

**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 WFC, the following steps will be followed:

**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.
- If WFC enrollment has been determined appropriate by the housemaster and Gayle Donowitz, WFC principal, an application will be completed and forwarded to Brian Barlaam, WFC School Psychologist.

**2. Referral:**

- Gayle Donowitz, WFC Principal, and/or Brian Barlaam, WFC School Psychologist will meet with the school house team to discuss the student's needs specific reasons for the need of WFC. At that time, diagnostic goals as well as attendance, behavior, credits, etc. should be discussed. Any 504 or IEP must be presented.
- If deemed as a plan for the student to apply, the school counselor and administrator will meet with the student's family to discuss/complete the WFC application. Parent and student should be scheduled for a WFC visit. After such visit, WFC staff will meet to discuss referral and potential starting date. 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.

### 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 4<sup>th</sup> 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.

### 4. 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 counselor and WFC staff should meet to review program expectations, progress and appropriateness of WFC.