**Fairfield High Schools**

**Walter Fitzgerald Campus (WFC)**

**Application Process 2013-2014**

In an effort to create a positive and collaborative process for consideration of potential enrollment at the Walter Fitzgerald Campus (WFC), the following steps are provided to ensure that all candidates receive full consideration and the best teamwork possible.

**1. Pre-Referral:**

* Students (with IEP’s, 504’s or general education) and/or their parents, who are interested in investigating alternatives, will work with their school counselor and administration to discuss issues that are leading to concerns. Options and interventions will be discussed and a plan (documented) for support will be designed and implemented.

* If the counselor suspects that WFC may be indicated, he/she will discuss the issue(s) with the appropriate housemaster. If the housemaster deems an application to WFC may be appropriate, Gayle Donowitz, the WFC principal will be contacted by the housemaster for an administrative discussion.
* **2. Referral:**
* If the WFC referral has been determined appropriate by the housemaster and Gayle Donowitz, an application will be completed and forwarded to Brian Barlaam, WFC School Psychologist.
* The WFC Principal, and/or a WFC designee will convene a meeting with the school house team and a WFC team to discuss the student’s needs and specific reasons for considering WFC. Any 504 or IEP must be presented. If the student has an IEP, the case manager and counselor will present the student’s IEP and related information. At that time, diagnostic goals as well as attendance, behavior, credits, etc. should be discussed. All student’s records and pertinent data will be shared with the WFC team. Dates for visitations will be determined.
* As a follow-up to the collaborative meeting, the school counselor and administrator will meet with the student’s family to discuss/complete the WFC application.
* Parent and student will be scheduled for a WFC visit and will be accompanied by the school counselor. All student’s records, folders and pertinent academic/student data should be received before enrollment.
* For IEP or 504 Plans, a meeting with WFC staff will be scheduled by the sending school prior to admission with updated information as appropriate. A WFC representative is required to be present at the PPT/504 meeting for any student for whom WFC is being considered. Any testing or evaluations pending will be planned for by the sending school to be completed within appropriate and mandated time frames.

**3. Entry Planning:**

* New students will begin on the first day of the quarter in August/September, November, January and April. Students interested in attending WFC that are referred after the start of the 4th quarter will remain in their home high school until the start of the next school year. *Students will not transition to or from Walter Fitzgerald Campus during a quarter unless there is an emergency need. Emergency need is determined through a consultation between the High School Administration and Gayle Donowitz, WFC Principal.*
* Then, if deemed appropriate, a **completed** application (filled out by the student and their counselor) must be forwarded to WFC. This application needs to be complete including grades and discipline records and should be received **no later than mid-marking period.** This allows time to have the student and parent visit, and allows counselors enough time to create a plan in order to be prepared for the student to start at the beginning of the following marking period.
* Before a student begins at WFC, all books and equipment are expected to be returned to the student’s home school. Once a student is enrolled at WFC, WFC will not collect books and equipment for return to the sending school.

1. **Post Entry:**

* All WFC students continue to be considered part of their high school graduating class. Therefore, all school counselors and transition services provided to FPS high school students are expected to continue. The continuation of school counseling services is expected to continue to provide connection to the student’s home high school and for post-secondary planning.
* Approximately one month after enrollment, parents, students, student’s high school counselor and WFC staff should meet to review program expectations, progress at the WFC.