

2019 – 2020 School Year
Fitch High School
School Counseling Department



THE SCHOOL COUNSELING DEPARTMENT MISSION STATEMENT

The Robert E. Fitch School Counseling Department believes that each student is a unique individual who is capable of growing into a responsible, independent, and contributing member of society. The School Counseling Department is dedicated to fostering the successful academic, personal, and vocational growth of every student. Through the developmental process, each student is given individual attention and encouragement to achieve his or her unique potential, toward becoming a lifelong learner and a contributing member of society.

2019-2020 School Counseling Caseload

School Counselor	12 th Grade Class of 2020	11 th Grade Class of 2021	10 th Grade Class of 2022	9 th Grade Class of 2023	Contact Information
Mr. Maraglino	A- Card	A- Chi	A- Cha	A - Che	Email: tmaraglino@groton.k12.ct.us Phone: (860) 449-7227
Ms. Vereen	Carn- Fr	Cho - Fo	Che - Fr	Chu - Gra	Email: kvereen@groton.k12.ct.us Phone: (860) 449-7231
Mr. Auriantal	Gag - Koe	Fr- Kot	Gal - Ko	Gre - Lu	Email: rauriantal@groton.k12.ct.us Phone: (860) 449-7226
Mrs. Zubek	Kol - M	Kow - Par	Kr - Ow	Ly - Pel	Email: jzubek@groton.k12.ct.us Phone: (860) 449 – 7225
Mr. Couture	N - Sanc	Pat - Sh	Pae - Sim	Pen - Sc	Email: dcouture@groton.k12.ct.us Phone: (860) 449 – 7230
Mrs. Vamvakides	Sand - Z	Si - Z	Sis - Z	Sel - Z	Email: jvamvakides@groton.k12.ct.us Phone: (860) 449–7232

Name	Title	Phone Number
Mrs. Kaitlin Spangler	School Counseling Secretary	(860) 449-7200 #2238
Mrs. Melissa Watson	School Counseling Secretary	(860) 449-7200 #2239
Mrs. Jennifer Allanach	Career/College Counselor	(860) 449-7200 #2237

Name	Title	Phone Number
Matt Brown	Assistant Principal (A-K)	(860) 449-7200 #3626
Erin McGuire	Assistant Principal (L-Z)	(860) 449-7200 #2229

Table of Contents

48 Hour Policy

A Falcon Has Spotted You

ABC Student Performance Team

Advanced Placement (AP)

American College Test (ACT)

Anonymous Alerts

Attendance

Bus Notes and Passes

CAPT Exemption

Career/College Center

Career Cluster

Cell Phone Policy

Change of Address/Phone Number/Guardian

Class Rank

Class Weight

Course Selection Process

Clubs and Activities

College Career Pathways (CCP)

Community Service

Counseling Appointments

Credit Appeal Meetings

Crisis Flowchart

CTL (Commitment to Learning)
Dress For Success
Dress Down
Early College Experience (ECE)
Exiting a 504 or IEP
Falcon Academy
Homebound Tutoring
Honors, AP, IB Contract
Hot Pass
Incomplete Grade(s)
Independent Study/Teacher Assistant
International Baccalaureate (IB)
Level Change
Lockers
Log Entries/Teacher Notes.
Midterm and Final Exam Procedures
Military Meetings
Naviance
NCAA Clearinghouse
Parent/Guardian Contact
Peer Mediation
PE Credits
PowerSchool
Project Lead The Way (PLTW)
Requests for Letter of Recommendation
Requests for Transcripts

Rotating Schedule
Schedule Changes
Schedule Distribution
Scholastic Aptitude Test (SAT)
Senior Year Course Load and Unassigned Block
Senior Year Meetings
Standardized Scores (sending)
Student Crisis Policy
Students Entering or Exiting Classes
Student Evaluation Committee (SEC)
Summer School
Testing Accommodations
Transfer Students
Truancy
Vacation
Virtual Learning
Work Experience Credits
Zen Room

**A form corresponds with the category

48 Hour Policy

It is the policy of the School Counseling Department to return all emails and phone calls within a 48 hour time period. (Please note: this policy is for when school is in session, excluding summer days or weekends)

A Falcon Has Spotted You**

Any student or staff who spots someone going out of their way to help others, our building or community is encouraged to fill out a form and submit it to floor designated boxes. Once a week, a name is selected and is celebrated for going above and beyond.

