

STUDENT ATTENDANCE POLICY

"Whatever you do, work at it with all your heart, as working for the Lord, not for men." – Colossians 3:23

Overview

At Creation Village World School, consistent attendance is foundational to student success and community belonging. Regular school attendance reflects our shared responsibility—between students, families, and staff—to steward the gift of education and support each learner in fulfilling their God-created identity. As an IB World School, we affirm that active engagement in daily learning fosters inquiry, reflection, and growth.

Attendance Expectations

Students are expected to attend all school days and arrive on time in accordance with Florida law (F.S. 1003.21). Absences disrupt learning and may impact student progress, especially in our inquiry-based, collaborative learning environment.

If your child will be absent, please notify the School Office by phone at 407-900-7708 or through the Toddle Attendance by 8:00 AM:

Absence Review Policy

Students who accumulate more than **5 absences in a quarter** or **8 in a semester** (excluding school-sponsored absences) will be referred for review by the Student Support Team. Families will be invited to share relevant information and partner with the school to support continued attendance and engagement.

The team will determine if interventions, supports, or consequences are necessary. Outcomes may include academic plans, accountability agreements, or—in cases of excessive or unexcused absences—potential academic penalties or withdrawal from the school.

Florida Statutory Compliance

Excessive absences or a pattern of absenteeism is cause for disciplinary action and may result in dismissal from school or loss of re-enrollment in the subsequent year. Florida Statute 1003.21 establishes that regular school attendance is required of ALL students enrolled in a public school. This statute also points out that only those students who have attained the age of 16 years and have filed a formal declaration of intent to terminate school enrollment are not subject to compulsory school attendance laws. The declaration to terminate school enrollment must be signed by both the student and the student's parent. This declaration requires the student and parent to acknowledge that terminating enrollment is likely to reduce the student's earning potential or career opportunities in the future. Parents are responsible for the attendance of their children within the compulsory attendance age (Florida Statute 1003.24). Whenever a student of compulsory school attendance age is absent without the permission of the person in charge of the school, the parent of the student will, as soon as practical after learning of the absence, report and explain the cause of such absence to the appropriate school personnel.

Pre-Arranged Extended Absences

Families seeking to request an extended absence of five or more consecutive school days must:

1. **Submit a written request** to the School Office at least two week in advance: [Pre-Arranged Absence Form](#)
2. **Students agree to stay current** with assignments and learning via Toddle or other platforms. Communication with teachers during the absence is expected.
3. **A family-teacher conference** is required before and after the extended absences for the family to meet with the lead of the programme to ensure academic alignment before or after the absence.

Families are encouraged to reference the school calendar when planning travel, as learning engagements and formative experiences—particularly in an IB context—cannot be replicated.

Disability-related absences

Students with medical conditions requiring recurring absences should ensure these are outlined in an official plan, coordinated through the school office.

Make-Up Work Guidelines

- Students are required to make up all missed assignments regardless of absence type.
- Students will receive **the number of days missed** to complete their make-up work, unless alternate arrangements are agreed upon with the teacher.
- Assignments given **more than five days before the absence** are due on the assigned date unless previously discussed.
- If a pattern of absences appears to be avoiding assessments, the school may require physician documentation and assign alternative assessments.
- Students on suspension must complete all missed work for full credit within the same make-up timeframe.

Commitment to Community

As a Village, we walk with each child in love and truth. Our attendance policy is built not on punishment but on purpose—to help every student grow in knowledge, love for God, and service to others. We are grateful for our families' partnership and support in cultivating a learning environment where every child can flourish.

If you have questions or would like to speak with our team regarding your child's attendance, please contact your division office.

PRIMARY YEARS PROGRAMME ATTENDANCE GUIDELINES

A Foundation for Growth

At Creation Village, we believe regular and punctual attendance reflects a family's partnership in a child's spiritual and academic formation. Being present allows students to engage fully in inquiry, community worship, and meaningful learning. Our approach to attendance is grounded in love, stewardship, and responsibility—values that guide all we do.

Absences and Tardies

If your child will be absent, please contact the **School Office at 407-900-7708** by **8:00 a.m.** Families may also provide a doctor's note or send an email to verify the reason for the absence upon the student's return.

In our Primary Years Programme, we do not categorize absences or tardies as "excused" or "unexcused." Our daily attendance records reflect who is physically present on campus to ensure accuracy for safety and emergency procedures.

Please note:

- Medical documentation is maintained to support a complete picture of student attendance.
- If patterns of absence emerge, we will partner with families to ensure continuity of learning and support.

Missed Work

Teachers will provide missed work once the student returns to school. While we recognize parental support is helpful, it is the child's responsibility—supported by the family—to complete any work missed. Teachers are not expected to pre-teach or tutor missed content.

