



Informational Packet & Contract for Parent/Guardian Entrance Meeting Discovery Academy



Location: Madison College - Watertown Campus
1300 W. Main Street, Watertown, WI 53098

Session Times: AM: 7:30am – 10:30am *or* PM: 10:45am-1:45pm

COMPETENCY Instructor: Mr. Johnson
Email: johnsona@watertown.k12.wi.us
Direct Phone: 920-206-3315

GEDO2 Instructor: Mrs. Meracle
Email: meracleme@watertown.k12.wi.us
Direct Phone: 920-206-3314

To be completed prior to first day of class:

*See contract agreement and checklist shall student decide to enroll in program.

1. DA Application
2. TABE (Test of Adult Basic Education)
3. DA Prep Course - OdysseyWare
4. Student Question & Answer Session
5. Parent/Guardian Orientation Meeting
6. AM or PM Session preference
7. Record Release Form for Guidance / Madison College Requirement to test
8. Most recent WHS transcript to verify credit deficiency and determine course programming.

Additional items for GEDO2 Students:

9. PI-1783 Form: complete "Applicant Data" (top portion) and "Parent Signature" (bottom)
10. SS# on PI-1783
11. Valid Driver's License, Temps, or State ID

**To be successful in program student must meet all Attendance,
Academic and Behavior expectations.**

Diploma Requirements: *Upon successful completion of Attendance, Academic, and Behavior expectations and requirements, student will earn a traditional WHS diploma.* Graduation ceremony begins at 10am. All student fees must be paid and cap/gown worn to participate.

CALENDAR / SCHOOL DAYS:

1. DA attends the same school days as the posted online unless otherwise noted. DA operates on the quarter/semester basis – not trimester. We do not dismiss at 2pm on Wednesdays.
http://www.watertown.k12.wi.us/district/esc_districtcalendars.cfm
2. If WUSD or Madison College-Watertown is closed for any reason, we will also be closed. Sign up for MC WolfPack Alerts by entering your cell number at <https://goo.gl/YutGDi>
 - a. If GEDO2 students have a test scheduled and WUSD is closed but Madison College is open, student must still take scheduled test.
3. Late starts will have the morning session report when school is in session. Afternoon session will begin promptly three hours after the official late start time. Class will run for two hours.
4. Students will attend for a minimum of three hours per day. They may be required to stay later or come early as needed to catch up on missing work.
5. Students will be in one of two programs that both equal a total of two semesters to graduate.

ATTENDANCE - Attendance Expectations

The State of WI requires students maintain a 90% attendance rate and have no more than ten absences for two semesters. This averages to five per semester. Both excused and unexcused absences will count towards the combined ten absences allowed. It is not recommended students use up all their absences. Those who begin mid-year will have attendance record follow them for the two semesters.

1st quarter reach 3 absences=a parent meeting and doctor's excuses for ALL future absences.

2nd quarter – 6 or more absences - another meeting will be held to discuss second semester options.

3rd quarter – 8 or more absences - a meeting will be held to discuss options for graduation.

4th quarter – Going over the limit a meeting will be held to discuss graduation options.

1. Student needs to be in their seat and ready to go when their session begins. Tardies will be made up the day earned. Six tardies will equal one absence. Repeated absences and/or tardies may be subject to truancy referrals.
2. If a student is running late, he/she should call and leave a message letting instructor know. If no phone is available, a written note from parent/guardian should accompany the student to class.
3. If a student is going to miss school, contact from a parent or guardian is necessary. Student should contact school if there is no parent/guardian.
 - o A friend may not call a student or relay a text message to instructor.
4. Missed work is not required to be distributed for truanies or unexcused absences (including no medical excuse when required).
5. If a student is required to have a medical and one is not obtained, said student may not make up any work until a doctor's note is produced or a meeting is held with administrator.
6. Within 1 week of absence, missed time and work should be made up. Failure to do so may lead to a meeting with parents and/or administration.
7. All meetings will be held before or after sessions.
8. Students are responsible for making up any and all work missed during absences.
9. Student can earn back absences by not being tardy or absent an entire quarter.

ACADEMICS -

1. There is no homework. Students are not allowed to take any work home. Exceptions are only for maternity leave and students with serious medical conditions. Vacations do not count.
2. Student needs to complete all work given to 80% or better to graduate.
3. If a student does not meet the 80% expectation on his/her first try, he/she will be required to complete the work to the original 100%.
 - a. GEDO2 students who earn below 45% on multiple choice assignments will be given the assignment over again.
 - b. COMP students will be given extended time on major projects to students who ask for it and who have been working diligently the entire time.
 - c. Students will participate in the four core academic areas*: English, math, social studies and science

Incomplete Work:

1. All students must complete all assignments. No exceptions.
2. If a student does not complete any assignment that was due on a particular day, he/she is required to stay after school to finish if in the morning session; or, stay after school and/or come in early the next day if in the afternoon session.
 - a. If he/she does not, the assignment is considered late and the best score he/she can receive is 80%.
3. This is an opportunity for students to take advantage of extended time.