- ★ [A Falcon Has Spotted You Submission Form](#)

ABC Student Performance Team**

Any staff member who has concerns about a student should fill out the ABC Student Performance Team Referral Form. All forms should be returned to the student's School Counselor.

- ★ [ABC Student Referral Form](#)
- ★ [ABC Student Referral Google Form](#)
 - The form can either be printed or completed electronically by clicking "File" then "Make a Copy" and editing the new document.

Once the form is submitted the School Counselor will send a follow-up email to all of the students' teachers. If there are multiple concerns, the student will be presented to the Student Support Team (SST).

Advanced Placement (AP)**

Fitch High School offers a variety of AP courses. Testing administration takes place in the month of May. **Students will be required to pay for AP exams.** Students are required to register with the AP Coordinator to take the AP exam; students who do not register will be required to take the Fitch High School final exam administered for that class. Transportation will be provided to and from testing sites. Students are not permitted to drive or be dropped off to testing sites. All students must use provided transportation to move to and from testing sites off campus. In addition, if a student misses an exam they must notify Mrs. Vamvakides within 24 hours of the test. Beginning with the 2019-2020 school year, all AP exam registration will be completed electronically in the Fall.

AP courses with qualifying exam grades are accepted for school credit, advanced placement credit, or both, by most American colleges and universities. In addition, AP courses and exam grades are used in the admissions process in more than 400 universities outside the United States. Please visit the College Board website for more information. <https://apcentral.collegeboard.org/>

American College Test (ACT)

The American College Test is a nationally administered, standardized paper-and-pencil test that helps colleges evaluate candidates. Colleges now accept students' ACT scores. The ACT includes 215 multiple-choice questions in the subject areas of English, Mathematics, Reading, and Science. The essay is optional. Fitch High School is a local test center for the ACT. All students must register online at www.act.org.

Anonymous Alerts

Anonymous Alerts patented student anti-bullying app helps combat bullying and other negative activity in schools by empowering students to come forward to help themselves and other students. Social and peer pressures are some of the hardest obstacles for students to overcome, now they can report bullying and safety issues quickly using Anonymous Alerts to report it. For more information, please visit their website: <http://www.anonymousalerts.com/webcorp/> . To make an alert please use the below link. <https://www.grotonschools.org/fitch/our-school/anonymous-alerts> or [Anonymous Alerts Info.](#)

Attendance Policy

Fitch High School adheres strictly to the attendance recommendations set forth by the state of Connecticut and recognizes that regular attendance in school is fundamental to a child's achievement. FHS policy states that students who miss more than 12 absences (excused and unexcused) in a full-year class or 6 absences (excused and unexcused) in a half-year class are at risk of losing credit.

Unexcused Absences – A student's absence from school shall be considered unexcused unless written documentation is obtained.

Excused Absences - A student's absence from school shall be considered excused if written documentation has been submitted within ten (10) school days of the student's return to school until 9th absence. All work due or missed during an excused absence may be made up. Any work missed (assigned) during an excused absence will be the student's responsibility to make up within five days.

- ★ [Attendance Appeal Contract](#)
- ★ [Attendance Flyer](#)

Bus Notes and Passes**

All students are assigned a designated bus based on their home address. Should a student request to ride an undesignated bus, a signed note must be written by the parent/guardian and provided to the School Counseling Secretaries, before 10:00am. A bus pass will only be granted after confirmation from the parent and administration approval.

- ★ [Bus Pass](#)

Career/College Center

Students visiting the College and Career Center should have a purpose when entering. They should be there to focus on career interests, college searches, Naviance, scholarships, military, and/or college visits. All students are required to sign in and out. Students are required to have a pass when they arrive to the College and Career Center; if they do not have one they will be sent back to class to get one. Seniors that visit the College and Career Center during their off blocks, must be using utilizing and respecting the center in a productive manner.