Arrival and Dismissal

Arrival

K-5 carline is open from **8:00–8:25 a.m.**, and classes begin promptly at **8:30 a.m.** Students arriving after this time are considered tardy.

- **Tardy students** must be accompanied by a parent to the **Zwart Center Lobby** and will be escorted to class by a staff member.
- Students arriving **after 12:00 p.m.** will be marked present for the afternoon only.

For the safety of our Village, **students may never be dropped off in an unsupervised area or outside the designated carline.**

Dismissal

Students are released only to individuals listed in their **Toddle profile**. If a different person is picking up your child, please contact the School Office by that morning. Identification is required for carline pick-up.

Arrival and Dismissal times follow a staggered schedule:

Grades	Drop-off	Pick-up
PreK3-PreK4	8:30 am to 9:00 am	4:00 pm to 4:15 pm
VPK Only	9:00 am	12:00 pm
K-5th Grade	8:00 am to 8:25 am	3:30 pm to 3:45 pm (Monday through Thursday) and 2:00 pm to 2:15 pm on Friday

Reminders:

- Parents may enter campus **no earlier than 20 minutes prior** to their oldest child's dismissal time.
- Younger siblings will wait indoors for the older sibling's dismissal time.
- Students not picked up by the end of their dismissal window will be taken to **Extended Care**.

Parents must **use the official carline or sign-out procedure**. Repeated failure to do so may require daily sign-in/out protocols for your child.

Early Dismissal

We encourage families to schedule appointments outside school hours. If early pick-up is necessary:

- Please notify the School Office in advance.
- All early dismissals must occur **before 1:30 p.m.** (12:30 p.m. on Fridays).
- Students leaving before lunch (noon) will be considered absent for the day.
- More than one early dismissal in a week is considered an absence.

Emergency Dismissal

In the event of severe weather or emergency (e.g., hurricane warnings), parents will be contacted via **Toddle or phone**. Only individuals listed in your child's **Emergency Contacts** in **Toddle** may pick up your child during such events.

Rainy Day Procedures

On rainy or stormy days:

- Students report directly to homerooms in the morning.
- If lightning or dangerous weather is present, carline may be paused for safety.
- Parents may escort students into the building at their discretion.
- Faculty will resume carline as soon as conditions are safe.

At Creation Village World School, every moment matters. Your partnership in ensuring students are present, on time, and ready to grow each day supports our shared mission to develop learners who love God, pursue excellence, and serve others with joy.

MIDDLE YEARS PROGRAMME ATTENDANCE GUIDELINES

A Commitment to Presence and Purpose

In the Middle Years Programme (Grades 6–10), consistent and timely attendance is essential to student growth, collaboration, and the pursuit of excellence. Learning in the MYP is inquiry-driven and community-based—students cannot replicate these experiences in isolation. Attendance is not simply a logistical requirement but a reflection of our shared commitment to academic engagement and well-being.

Reporting Absences and Tardies

Parents/guardians must report all absences or late arrivals to the School Office at **407-900-7708** or by logging the absence in Toddle Attendance by **8:00 a.m.** on the day of the absence. **Students arriving late** must check in at the MS Office upon arrival.

What Counts as a Full Day

- On **regular days (Monday to Thursday)**: students must attend **5 of 7 class periods**.
- On **block days (Friday)**: students must attend **3 of 4 class periods**.
- Students are expected to attend **all scheduled classes** and participate fully in their learning engagements.

Note: To participate in extracurricular activities or school events (e.g., athletics, arts, clubs), students must be present for the full academic day.

Excused Absences

For an absence to be considered excused, families must provide documentation upon return. Valid reasons include:

- Illness or medical appointment (physician's note required after 3 days)
- Medical treatment or recovery from injury
- Religious observance (advance notice required)
- Court appearance or legal obligation
- Death of a family member or close friend
- Traffic accident involving the student
- Natural disaster
- Other extenuating circumstances approved by the Director

Short-term illnesses (1–2 days) may be explained via a parent email. The school may request additional documentation if absences become excessive. Students attending a **school-sponsored activity** are marked present for attendance purposes.

Patterns of Absenteeism

A pattern of unexcused absences or chronic tardiness may lead to:

- Administrative review with student and parents
- Placement on **academic or attendance probation**
- Ineligibility for extracurricular participation, including sports, performances, and off-campus events
- Revocation of re-enrollment or termination of the enrollment contract

Early Dismissals

To request early dismissal, parents must contact the School Office at 407-900-7708 or via Toddle Attendance prior to arrival. Students must be picked up **before 1:00 p.m. (12:30 p.m. on Fridays)** and signed out using their ID via Toddle. Early dismissals are recorded and monitored in accordance with Florida law and may count as partial absences.

