



Brilliance Academy: PEP Hybrid Program

Administration Guide

Welcome to the Brilliance Academy Personalized Education Program (PEP) Hybrid Portal. This program is specifically designed to give parent-directed educators the perfect blend of structured classroom instruction, peer socialization, and data-driven digital flexibility.

1. Attendance Requirements & Campus Schedule

To maintain enrollment in Brilliance Academy's hybrid tract, students must strictly adhere to a **blended mandatory attendance structure** spanning 180 instructional days per school year.

On-Campus Attendance (2 Days Per Week)

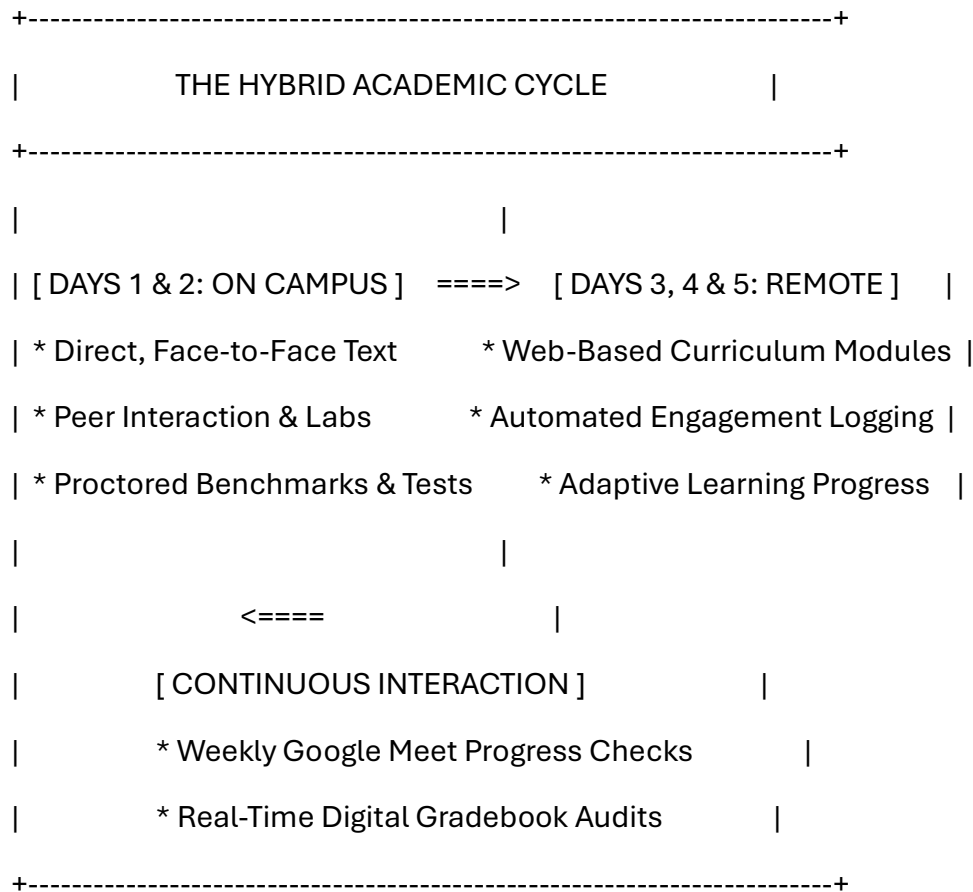
- **Requirement:** In-person attendance on campus is **mandatory for two full instructional days** each week (designated upon enrollment based on the student's grade band).
- **Daily Hours:** On-campus hours run from **9:00 AM to 2:00 PM**.
- **Campus Expectations:** Students must arrive on time, fully dressed in the official school uniform, and equipped with their required remote learning materials or laptop.
- **Absences:** Any absence from a mandatory on-campus day must be backed by a written medical or family excuse note within 48 hours. Excessive unexcused absences may result in administrative withdrawal from our hybrid program.

Remote Instructional Attendance (3 Days Per Week)

- **Requirement:** For the remaining three days of the instructional week, students complete coursework remotely via our approved web-based curriculum.
- **Hourly Compliance:** To comply with Florida Statutes regarding compulsory school attendance, students are expected to engage in a minimum of **4 to 5 hours** of active, documented academic work on remote days.

2. Curriculum Delivery & Assignment Monitoring

Brilliance Academy bridges the physical and virtual classrooms using automated monitoring tools and face-to-face evaluations to ensure complete academic integrity.



Instructional Methods

- **The Core Engine:** Coursework is primarily powered by our comprehensive, state-aligned **web-based curriculum provider**. This platform delivers interactive video lessons, text-based modules, and computerized practice assignments.
- **On-Campus Labs & Deep-Dives:** During the 2 on-campus days, our instructional staff reviews the digital modules, conducts hands-on learning activities, leads science labs, and facilitates collaborative group work.
- **Google Meet Live Touchpoints:** On remote days, instructors hold scheduled **Google Meet video sessions** to offer target tutoring, review complex concepts, and check pacing.

Verification and Monitoring

- **Digital Footprint Tracking:** Our administration monitors the web-based curriculum's back-end dashboard weekly. This tracking monitors active time-on-task, session timestamps, and lesson completion rates.

- **Live Accountability:** Teachers cross-reference digital progress metrics with the student's in-person performance during on-campus days. Major module unit tests, midterms, and finals are **exclusively proctored on campus** to prevent academic dishonesty.

3. Legal and SFO Parent Responsibilities

Because PEP is fundamentally a *Parent-Directed* scholarship, the State of Florida places ultimate compliance accountability on the home. Enrolling your child at Brilliance Academy part-time does not absolve the parent of their strict legal duties to the Scholarship Funding Organization (SFO, such as Step Up for Students).



Administrative Actions Required by Parents:

- **1. Annual Student Learning Plan (SLP):** Parents must personally fill out, verify, and submit their child's official Student Learning Plan through their SFO portal at the beginning of the school year. Accounts will not be funded by the state until this plan is cleared.
- **2. Timely Invoice Approvals (Crucial):** Brilliance Academy invoices the SFO directly through the digital portal for our hybrid instructional and service fees. **Parents are required to log into their SFO portal account within 3 business days of receiving an invoice notification to approve the school voucher.** Unapproved invoices result in account holds and may disrupt your child's class seat.
- **3. Home Portfolio Maintenance:** By law, PEP parents must keep a tangible or digital portfolio of student work samples, workbooks, and curriculum log sheets. This must be preserved for a minimum of two consecutive years in the event of a state audit.
- **4. Mandatory Annual Norm-Referenced Testing:** Parents must register their child for a state-approved national norm-referenced test (e.g., Edmentum Exact Path, Stanford, Iowa, or TerraNova) at the end of the academic year. Parents must ensure the testing is administered and that the official scores are uploaded to the SFO portal before the state's strict summer deadline to maintain scholarship eligibility for the next year. Brilliance Academy offers Edmentum Exact Path Norm-Referenced Test.

4. Enrollment & Financial Policies

- **Contractual Commitment:** Enrolling in the Brilliance Academy PEP hybrid tract reserves a dedicated, limited seat in our physical classrooms. Parents sign a

seasonal or annual financial agreement covering the agreed-upon instructional services.

- **Fund Shortages:** In the event that a student's PEP Educational Savings Account runs out of available state funding due to other parental third-party purchases (e.g., tech hardware or outside tutors), the parent assumes full personal financial responsibility for any remaining tuition or service balances owed to Brilliance Academy.