Career Clusters

Careers in Connecticut are explored through the National Career Clusters Pathways Program. There are 16 Career Clusters that identify many career pathways. In ninth grade, students will evaluate the Career Clusters and identify potential careers to select an appropriate course of studies that will not only satisfy the graduation requirements, but also provide them with real and authentic opportunities to explore coursework related to careers of interest. Parents are encouraged to work with teachers and School Counselors in this process to explore different paths. Seniors will be recognized at the Senior Awards Night and will be given a certificate and pin to wear at graduation.

- ★ [Career Cluster Additional Information](#)

Cell Phone and Electronics Guidelines

Fitch High School's policy states that cell phones are not to be used in classrooms; earbuds/headphones are permitted during passing time only.

- ★ [Cell Phone and Electronics Guideline Letter](#)

Change of Address/Phone Number/Guardian**

Please contact the School Counseling Secretaries to obtain a change of address form. Address changes will only be made when the form and an appropriate proof of residence has been provided.

Please be aware that all returned mail will be processed through the School Counseling Office and given to students to bring home. In addition, the student will receive a change of address form and the student's home address will require a verification. Change of address forms and all supporting documents should be returned within 3 business days.

- ★ [Sample Change of Address Form](#)
- ★ [Sample Registration Update Form](#)

Class Rank

Rank-in-class, considered for admission by many colleges, is based on all grades earned in Categories I and II for the class of 2020 and computed at the end of each semester. For the class of 2021 and beyond, it is based on all grades earned, including all 3 categories (CP, H, IB/AP) and calculated at the end of each semester. Rank-in-class is determined officially at the end of semester one of their senior year.

Class Weight

Please refer to the [Program of Studies](#) for class weights and scales.

Clubs and Activities

For a listing of all current clubs and activities that Fitch offers, please go to our main page, under [“Clubs and Activities.”](#)

College Career Pathways (CCP)

The College Career Pathways (CCP) program is a concurrent, or dual-enrollment program administered by Three Rivers Community College (TRCC). Students gain exposure to the academic challenges of college while in their familiar high school environment and earn college credit and a college transcript when they successfully complete the course. Concurrent enrollment supports the collaboration between high school teachers and college faculty, thus encouraging the alignment of secondary and postsecondary curriculum. During the 2019-2020 school year we will be offering Three Rivers Credit for: Algebra III, Honors Pre-Calculus, Marine Biology, Honors Marine Biology, and Honors Human Biology.

Community Service**

Students can gather community service hours by serving as aids/volunteers during after school hours in the following: Library/Media Center, school offices, community agencies, and other school to career planned activities (Falcon Academy). Interested students should see their School Counselor for details, eligibility requirements, application and listing of community volunteer opportunities. Students are encouraged, not required, to complete community service during their 4 years of high school.

★ [Volunteer Service Verification Form](#)

Counseling Appointments

Students may schedule appointments with the School Counseling Secretaries before or after school, during passing time, and/or during CTL. Students must have a pass prior to entering the Counseling Suite. Students are encouraged to schedule appointments during elective periods, CTL, or off-blocks; however, this is not always possible and appointments may be scheduled during core academic courses. Only students who are in an emergency situation may see their School Counselors without an appointment.

Course Selection Process

Every year, students are required to go into Powerschool and select classes for the upcoming school year. Students will see all course offerings, including the courses recommended by their teachers. The portal is open for a two week window, where students can select their classes at home or at school. All selections made in the portal will be used to create schedules for the upcoming school year. Selections will be reviewed in individual meetings with the student and their counselor. Please note that these selections are not guaranteed and School Counselors do their best to accommodate all students. Failure to select classes in the portal may result in not getting into the classes of your choice.

A listing of all our courses can be found in our [Program of Studies](#).

