



## Warwick High School

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[www.warwickisd.org](http://www.warwickisd.org)

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### **Ensuring Graduation & Procedures for Credit Recovery**

It is our intention to create and implement curriculum and programs that provide all students at Warwick School District with the ability to learn, grow, explore, and be successful. Students select classes and programs they are interested in throughout their entire high school experience. Students are also encouraged to participate in co-curricular, extra-curricular, and club opportunities as additional avenues to learn, grow, explore, and be successful.

Every student at Warwick High School has a team of adults who support their high school journey. For all students, this team consists of teachers, a school nurse, a school counselor, and an assistant principal. For students who are in need of additional support, regardless of the reason, this team may also include special education case managers, gifted case managers, school psychologist, SAP case managers, home school visitor/school social worker, coordinator of student services, and/or the high school principal.

The SAP team meets one time per week to discuss new referrals and student updates. The school counselors, school psychologists, school nurse, home school visitor/school social worker, coordinators of student services, and high school administrators meet one time per week to discuss and proactively plan for students who are in need of support. Teachers are required to contact parents/guardians when a student is in danger of failing for the marking period. In addition, the school counselors and assistant principals meet with all of the students on their caseloads each marking period who have failed a course to plan for ways to improve. Either the school counselor and/or assistant principal invites the family to join the meeting or follows up with the family after the meeting. A failure letter is also sent to the child's parent/guardian.

All students can request to withdraw from a course at any time. Students choosing to do this outside of the drop/add window (first 3 days of the first semester and the first three days of the second semester) will receive a WF (withdrawal fail) as the final grade for the course. A withdrawal fail will negatively affect the student's GPA and class rank. If a senior would reach a point of being mathematically unable to pass a course, the assigned school counselor and the assistant principal would meet with the student. This meeting would include a discussion about the option to withdrawal fail and enroll in a credit recovery course in order to still successfully graduate with their graduation cohort.

### Procedure for Credit Recovery

- Students who have failed the marking period will be contacted by their school counselor to arrange a meeting with the counselor and the assistant principal.
- Student, school counselor, and assistant principal will meet to review progress in the course and discuss ways to improve their academic performance.
- When the student reaches the point of being mathematically unable to pass the class the student, school counselor, and assistant principal will review progress in the course and describe the process of withdrawal fail (WF).
  - The student, school counselor, and assistant principal will contact the family to review the progress and the option for credit recovery. Details about engagement in the credit recovery and the deadline to complete the course to be eligible for graduation will be reviewed with the student and parent/guardian.
- If needed, the school counselor and assistant principal will assist the student in completing the [Course Withdrawal Fail Form](#).
- Once the form is completed and payment is secured (payment plans are always permitted and a sliding scale is offered for students in need of financial assistance), the assistant principal will enroll the student in the credit recovery course. \*
- Once enrolled, details on expectations will be given, including the timeline to meet the graduation deadline.
- Ongoing follow up from the school counselor, assistant principal, and WVA teacher will be provided biweekly to encourage success.

Students who engage in the credit recovery option will be given an opportunity to complete the requirements to meet the graduation requirements and participate in the graduation ceremony with their peers. However, if students who take a withdrawal fail do not complete the credit recovery option before the graduation deadline, they will not be eligible to participate in their graduation ceremony. These students may take additional time to complete the credit recovery requirements to meet the eligibility for graduation and will receive their diploma at the completion of the credit recovery requirements and/or course completion in the building.

#### **\* COVID-19 Update:**

**Warwick School District wishes to provide seniors with additional support in meeting graduation requirements. Spring 2020 senior students who are in danger of failing as of March 13th can access credit recovery for free. Students in danger of failing as of March 13, 2020 have already been contacted by their building administrator.**