Missed Work Due to an Absence:

After an absence, excused or truant, student must attend school **at least** three hours before or after their session begins/ends to make up the work he/she missed on day of absence.

Weekly Updates:

These will be sent every week notifying parents/guardians of the progress of their student. Provide student's instructor with current and valid email address. Those without access will be mailed home in envelopes addressed by their student.

Field Trips and Guest Speakers:

1. All students are required to attend.
2. Most field trips are funded by a grant, so there will be a minimal cost to student if any.
3. Medical excuses are needed for absences for field trips and guest speakers. All time missed will be determined by length of trip or speaker time.
4. If missed, the student is required to make up the time and an alternate assignment will be assigned.

Standardized Tests:

All students will be required to participate in all standardized tests required by WUSD.

***GEDO2 PROGRAM STUDENT - SEE SUPPLEMENTAL PAGES FOR FURTHER DETAILS OF ACADEMIC GUIDELINES.**

BEHAVIOR - We are a guest of Madison College...

1. Students are to enter and exit the building through the front, main entrance.
2. Student will adhere to all WHS and Madison College campus rules including the 100% tobacco free campus which prohibits smoking, vaping, the use of e-cigarettes and all tobacco products by anyone on all property. This applies to all buildings, grounds, and parking lots.
3. Student will show proper respect to all people and property inside and outside of building. No put downs of self or others. Derogatory language or swearing is unacceptable.
4. Student will ask permission to leave the room and when granted should be quiet in halls and not disturb other classrooms.
5. Student will clean up after him/herself by putting all materials and items used in the appropriate places.
6. Students will be asked to leave the building for disruptions to the classroom environment.
 - a. The student is required to meet with the instructor prior to returning to class.
 - b. The student is required to make up all missing time and complete any missed work.
7. Major offenses will be referred to administration, WHS School Resource Officer, and/or Watertown Police Department and may compromise a student's participation in the program. All three hours of class will be required to be made up regardless of when asked to leave.

Electronic Devices:

Calculators and Chromebooks are provided for all students. Once student enters the classroom, he/she is required to silence electronic devices and keep them out of sight for the duration of class. Failure to do so will result in serious consequences and possible removal from the program. Exceptions may be made for personal music devices with instructor permission.

Discovery Academy is not an alternative to school, but offers students an alternative way to learn while earning their diploma. **Students are privileged to have this opportunity** and will be expected to work harder than they may ever have up to this point.

Failure to meet Attendance, Academic, or Behavior requirements could result in any or all of the following: student returning to high school, extension of graduation, ineligibility to test for GEDO2 students, or not graduating at all.

BRING ON FIRST DAY: Pens, pencils, erasers, notebooks, network login information.

GEDO2 students also bring: valid ID and SS#



WUSD - DISCOVERY ACADEMY

Contract Agreement

DATE _____

I, (student print full name) _____ understand that participation in the (COMP or GEDO2) _____ program is voluntary; that successful completion will earn me a high school diploma from Watertown High School and participation in the graduation ceremony. I further understand that failure to comply with attendance, academic, and/or behavioral expectations could result in dismissal from the program and that I would be required to return to the traditional high school program.

Signature: Student _____

Signature: Parent/Guardian 1 _____

Signature: WHS Administrator _____

Signature: Parent/Guardian 2 _____

Parent/Guardian 1 Name: _____ **Email:** _____

Relation: _____

☐ Check if no email/internet for USPS mailed copy ☐ Check if prefer update in Spanish

Phone 1# (_____) _____ Phone 2# (_____) _____

Parent/Guardian 2 Name: _____ **Email:** _____

Relation: _____

☐ Check if no email/internet for USPS mailed copy ☐ Check if prefer update in Spanish

Phone 1# (_____) _____ Phone 2# (_____) _____

PRE-DA ENTRANCE PROCEDURE ITEMS

- ☐ DA Application
- ☐ TABE
- ☐ DA Prep Course - OdysseyWAre
- ☐ Student Question & Answer Session attended _____ (date)
- ☐ Parent/Guardian Orientation Meeting
- ☐ AM or PM Session preference Reason: _____
- ☐ Record Release Form for Guidance / Madison College Requirement to test
- ☐ Most recent WHS transcript attached

Additional items for GEDO2 students:

- ☐ PI-1783 Form: complete "Applicant Data" (top portion) and "Parent Signature" (bottom)
- ☐ SS# on PI-1783

(Circle) Student has valid: Driver's License / Temps / State ID Expiration date: _____

***GEDO2 PROGRAM SUPPLEMENTAL INFORMATION**

Various Levels of Educational Credentials

GED – Adult learners pass 4 of the GED content tests: RLA, Social Studies, Science and Math

HSED – Adult learners pass the 4 GED content tests in addition to Health, Careers, and Civics.