Credit Appeal Meeting**

Families will receive a letter regarding attendance appeals. If a family wishes to appeal their child's attendance, they will need to contact the school counseling suite to make an appointment to be heard by the credit appeal panel. There will be designated times during both semesters for these meetings. Previously created contracts will also be revisited during these meetings. Seniors who are in violation of the attendance policy may lose senior privileges, including participation in the graduation ceremony.

Crisis Intervention Flowchart/ Student Crisis Policy

All staff should review the Crisis Intervention Flowchart. When it comes to mandated reporting, all FHS staff are responsible for reporting information to the correct staff members/agencies in a timely fashion, both inside and out of school.

★ [Flowchart](#)

CTL (Commitment to Learning)

Every Monday, Wednesday, Thursday and Friday, students have a CTL period. This 30 minute block of time is used for students to catch up on work, meet with teachers and work on their Student Success Plans (SSP). Students are not permitted to leave their CTL's on Friday. On the other days, students are required to get a pass in advance to visit with a teacher for extra help.

Dress For Success**

The goal of Dress For Success is to create a positive environment in the Fitch community that reflects success in one of its crucial components - the way one presents himself/herself. Students are encouraged to come to school dressed formally (professional attire) on designated days during the school year.

In addition, certain designated days during the year, students and staff encouraged to participate in "Oh, the Places You'll Go." Students and staff can wear college, military, high school or career t-shirts, sweatshirts, or apparel to represent either where they have been or where they are going or aspiring to go.

Early College Experience (ECE)**

ECE is an opportunity for students to take UConn courses while still in high school. Every UConn ECE course is equivalent to the same course at the University of Connecticut. Courses are taught on the high school campus by high school instructors who have been certified as adjunct faculty members by the University of Connecticut. UConn ECE students benefit by taking college courses in a familiar setting with an instructor they know. Courses offered through UConn ECE are approximately one-tenth of the cost in comparison to taking the same course on a UConn campus.

★ [UConn ECE Website](#)

Exiting: 504 or IEP

Any student that is exited from a 504 plan or IEP plan must be exited officially per the 504 and PPT team. All necessary forms will be completed and will be added to their 504 or special education commutative record.

Falcon Academy

The purpose of this after school program is to provide peer tutoring support for students struggling in any academic areas. It is available to all students. Please click [here](#) for more information about days and times.

Homebound Tutoring*

In order for a student to be placed on homebound tutoring, there is a specific procedure and protocol that needs to take place between the student, parent, the student's school counselor, administrator, school nurse, and other medical personnel. If a student is granted homebound tutoring, teachers will be expected to regularly provide work/assignments to the tutor. Some students may also utilize our virtual classes through APEX during tutoring. Additionally, teachers and tutors are expected to consult with one another during the homebound process. Students who are on full-time homebound tutoring will be provided 10 hours of tutoring. Students should take no more than 5 classes during tutoring. Please see Assistant Principal, Ms. McGuire or your child's School Counseling for more information.

- ★ [Homebound Authorization Form](#)
- ★ [Homebound Instruction Request Form](#)
- ★ [HIPPA Form](#)

Honors, AP, IB Contract**

Students who which to take an Honors, AP or IB class will be asked to sign a contract with their parent/guardian. Signing up for an Honors, AP or IB class is a commitment; after the course drop deadline, students will be required to stay in the class for the duration of the year. In addition, any student that would like to take a class at a level higher than recommended is required to fill out and return the below form with their parent/guardian approval.

- ★ [Contract of Class Commitment](#)

Hot Pass

A Hot Pass is provided to a student by their School Counselor as an accommodation to help alleviate social and emotional needs that may occur during the school day. A student should be allowed to utilize their Hot Pass as needed when they show their pass to their teacher, or if they verbally request to use it (in the event that they do not have it on their person). When using their Hot Pass the student is required to depart from the classroom and report to the designated location assigned on their Hot Pass. Please note that not all students are eligible for a Hot Pass and the misuse of the accommodation may result in it being revoked.

