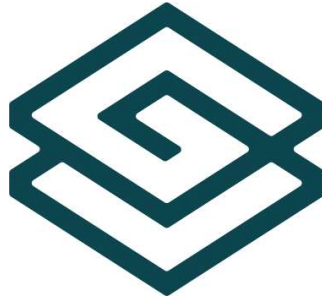




School Name: Generations Academy

School Code: 3133

Academic Year: 2026–2027

Subject: Documentation of Instructional Delivery and Assignment Monitoring for PEP Hybrid Track Students (Non-Digital / Direct-Contact Framework)

1. Overview of the Instructional Delivery Model

Generations Academy operates an approved PEP Hybrid program where students fulfill their mandatory on-campus obligation by attending physical, face-to-face instruction for 2 full school days per week (Tuesdays and Thursdays).

During the remaining required instructional time spent outside the physical campus, learning transitions to a structured, school-supported, home-based framework directed by the parent/guardian. Instruction during these remaining hours is delivered through the following methods:

- **Physical Weekly Home Guides:** On the final on-campus day of each week, teachers distribute a comprehensive printed "Weekly Home Guide." This document explicitly outlines day-by-day reading assignments, textbook chapters, worksheets, and instructional goals to be completed at home.
- **Direct-Contact Teacher Support:** Certified instructional staff provide dedicated, scheduled windows during off-campus days where parents and students can access direct academic support via dedicated instructional emails.
- **Curriculum Integration:** At-home assignments utilize the identical, state-aligned physical workbooks used during on-campus lectures to ensure zero disruption in academic continuity.

2. Methods for Monitoring and Verifying Student Assignments

To verify that compulsory instruction is consistently taking place during off-campus days without the use of an online student portal, our administration enforces a rigorous, physical check-and-balance system:

- **Contact Logs:** Teachers maintain an internal "PEP Communication Log" documenting monthly email check-ins or phone calls with parents regarding student progress, questions, and curriculum pacing.

- **Physical Portfolio Return Milestones:** When PEP students return to campus for their first face-to-face instruction day of the week, they must physically submit a completed folder or binder containing all written work, math problem sets, essays, and worksheets completed at home.
- **In-Person Teacher Review:** Teachers physically review the at-home portfolio work during on-campus days. Furthermore, all formative quizzes and summative unit exams are strictly proctored face-to-face on campus to objectively validate student mastery of the at-home materials.

3. Intervention Protocol for Insufficient Academic Progress

In alignment with progress-monitoring principles, if a PEP family fails to return physical portfolios, misses scheduled phone/email check-ins, or the student scores below proficiency benchmarks on proctored assessments, the school executes the following remediation protocol:

- **Step 1: Direct Parent Outreach:** The teacher or administrator initiates immediate phone contact to discuss barriers to completing the Weekly Home Guide.
- **Step 2: Mandatory Academic Conference:** A formal in-person meeting is conducted between the parent, teacher, and administration to evaluate the student's current Student Learning Plan (SLP) and implement targeted adjustments.
- **Step 3: Conditional Enrollment Review:** If a student demonstrates persistent non-compliance or a lack of satisfactory academic progress over a 30-day period, the school will advise the parent that the current hybrid setting may not be the optimal learning modality and recommend transitioning to an alternative educational track.