



Creative Minds Higher Learning Academy

PEP Hybrid Program Attendance & Instructional Information

Creative Minds Higher Learning Academy offers a structured hybrid educational model that combines scheduled in-person instruction with learning activities completed at home. The academy's attendance policies apply to students enrolled in the academy. Separate requirements may apply to students participating in the Personalized Education Program (PEP) scholarship. Families should review current requirements directly with Step Up For Students and the Florida Department of Education.

Academy Attendance Policy

Students enrolled in Creative Minds Higher Learning Academy are expected to attend their scheduled in-person instructional days at the academy's designated location.

For students enrolled in the academy's hybrid schedule, the typical schedule includes a minimum of two (2) full school days per week on campus. These days may include:

- Direct classroom instruction
- Academic lessons and teacher support
- Hands-on learning experiences
- Assessments and progress monitoring
- Collaborative projects
- Enrichment activities
- Social-emotional learning opportunities

The academy may establish additional attendance procedures, including arrival and dismissal times, absence reporting, make-up work, and communication expectations. Families are responsible for following the academy's published attendance policies and notifying the academy of absences or schedule changes.

The academy will maintain attendance and instructional records in accordance with its own policies and any applicable legal or programming requirements.

Home-Based Learning

On days when students are not scheduled to attend the academy in person, families may complete learning activities at home. These activities may be organized through the student's individualized Student Learning Plan (SLP), when applicable.



Home-based learning may include:

- Online curriculum and digital learning activities
- Reading and literacy assignments
- Mathematics and science practice
- Writing and research activities
- Independent projects
- Parent-guided learning experiences
- Supplemental coursework
- Educational enrichment activities
- Portfolio development and documentation
- Review and completion of assigned coursework

The SLP should reflect the student's educational goals and learning activities. PEP families should consult Step Up For Students for current SLP requirements and guidance, including requirements that may apply when a student attends a physical school part time. ([Step Up For Students](#))

Typical Weekly Instructional Model

The academy's typical hybrid schedule may include:

Two Full Days — On Campus

Students participate in scheduled classroom instruction, academic lessons, hands-on activities, teacher check-ins, assessments, group projects, and enrichment opportunities.

Remaining Learning Days — At Home

Students and their families complete assigned or planned learning activities at home. Parents or guardians are responsible for supervising the student's home-based learning and maintaining any documentation required by the academy, the scholarship program, or another applicable authority.

This schedule describes the academy's instructional model. It does not, by itself, determine whether a student satisfies PEP scholarship requirements.

PEP Scholarship Requirements

PEP scholarship requirements are established and administered by the applicable scholarship funding organization and governmental authorities, not independently by Creative Minds Higher Learning Academy.

PEP families are responsible for reviewing and complying with current requirements concerning matters such as:

- Student Learning Plans



- Eligible educational expenses
- Required assessments
- Documentation and recordkeeping
- Scholarship renewal
- Participation and use of scholarship funds
- Reporting obligations
- Deadlines and other program procedures

Step Up For Students provides information regarding PEP participation and family responsibilities. PEP students may also be subject to assessment and other requirements established by the Florida Department of Education or the applicable scholarship funding organization. ([Step Up For Students](#))

The academy may provide families with attendance records, instructional information, or other documentation maintained by the academy when appropriate. However, the academy does not determine a student's scholarship eligibility, approve PEP expenses, interpret scholarship rules on behalf of the program, or certify that a family has satisfied all state or scholarship requirements.

Separate Responsibilities

Academy responsibilities may include:

- Providing the scheduled in-person instruction described in the enrollment agreement or school schedule
- Communicating academy attendance procedures
- Recording student attendance
- Providing assigned instructional activities or academic support
- Maintaining applicable school records
- Communicating with families about academic progress and attendance matters

Family responsibilities may include:

- Following the academy's attendance and enrollment policies
- Ensuring that the student attends scheduled in-person instructional days
- Supervising home-based learning activities
- Completing and maintaining required PEP documentation
- Reviewing current scholarship rules and deadlines
- Confirming whether expenses, assessments, plans, and activities are eligible under the PEP program
- Contacting Step Up For Students or the appropriate governmental authority with questions about scholarship compliance

Our Commitment

Creative Minds Higher Learning Academy is committed to providing a flexible and academically focused learning environment that combines in-person instruction, individualized learning, technology, hands-on experiences, and family partnership.



Our hybrid model is intended to support consistent learning across on-campus and home-based instructional activities. Families should use the academy's policies for questions about school attendance and instruction and contact Step Up For Students or the appropriate governmental authority for questions about PEP scholarship eligibility, compliance, funding, assessments, or required documentation.

Please Note: This document describes the academy's instructional model and school attendance policies. It is not a determination of PEP scholarship eligibility or compliance. PEP requirements may change, and families are responsible for obtaining and following the most current guidance from Step Up For Students and the Florida Department of Education.