Incomplete Grade(s)

Teachers are responsible for completing incomplete grade forms. Incomplete grade forms must be placed in the mailbox of the student's School Counselor. Incomplete grade forms are expected to be rectified within 10 days of the closing day of the quarter. The incomplete grade will default to the letter grade of *F* on the 11th day. (Any special circumstance that the administration is aware of will allow a teacher to hand in the form up to the end of that designated quarter. After the quarter closes, the grade will remain an *F*). Any grade changes made to the teacher's gradebook will not reflect accurately unless submitted with a grade change form.

Independent Study/Teacher Assistant**

Independent Study/Teacher Assistant is only available to seniors and cannot take the place of a graduation requirement. Some students may wish to pursue a subject that is not offered at Fitch High School. Independent Study/Teacher Assistant is graded on work completion. However, Independent Study/Teacher Assistant is not used for class rank, honor roll, or honor cords. Students considering Independent Study/Teacher Assistant will need to consult with their teachers and school counselor. Such courses must constitute a minimum of 90 hours of work for 1/2 unit of credit, or 180 hours of work for 1 unit of credit. **A student must have 6 credits assigned to their schedule, before adding an IS/TA course.** Seniors cannot use an Independent Study/Teacher Assistant block as one of their 6 minimum credits. Independent Study/Teacher Assistant can only be used in addition to their 6 minimum credits.

★ [Independent Study/Teacher Assistant Form](#)

International Baccalaureate (IB)**

The International Baccalaureate Diploma Program (IB) is a rigorous pre-university program leading to assessments in six subject areas. Established in 1968, the IB program offers a challenging curriculum noted for its depth and its international perspective. The two-year IB Diploma provides a coherent and demanding educational experience across the full curriculum. Beyond completing college-level courses and examinations, IB students are also required to engage in community service, individual research, and an inquiry into the nature of knowledge.

The IB Diploma is accepted as an admissions credential at universities in 102 countries. In addition, high scores on IB exams often entitle students to credit or placement at university. IB courses and exams are offered at 1,217 schools in 113 countries.

To schedule a meeting with the Director, Ms. Donovan and your School Counselor, to discuss the program further, please see your School Counselor.

Level Change**

A level change can only be requested during the first 4 weeks of the school year and a meeting must be called between the family, student, School Counselor, Administrator, and teacher of the course in order to determine whether the request will be granted. Students who withdraw from a

course after the scheduling window (September 27, 2019) may receive a WF (withdrawal failing - grade of 0 percent) on the transcript for the course.

★ [Course Drop Form](#)

Lockers

Lockers are assigned to all students by the Main Administrative Office. Lockers are the property of the school and may be opened and searched by school officials when necessary. It is recommended that valuables not be left in school lockers, as the school is not responsible for stolen items. Students should not share (locker and locker combination), swap, or damage the lockers. If a student has difficulty with the operation of their locker, it should be reported to the Main Administrative Office.

Log Entries/Teacher Notes**

Staff must document all communication with students and parents/guardians in Powerschool.

Midterm and Final Exam Procedures**

Arrangements for makeup exams for excused absences must be initiated by the student and/or parent/guardian. A note from the parent/guardian indicating the reason for the absence must be provided to receive approval from an administrator to make up exams. ***The note must be received to School Counseling within 24 hours of the missed exam.*** Once the note is received and approved, the student will receive an authorized make up exam form (see below) and the student will then be responsible for making arrangements to makeup the exam at the convenience of the teacher involved. Midterm and final exams should be made up during the given testing time window. Most make up exams can be made up after 12:00pm on testing days.

Students must arrive on time for their exams, remain in the classroom for the entire 120 minutes, and leave only after their last exam for the day is over. Students leaving before the last exam of the day is over will be considered a “cut” and will not be allowed a makeup exam. Students arriving early for the second exam period will report directly to the Cafeteria, and will stay out of all other areas during the times when exams are in progress. Students are not allowed in parking lots during exams. Students do not need to be present in school if they are not required to take a midterm/final exam. Lunch will not be served on testing days. Buses will run a special schedule on testing days, leaving at 12:10 p.m. No tardy slips will be issued from the office. If a student shows up late, their tardy will be considered an absence and it will be reported to the office during the exam period. Students are allowed to go to lockers only before and after exams, and are not allowed in hallways during exams except in an emergency.