GED Option 2 (GEDO2) – High school students pass the 4 GED content tests, Health, Careers, Civics, Financial Literacy, 30 Service Learning Hours, Exit Project, College/Career Experiences, State Standardized Testing and any additional academic supplements provided through the Alternative Learning Center. Students will earn the same high school diploma as those graduating in the traditional manner.

- Testing is at Madison College – Watertown Campus on pre-scheduled dates/times.
- WUSD pays for all costs associated with testing and official practice tests. (Approx. \$175)
- Passing score is 145 (of 200)
- Failure to appear for/take test will result in a recorded absence in the program.

Testing Eligibility:

1. Student must have passed Health, Careers and Civics.
2. Student must have completed proper account set-ups with Madison College and GED.com using his/her social security number and valid, state issued ID.
3. Student must have a valid, state issued ID present at all tests.
4. Student must be in class the day prior to testing.
5. Student must meet attendance requirements.
6. Student will not be required to be in class the same day as a test IF he/she is on target in all other content areas being worked on.
7. Final test eligibility requires successful completion of all other program requirements (all curriculum on learning plan including earning a “Likely to Pass” on official GED READY practice test).

Re-Testing:

Students who fail a test will be required to do remediation work to prepare them for a re-test. This often significantly impacts the ability to graduate on time because they may not start another subject.

1. Student must wait 30 days to re-test after failing a test.
2. Students who are dismissed from a test must wait 30 days to re-test.
3. Late arrival to a test (less than 15 minutes prior to test start time) will need to re-schedule.

Subject Testing Waiver:

Students who have earned the required number of credits for a subject may be waived from testing in that subject. (ex: 3 social studies credits would waive one from preparing for and testing in social studies).

Age Waiver:

Students who want to take their final test prior to turning 18.5 years old or well before his/her class graduates may write a letter to apply to the state for an age waiver. Enrollment in post-secondary education, proof of full-time employment, or significant family/medical issues are reasons for granting age waivers.



WUSD - GED02

Start Date _____ AM PM

Name _____

DOB _____ CLASS OF _____

Graduation Ceremony Choice: WHS or NONE

All fees must be paid in full.

PART

THE FOLLOWING ITEMS MUST BE COMPLETED TO CREATE GED & MATC ACCOUNTS TO PREPARE FOR PART 2

- * _____ STATE ID (temps, driver's license, ID) Expiration Date: _____
- _____ STANDARDIZED TESTING REQUIREMENTS (2nd semester Juniors): _____ ACT _____ WORKKEYS
- _____ Passed STATE CIVICS TEST
- _____ ½ credit HEALTH
- _____ ½ credit FINANCIAL LITERACY or MONEY 101

_____ CAREER PORTFOLIO (10-12 days)

PART 1	PART 2	PART 3	PART 4	PART 5
(INTRST/JOB LD)	(RES/REF/C.LTR)	(APPS)	(INTVW/T.YOU LTR)	(PROJ)

_____ MADISON COLLEGE & GED ACCOUNTS CREATED

_____ MC STUDENT ID# _____ MC USERNAME: _____

_____ TEST ORIENTATION WITH TEST EXAMINER

FINAL PART 1 ITEMS MUST BE COMPLETED PRIOR TO TAKING FINAL GED TEST:

_____ COLLEGE/CAREER EXPERIENCE: MADISON COLLEGE (APPLICATION) _____ (VISIT) _____
JOB FAIR _____

_____ 30 HOURS OF SERVICE LEARNING ACTIVITIES (verification forms required)

_____ EXIT/REFLECTION PROJECT (2-4 days)

PART 2

COMPLETION OF ALL COURSEWORK TO 80%, AND "LIKELY TO PASS" SCORE ON GED READY PRACTICE TEST REQUIRED PRIOR TO SCHEDULING TEST AT MATC.

