

# **Informational Packet & Contract for Parent/Guardian Entrance Meeting**

## **Watertown Unified School District Discovery Academy**

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

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

COMPETENCY Instructor:  
Email:  
Direct Phone:

GEDO2 Instructor: Mrs. Meracle  
Email: [meracleme@watertown.k12.wi.us](mailto:meracleme@watertown.k12.wi.us)  
Direct Phone:

### **To be completed prior to first day of class:**

See page 5 for contract agreement and checklist shall student decide to enroll in program.

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

#### *Additional items for GEDO2 Students:*

8. PI-1783 Form: complete “Applicant Data” (top portion) and “Parent Signature” (bottom)
9. MUST provide SS# on PI-1783
10. Student has valid Driver’s License, Temps, or State ID

**To be successful in program one 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. Discovery Academy attends the same school days as the posted online unless otherwise noted. Discovery Academy operates on the quarter/semester basis – not trimester. We do not dismiss at 2 pm on Wednesdays. [http://www.watertown.k12.wi.us/district/esc\\_districtcalendars.cfm](http://www.watertown.k12.wi.us/district/esc_districtcalendars.cfm)
2. If WUSD is closed for any reason, then Discovery Academy will also be closed. If Madison College is closed for any reason, then Discovery Academy will also be closed. 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. Consistent with state law, any student who has been absent ten or more days in that school year cannot be excused for an absence unless a medical slip is submitted. Those who begin mid-year will have attendance record follow them for the two semesters.

1st quarter – Reach 3 absences and a parent meeting held to discuss need for doctor’s excuses on 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, a phone call from a parent or guardian is necessary. Student should contact school if there is no parent/guardian. If no phone is available, a written note from parent/guardian should accompany the student the next school day.
  - o A friend may not call a student or relay a text message to instructor.
4. Any unexcused absences are truant and student can only receive an 80% on any work given or due on day of absence.
5. Missed work is not required to be distributed for truanancies or unexcused absences (including no medical excuse when required).
6. 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.
7. After an absence the work as well as the amount of time missed will need to be made up within one week. If students fail to do this a meeting may be scheduled with an administrator.
8. All meetings will be held before or after sessions.
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. 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%.
2. 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. Field trips are funded by a grant, so there will be a minimal cost to student if any.
2. Attendance is also required for all guest speakers
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.

### **Standardized Tests:**

All students will be required to participate in all standardized tests required by WUSD. Failure to comply will result in a meeting with WHS administrator.

### **COMP Students Mentor/Mentee Program:**

All new students to the Discovery Academy will be required to meet with their peer mentor(s) the second and fourth Tuesday of every month at a time to be determined by each session. The meetings need to be a minimum of 15 minutes in length. Mentor(s) and mentees will discuss progress at Discovery Academy and any other issues that may have come up.

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

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

1. Student will adhere to all of 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.
2. 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.
3. Student will ask permission to leave the room and when granted should be quiet in halls and not enter or speak into other classrooms unless asked to do so.
4. Student will clean up after him/herself by putting all materials and items used in the appropriate places.
5. Students will be asked to leave the building for disruptions to the classroom environment. All three hours of class will be required to be made up regardless of when asked to leave.
6. 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:**

Once student enters the classroom, he/she is required to turn off electronic devices and submit them to the cell phone basket where they will remain in teacher workstation until student is dismissed. Failure to do so will result in serious consequences and possible removal from the program.

The 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.

*GEDO2 students also bring: valid ID and SS#*

# WUSD – DISCOVERY ACADEMY PROGRAM 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-DISCOVERY ACADEMY ENTRANCE PROCEDURE ITEMS

\_\_\_\_\_  
Discovery Academy Application

\_\_\_\_\_  
TABE

\_\_\_\_\_  
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)

\_\_\_\_\_  
MUST provide 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.