★ [Make Up Exam Form](#)

Military Recruiter and Student Individual Meetings**

Fitch High School values our strong relationship with our military branches and will help to get information out to our students and families. Individual meetings with the military and our students should be held at local recruiting offices. If a family would like to have their child meet with a

recruiter at school, there must be prior consent provided. The consent form should be sent directly to the student's School Counselor or Ms. Allanach. Please see Ms. Allanach in the College/Career Center for more information.

Naviance

Naviance is a college and career readiness solution that helps districts and schools align student strengths and interests to postsecondary goals, improving student outcomes, and connecting learning to life. Groton Public Schools uses Naviance with all 6th-12th grade students. Students and families receive logins to use this internet based resource. Please ask your child's School Counselor for more information.

- ★ [Student/Parent/Guardian Naviance Link](#)
 - <https://student.naviance.com/fitch>
- ★ [Staff Naviance Link](#)
 - <https://succeed.naviance.com/auth/signin>
- ★ [CTL Calendar](#)
- ★ [Naviance Curriculum](#)

NCAA Clearinghouse

Any student that plans to play at a Division I or Division II college or university is required to register with the NCAA by 10th grade. Students interested in playing at a Division III college or university are recommended to also register with the NCAA but they are not required to do so. Students transcripts are uploaded and assessed by the NCAA. Please see your School Counselor and Athletic Director for more information.

- ★ [NCAA Clearinghouse Link](#)

Parent/Guardian Contact

Fitch High School staff is dedicated to communicating with the parents and guardians of our students. During the course of the year, FHS teachers should contact home when a student is receiving a grade of D or F. Fitch High School staff is also committed to sending positive accolades home. All communications with home should be logged in PowerSchool.

Peer Mediation**

Resolving conflict as it arises is critically important. Anytime a conflict is brought to the attention of the FHS staff, it is addressed with one or more of the following strategies:

- ★ [Teaching Restorative Practices with Classroom Circles](#)
- ★ [Peer Mediation](#) (*Please see Ms. Hallissey, School Social Worker, if you are interested in becoming a peer mediator*)
- ★ [Staff Mediation](#)
- ★ [No Contact Agreement](#)

Schedule Changes

Our PowerSchool portal will be open all summer for students to access their schedules. Students and families are required to contact one of the School Counselors over the summer to make any schedule changes. Once the school year begins, students may only make level changes (moving from one level of difficulty to another in the same subject area). Approval must be given by the counselor, parent, administrator and subject area teacher. Elective changes for Semester 2 courses must be done with the School Counselor prior to the start of Semester 2.

Schedule Distribution

School Counselors are responsible for creating schedules. Students can access their schedule via their PowerSchool account. Students are provided with a hard copy of their schedule on the first day of school and at the start of semester 2, during their CTL block.

Scholastic Aptitude Test (SAT) and SAT School Day

The Scholastic Aptitude Test is a standardized test used to assess high school students applying for college. Students typically take it their junior or senior year. The SAT has gone through several changes over the years. Currently, it is a two section test: math and evidence-based reading and writing. The essay is optional. The current SAT is scored on a 1600-point scale and the essay is scored separately. Fitch High School is a local test center for SAT. All Fitch High School juniors take the test to meet the state of CT testing requirement. If your child requires testing accommodations please see their School Counselor. In addition, the school can provide fee waivers for families who qualify.

Non-School Day Administration: Students must register online at www.collegeboard.org.

Senior Year Course Load and Unassigned Block*

Seniors are allowed to take a minimum of 6 credits senior year if they have maintained appropriate credits throughout their previous years. Students cannot have more than one off block a day. Students cannot have a TA (Teacher Assistant) or IS (Independent Study) as part of their 6 credits.