TABE	OFFICIAL PREDICTOR/PRACTICE TESTS				GED TESTS TAKEN AT MATC			
	TEST 1		TEST 2		FINAL		RETEST	
	DATE	SCORE	DATE	SCORE	DATE	SCORE	DATE	SCORE
_____ RLA								
_____ /4.0 cr								
_____ MATH								
_____ /3.0 cr								
_____ S.S.								
_____ /3.0 cr								
_____ SCIENCE								
_____ /3.0 cr								
_____ GPA								
_____ CREDITS EARNED								
_____ CLASS RANK / _____								

Date Graduated: _____

Watertown Unified School District

Watertown High School
Student Services Department
825 Endeavour Drive
Watertown, WI 53098
920-262-7550



PERMISSION TO RELEASE PERSONAL INFORMATION

I hereby grant permission for Watertown High School to release transcripts and/or information contained in _____ personal file to educational institutions and foundations for the purpose of assisting me in obtaining admission to college or professional school, fellowships, and/or scholarships.

Signature _____ Date _____

Note: Valid only if signed by adult student (18 years of age or older) or parent/guardian of minor student.



Wisconsin Department of Public Instruction
**PRELIMINARY APPLICATION for the
 HIGH SCHOOL EQUIVALENCY DIPLOMA or the
 CERTIFICATE OF GENERAL EDUCATIONAL DEVELOPMENT**
 PI-1783 (Rev. 07-16)

INSTRUCTIONS: Applicant and high school data
 completed by school district.

This document must be completed and submitted to the GED examiner **PRIOR** to testing.

APPLICANT DATA			
Name of Applicant	Birthdate Mo./Day/Yr.	Age	Social Security Number*
Address Street, City, State, ZIP			Telephone Area/No.
HIGH SCHOOL DATA			
Last High School Attended WATERTOWN HIGH SCHOOL			Telephone Area/No. 920-262-7500
Address Street, City, State, ZIP 825 ENDEAVOUR DR. WATERTOWN, WI 53098			
Dates Applicant was Enrolled From	To Present	Last Grade Completed	Date Applicant's 9 th Grade Class Has/Will Graduate
Total Credits Earned	Credit Requirements Per s. 118.33(1)(a), Wis. Stats. Civics: Has successfully completed 100-question civics test? <input type="checkbox"/> Yes <input type="checkbox"/> No Health: Has successfully completed 1/2 credit in health? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Date Applicant Excused from Attending School under s. 118.15 (1) (C), Wis. Stats. N/A	Name of Principal of the High School last attended Type or Print Legibly William Loss		Telephone Area/No. 920-262-7500

I HEREBY CERTIFY that the information contained herein concerning the above named applicant is true and correct to the best of my knowledge.

Signature of Principal or Local Designee *Required only for students under the age of 18.*

Date Signed Mo./Day/Yr.

APPLICANT GED/HSED REQUIREMENTS To be completed by program provider.			
Applicant has completed counseling sessions provided by: Check one and indicate name and address of program provider. <input type="checkbox"/> WTCS <input type="checkbox"/> CBO <input type="checkbox"/> College <input type="checkbox"/> Other Specify _____ <input checked="" type="checkbox"/> High School _____		Name and Address of Program Provider DISCOVERY ACADEMY 1300 W. MAIN ST. WATERTOWN, WI 53098	
Included in these sessions were: Check all that apply. <input checked="" type="checkbox"/> Reading Date _____ Method T.A.B.E. Staff Initials mm <input type="checkbox"/> Career Interests Date _____ Method CAREER CRUISING Staff Initials mm <input type="checkbox"/> Aptitudes Date _____ Method " " Staff Initials mm <input checked="" type="checkbox"/> Discussion of options available regarding completion of high school, the high school equivalency diploma, the certificate of general educational development, and the requirements, benefits, expectations and limitations of each option.			
HSED Options See explanation on reverse. <input type="checkbox"/> Certificate of General Educational Development <input type="checkbox"/> PI 5.05 <input type="checkbox"/> PI 5.07 <input type="checkbox"/> PI 5.09 <input type="checkbox"/> High School Equivalency Diploma (HSED) <input type="checkbox"/> PI 5.06 <input type="checkbox"/> PI 5.08 <input checked="" type="checkbox"/> GED Option #2 <input checked="" type="checkbox"/> Development of a plan for completion of one of the options discussed and subsequent activities necessary to work toward an identified goal, career, or occupation.			
Health <input type="checkbox"/> Course <input type="checkbox"/> Test <input type="checkbox"/> 1/2 Credit <input type="checkbox"/> Employability Skills Achieved		Civic Literacy <input type="checkbox"/> Test	

I HEREBY CERTIFY that the information provided is true and correct to the best of my knowledge.

Signature of Program Provider

Date Signed Mo./Day/Yr.

PARENT/APPLICANT SIGNATURE(S)	
I/We grant permission for the release of information which would verify that I have/have not earned a GED or HSED.	Parent/Guardian Approval <i>If applicant is under age 18.</i> Applicant Signature

*Collection of Social Security Number is used solely for validation purposes and will not be released without written permission.