



Official Policy of Ogden Preparatory Academy

7. Students

7.32.POL Credit Recovery and Gap Extension Plan Policy

Effective/Revision Date: 01/12/2023

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PURPOSE

Ogden Preparatory Academy (the School) will work to ensure all students who matriculate from OPA after 9th grade are set up for success during high school; this includes a favorable outlook for an on-time graduation. As such, the School will develop systems for 9th grade students to earn credits and close learning gaps in the event that a student initially fails a course required for high school graduation. This policy only applies to 9th grade students at the School.

DEFINITIONS

1. Credit Recovery: The retaking of a course.
2. Gap Extension Plan (GEP): Extending the dates of a term to complete missing work or retake assessments in order to raise a previously failing grade.

DETERMINING CREDIT RECOVERY VS. GAP EXTENSION PLAN (GEP)

Students who earn a failing grade during 9th grade in a core class that is required for high school graduation will be eligible for either a Gap Extension Plan (GEP) or Credit Recovery. The percentage of the final grade will determine the option(s) given.

- Students earning under 40% will be offered Credit Recovery, and
- Students earning a 40% or higher will be offered either a GEP or Credit Recovery.

COUNSELOR AND ACADEMIC MENTOR EXPECTATIONS

The Counselor and Academic Mentor will be responsible for initiating both Credit Recovery and Gap Extension Plans by doing the following:

1. After each academic quarter, meet and run reports in order to identify students who are eligible for either Credit Recovery or a GEP.
2. Meet with each student identified and discuss options.
3. Present students with a physical copy of either the Credit Recovery Contract (Credit Recovery Contract) or the Gap Extension Plan Contract (Gap Extension Plan Contract).

4. Assist students in completing the contract, including obtaining all signatures.
5. After all relevant parties have signed the contract, the Academic Mentor shall store the contract in a secure location during implementation. A copy of the contract will be given to the student.
6. If all expectations on the contract are completed, the Counselor shall work with teachers, the Academic Mentor, and/or other applicable staff members to ensure the grade and credit is reflected appropriately on the final transcript prior to the student matriculating from OPA.

TEACHER EXPECTATIONS

The School requires teachers who teach ninth grade students in courses required for graduation to participate in credit and gap recovery in the following ways:

1. Teachers will facilitate GEPs for students who qualify and meet the necessary deadlines.
2. Teachers will support the Academic Mentor in facilitating Credit Recovery.

STUDENT EXPECTATIONS

The Academic Mentor and/or School Counselor will discuss GEP and Credit Recovery options with those students who have received a failing grade.

Within 14 days of the day report cards are mailed home (postmark date), the student will complete the GEP Contract (See Gap Extension Plan Contract) or the Credit Recovery Contract (see Credit Recovery Contract).

Each Agreement and Contract will include all the information and requirements relevant to the specific student, course, and the expectations that need to be met.

GEP SYSTEMS AND PROCESSES

GEPs will take place between a student and the original teacher of record. During the time period allotted for the GEP (within 14 days of report card postmark), the Academic Mentor will facilitate an agreement between the student and teacher of record to determine what assignments, tests, and/or projects need to be retaken or completed in order to earn a passing grade.

Working together, the teacher will provide opportunities for the student to complete these tasks outside of regular class time. If the criteria of the contract is met, the teacher shall sign the second portion of the contract which signifies that the student has completed enough work to earn a passing grade of 60%.

Once the GEP is created, it will be stored with the Academic Mentor while the work is in progress. When the student has completed the work, they will ask the Academic Mentor to finalize the contract by verifying completion with the teacher. Completed contracts will be stored with the Counselor.

CREDIT RECOVERY SYSTEMS AND PROCESSES

Credit recovery will take place as a course during the academic day using a combination of digital coursework and in-person support. Students will be scheduled into a study hall course. During this time, students can work on a combination of credit recovery tasks and current coursework. The course will be supervised by the Academic Mentor and additional Teacher Assistants and staff as assigned; the Academic Mentor will oversee grades and credit.

TRANSCRIPT RECONCILIATION

In accordance with Utah Code R277-717, if the stipulations of the credit recovery or learning recovery contract are fulfilled, the School

1. shall adjust, if necessary, the student's course grade and grade point average to reflect the student's highest grade and exclude a lower grade;
2. shall exclude from the student's permanent record the course grade that is not the highest grade; and
3. may not otherwise indicate on the student's current record that the student repeated the course.

PROGRAM LIMITATIONS

The School's resource prioritization for budget, staffing, and facility availability will determine the specific courses available during a given year for credit recovery and gap recovery.

The School will consider courses that serve the articulated purposes of this policy: to ensure all students who matriculate from OPA after 9th grade are set up for success during high school; this includes a favorable outlook for an on-time graduation.

As such, not all 9th grade courses will be available for Credit Recovery or GEPs at the School. If a course is not available for Credit Recovery or GEPs at the School, the student may retake the course at their receiving high school during grades 10-12 or pursue summer school opportunities. In the event that a course is retaken at a different LEA in Utah, the School will comply with the provisions in Utah Code R277-717-3 regarding Course Grade Forgiveness and Transcript Reconciliation.

GROUNDNS FOR DISQUALIFICATION/REMOVAL

A student will be removed from a credit recovery or gap recovery program if any of the following are true:

1. The student is found to have committed plagiarism, academic fraud, or cheating related to tasks, materials, or assessments for the credit recovery or gap recovery program.
2. The student fails to meet a deadline articulated in the credit recovery or gap recovery contract.
3. The student withdraws from the School.
4. The student is expelled from the School.

Document History

Approved: 01/12/2023 *Initial Creation*

Legal References

Utah Code R277-717