Middle School Arrival & Dismissal Procedures

To ensure a safe and orderly environment for all families:

Reminders:

- Remain in your vehicle during drop-off.
- Follow directional signs and drop-off staff guidance.
- No parking in carline zones during active drop-off.
- Cell phone use is discouraged during arrival for safety.

Arrival and Dismissal Times

Grades	Drop-off	Pick-up
6-8th Grade	8:00 am to 8:25 am	3:30 pm to 3:45 pm (Monday through Thursday) and 2:00 pm to 2:15 pm on Friday
9th-11th Grade	8:00 am to 8:25 am	3:45 pm to 4:00 pm (Monday through Thursday) and 2:15 pm to 2:30 pm on Friday

Students will be grouped by grade level for safe and efficient dismissal.

Any student not picked up within 15 minutes of dismissal will be taken to **Extended Care**, and a supervision fee will be added to the student's account.

Important Dismissal Notes

- Please arrive no more than **20 minutes before** your child's dismissal time to avoid congestion.
- Families with multiple children should arrive at the dismissal time of the **oldest child**.
- Students may not wait in unsupervised locations or enter other parts of campus without faculty supervision.
- Always follow the instructions of our campus staff to maintain a safe and respectful environment.

At Creation Village World School, we believe that every day on campus is a gift—a time to grow in faith, inquiry, and community. Thank you for supporting your child's presence, punctuality, and purpose as we walk this journey together.

CAREER-RELATED PROGRAMME ATTENDANCE GUIDELINES

Living with Purpose

In the IB Career-related Programme (Grades 11–12), regular attendance is foundational to personal and academic success. Students in the CP are expected to manage their time and commitments responsibly as they prepare for college, careers, and service in the world. Daily presence is essential for collaboration, critical thinking, and completion of IB and career-related assessments.

Reporting Absences and Tardies

Parents must report all absences or tardies by **7:45 a.m.** by contacting the High School Office at **407-900-7708** or through Toddle Attendance. Students arriving late must **report directly to the School Office** to be signed in and receive a pass before entering class.

Class Attendance and Credit

To meet academic requirements and uphold the integrity of the CP programme:

- A student is considered present when attending the **majority of a scheduled class period**.
- Students attending school-sponsored events or representing the school in an approved capacity are counted as present.

- Teachers maintain the official class attendance records.
- **Students who accumulate 8 or more unexcused absences per semester in any one class will be required to sit for mid-year and final exams** and may not receive credit for that course.

Excused Absences

To request that an absence be marked as excused, documentation must be submitted to the School Office.

Acceptable reasons include:

- Medical appointment or treatment by a licensed physician
- Short-term illness (with a parent note for up to 3 days)
- Extended illness (requires physician documentation after 3 days)
- Religious observance (with prior notice)
- Court order or law enforcement summons
- Death in the immediate family or a close friend
- Traffic accident involving the student
- Natural disaster
- Other extraordinary circumstances approved by the Director or Dean

Note: If abuse of these provisions is suspected, the school may request additional documentation before granting an excused absence.

Arrival and Dismissal Times

Grades	Drop-off	Pick-up
11th Grade	8:00 am to 8:25 am	3:45 pm to 4:00 pm (Monday through Thursday) and 2:15 pm to 2:30 pm on Friday

Consequences for Excessive Absences or Tardiness

As an IB Career-related Programme and faith-based learning community, we expect students to embody integrity, reliability, and responsibility. When attendance becomes inconsistent, consequences will be enforced to maintain academic standards and student accountability:

- **8 or more unexcused absences in any one class per semester** may result in loss of credit for that course and required participation in mid-year and end-of-year examinations.
- **Chronic tardiness** (e.g., late to school more than 5 times in a semester) may result in disciplinary review and probation.
- **Students with more than 5 unexcused absences across multiple classes** may be placed on **attendance probation**, reviewed by the Dean.

Students on attendance probation will not be permitted to participate in:

- School athletics (practices, games, or competitions)
- Performing or visual arts events (concerts, showcases, exhibitions)
- Clubs, leadership roles, or school-sponsored extracurricular programs
- Off-campus learning opportunities, field studies, or service activities

Loss of participation may remain in effect until a meeting is held with the student, parent/guardian, and school leadership to determine a path for reinstatement and support.

Repeated or unresolved violations may result in:

- Loss of re-enrollment for the following year
- Withdrawal of an existing enrollment offer
- Review of graduation eligibility

At Creation Village, we believe that every school day is a gift—an opportunity to grow in knowledge, faith, and purpose. By honoring our time together through consistent attendance, students build habits of integrity, resilience, and stewardship as they fulfill their God-created identity.