- [Senior Unassigned Form](#)

Senior Year Meetings

School Counselors hold an initial 12th grade meeting at the beginning of the year to review graduation requirements and discuss post-secondary plans with the student. An additional form with all graduation requirements will be signed by the student, a parent, and the School Counselor. At the beginning of semester 2, seniors that are in danger of not graduating must attend a mandatory graduation meeting, which includes administration, school counseling, the teacher(s) of the failing class, the parent, and the student. In addition, if a senior has violated the attendance policy, an additional meeting will be held and the student may lose senior privileges including participating in the graduation ceremony .

Standardized Scores (sending)

Students are expected to send all standardized scores (SAT and ACT) through the College Board and ACT websites. Scores are not listed on transcripts and must officially be sent to colleges, universities and the NCAA.

Student Support Team (SST)

Students that are experiencing difficulty academically, behaviorally, or emotionally are referred to the Student Support Team. This committee works to create tiered supports for students and monitors progress on a weekly basis. Any student that may potentially qualify for a 504 or IEP plan will go through the SST prior to the final referral. Please see the above ABC form if you would like to refer a student.

Students Entering or Exiting Classes (currently enrolled students)

School Counselors will send an email to teachers alerting them that a student will be entering or exiting their class. School Counselors will make every attempt to email teachers during the meeting with the student or at least within 24 hours of the transfer. ***Please be aware that this policy does not apply during the add/drop period at the beginning of the school year.*** The current grade will be provided by the previous teacher.

Summer School**

Summer School is an option for students when available. It is used for credit recovery, enrichment and/or advancement. Please note that for families that are not financially able to pay the fee, there are additional options. The fee for summer school is between \$100-\$300. Fitch High School does also allow other schools to participate in our summer school program, when offered.

- ★ [FHS Summer School Information](#)
- ★ [Extended VLA Summer School Form](#)
- ★ [Summer School Rate Eligibility Form](#)

Testing Accommodations

Any student who has an active 504 or IEP that allows for accommodations, are eligible to receive testing accommodations through the CollegeBoard (SAT, PSAT, AP and ACT). Accommodations must be requested through the student's School Counselor or Case Manager. The CollegeBoard and ACT's must approve all requested accommodations before testing. Please see your School Counselor for more information.

Transfer Students

Transcripts and grades for all students entering Fitch High School will be evaluated by their School Counselor. School Counselors will align students' new schedules with their prior schedule. Please be advised that due to scheduling constraints, a student's schedule may not perfectly align with

their former schedule. If parents have a question about a transfer student, please contact the student's School Counselor directly.

Truancy/Chronically Absent/Habitually Absent Meetings

Any student who misses 4 days of school a month or 10 days in a year will be called in for an attendance meeting, which will include FHS school staff and the student's parent(s)/guardian(s). During that meeting a plan will be put in place for the student. If the plan is not followed, the school will work closely with the family and student to connect them to necessary services and supports.

Vacation

Families are asked to plan trips and vacations during school vacation periods to ensure that students are academically successful. Unless prior approval is granted, absences from school due to family travel and vacations are considered unexcused absences. It is important to remember that even excused absences count toward Attendance Policy limits (see attendance policy above). If a student will be absent from school, parents/guardians are asked to send a note to the Attendance Secretary. If the trip is approved, families should request class assignments through the School Counselor, 10 school days in advance of the trip. Only excused vacation work must be turned in immediately upon return to class.

Virtual Learning (APEX)**

The mission of APEX is to develop and deliver standards-based, student-centered online courses that increase educational opportunities and 21st century skills. This online model of coursework allows FHS to grow our catalog and help students access a wide range of opportunities. Please direct students and parents/guardians to contact their School Counselor for more information.

★ [APEX Information](#)

Work Experience Credits**

Students who complete hours working in a part-time employment may submit their pay stubs to their School Counselor. A student can earn a maximum of 2.0 elective credits. Every 60 hours equals .5 credit.

★ [Work Experience Credit Form](#)

Zen Room

The purpose of the Zen Room, located in the School Counseling Suite, allows a student to take a break. Students are required to sign in and out and will need to turn in their phones prior to entering the Zen Room.