

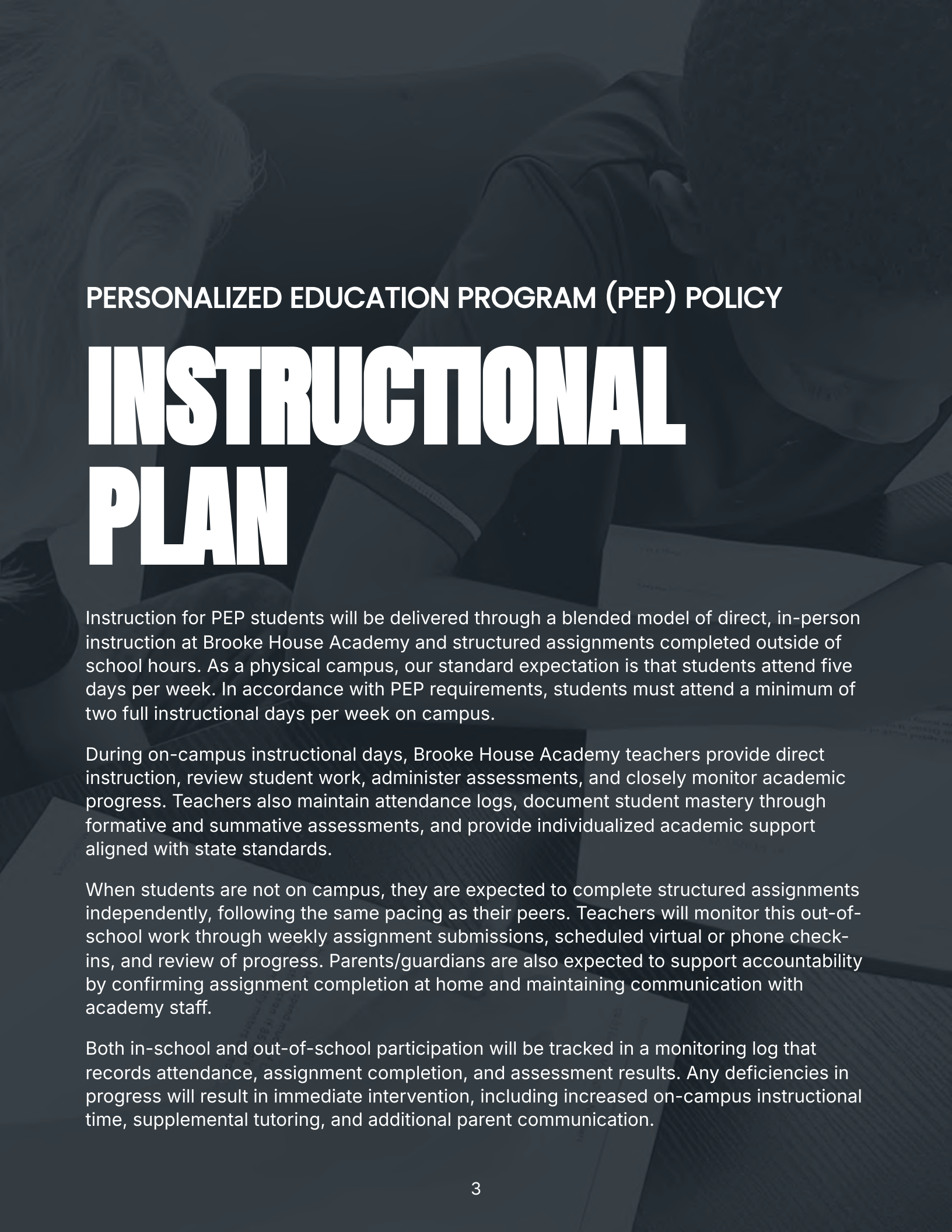


BROOKE HOUSE ACADEMY

PERSONALIZED EDUCATION PROGRAM (PEP) POLICY

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ABOUT PEP



PERSONALIZED EDUCATION PROGRAM (PEP) POLICY

INSTRUCTIONAL PLAN

Instruction for PEP students will be delivered through a blended model of direct, in-person instruction at Brooke House Academy and structured assignments completed outside of school hours. As a physical campus, our standard expectation is that students attend five days per week. In accordance with PEP requirements, students must attend a minimum of two full instructional days per week on campus.

During on-campus instructional days, Brooke House Academy teachers provide direct instruction, review student work, administer assessments, and closely monitor academic progress. Teachers also maintain attendance logs, document student mastery through formative and summative assessments, and provide individualized academic support aligned with state standards.

When students are not on campus, they are expected to complete structured assignments independently, following the same pacing as their peers. Teachers will monitor this out-of-school work through weekly assignment submissions, scheduled virtual or phone check-ins, and review of progress. Parents/guardians are also expected to support accountability by confirming assignment completion at home and maintaining communication with academy staff.

Both in-school and out-of-school participation will be tracked in a monitoring log that records attendance, assignment completion, and assessment results. Any deficiencies in progress will result in immediate intervention, including increased on-campus instructional time, supplemental tutoring, and additional parent communication.



PEP STUDENT WEEKLY SCHEDULE

DAY	TIME	ON-CAMPUS INSTRUCTION	OUT-OF-CAMPUS INSTRUCTION
Monday	8.30am-3.30pm	Direct instruction, attendance, assessments, tutoring	Independent coursework at home, assignments due weekly
Tuesday	8.30am-3.30pm	Direct instruction, attendance, assessments, tutoring	Independent coursework at home, assignments due weekly
Wednesday	8.30am-3.30pm	Direct instruction, attendance, assessments, tutoring	Independent coursework at home, assignments due weekly
Thursday	8.30am-3.30pm	Direct instruction, attendance, assessments, tutoring	Independent coursework at home, assignments due weekly
Friday	8.30am-3.30pm	Direct instruction, attendance, assessments, tutoring	Independent coursework at home, assignments due weekly

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NOTES

- Students are expected to attend five days per week unless otherwise arranged under PEP.
- PEP students must attend a minimum of two on-campus instructional days per week.
- Out-of-campus assignments must align with pacing guides provided by teachers.
- Teachers track progress through assignment submissions, check-ins, and parent verification.
- Students falling behind may be required to increase on-campus attendance.





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CONCLUSION

Brooke House Academy is committed to ensuring that all PEP students receive high-quality, structured instruction that mirrors the expectations of our full-time program. By requiring a minimum of two on-campus instructional days per week, with a standard expectation of five days, and by providing clear accountability for out-of-campus work, we are confident that our model fully supports student success while meeting the requirements of the Department of Education. This schedule will also be published on our school website to provide families with clear guidance and transparency.



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